



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Capture of National Harvest Survey Data FY 21/22 – 25/26</p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000053357</p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2021-01-11</p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</p> <p>at – à 2:00 P.M. on – le 2021-02-05</p>	<p>Time Zone – Fuseau horaire</p> <p>Eastern Time Zone</p>
	<p>F.O.B – F.A.B See herein</p>	
	<p>Address Enquiries to - Adresser toutes questions à Megan Filliol megan.filliol@canada.ca</p>	
	<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) See herein</p>	
	<p>Destination - of Services / Destination des services See herein</p>	
	<p>Security / Sécurité There is a security requirement associated with this requirement, see herein</p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>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)</p>		
<p>Signature</p>	<p>Date</p>	

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TITLE: Capture of National Harvest Survey Data FY 21/22 – 24/25

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security and Other Requirements includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include a Confidentiality Agreement, Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Non-Disclosure Certification.

2. Summary

2.1 Environment Canada has a requirement for the capture of National Harvest Survey Data as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award date to **30 June 2022**.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.

- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA).

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC *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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: “Bids may be submitted by facsimile if specified in the bid solicitation.”

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.1 Confidential Information for Bidding

In order to prepare a bid in response to the bid solicitation, suppliers must have access to information that is confidential or proprietary to Canada or a third party. It is a condition of the bid solicitation that bidders sign a Confidentiality Agreement substantially in the form set out in Attachment 1 to Part 2 before being given access to such information at a facility identified in the bid solicitation or before it is provided to them as part of the bid solicitation.

3. Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

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

5. Applicable Laws

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

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.

6. Basis for Canada's Ownership of Intellectual Property

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

"where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software."

**ATTACHMENT 1 TO PART 2
CONFIDENTIALITY AGREEMENT**

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED BY
THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

The description of the requirement of bid solicitation No. 5000053357 contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

1. The Supplier agrees that:
 - (a) it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
 - (b) it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above;
 - (c) at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.
2. The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.
3. The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.
4. Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:
 - (a) is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
 - (b) is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
 - (c) is independently developed by the Supplier; or
 - (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

Name of Supplier

Signed by its authorized representative

Date

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy in PDF format)

Section II: Financial Bid (1 soft copy in PDF format)

Section III: Certifications (1 soft copy in PDF format)

Section IV: Additional Information (1 soft copy in PDF format)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1400h (2 p.m.) (Eastern Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca
Attention: **Megan Filliol**
Solicitation Number: **5000053357**

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the "Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 1.4** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

**ATTACHMENT 1 TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

The Bidder should complete this financial bid presentation sheet and include it in its financial bid. As a minimum, the Bidder must respond to this financial bid presentation sheet by inserting in its financial bid for each of the periods specified below.

The rates and prices specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The Bidders' proposed cost will be stated by the thousand (e.g. \$/1000 permits). This cost must include all courier, administrative fees, set-up fees etc., and the Contractor is responsible for shipping arrangements and costs. The proposal will be rejected if these requirements are not met.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Contract Period: 01 April 2021 to 30 June 2022				
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Total (A) * (C) = (D)
Migratory Game Bird Hunting Permits	120,000			
Harvest Questionnaire Survey Forms	8,000			
Species Composition Survey Forms	18,000			
Bidder's Total Price =			\$ _____	

Option Period 1: 01 July 2022 to 30 June 2023				
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Total (D) (A) * (C)
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6500			

Species Composition Survey Forms	15,000			
Bidder's Total Price =		\$ _____		

Option Period 2:		01 July 2023 to 30 June 2024		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Total (A) * (C) = (D)
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6500			
Species Composition Survey Forms	15,000			
Bidder's Total Price =		\$ _____		

Option Period 3:		01 July 2024 to 30 June 2025		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Total (A) * (C) = (D)
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6500			
Species Composition Survey Forms	15,000			
Bidder's Total Price =		\$ _____		

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Number	Financial Criteria	Met/Not Met
MF-1	<u>Initial Contract Period</u> : Environment Canada has established funding for this project at a maximum amount of \$60,020.00 (in Canadian dollars) – excluding taxes – for professional services.	
MF-2	Option Period 1: Environment Canada has established funding for this project at a maximum amount of \$56,255.00 (in Canadian dollars) – excluding taxes – for professional services.	
MF-3	Option Period 2: Environment Canada has established funding for this project at a maximum amount of \$56,255.00 (in Canadian dollars) – excluding taxes – for professional services.	
MF-4	Option Period 3: Environment Canada has established funding for this project at a maximum amount of \$56,255.00 (in Canadian dollars) – excluding taxes – for professional services.	

1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

1.2.2.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.”

1.2.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

2. Basis of Selection

Basis of Selection - Lowest Price Per Point

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria and mandatory financial criteria;
 - (c) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. The evaluated price per point will be determined by dividing the evaluated price of the bid by the number of points obtained for the point rated technical evaluation criteria.

In the event that two or more responsive bids have the same lowest evaluated price per point, the responsive bid which obtained the highest number of points overall for the point rated technical evaluation criteria will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

	Mandatory Criteria	Met/Not Met	Reference to Page in Proposal
M1	The bidder must provide their own pick-up and delivery service of tags and samples or provide details on how the bidder will meet this activity using external service provider (s) who provides secure mailing services.		

	Point Rated Criteria	Maximum Score	Score	Comments
R1	APPROACH, METHODOLOGY and CAPACITY			
<p>Maximum: 40 points</p> <p>No Partial Marks will be awarded.</p>	<p>A) Proposal should clearly demonstrate a comprehensive methodological approach to complete all aspects of the project.</p> <p>Points will be distributed as follows:</p> <p>(30) The description of the technical approach and method is detailed enough to include a workplan with a description of each step that will be undertaken to meet each deliverable over the timeline as per the Statement of Work. The approach and method are complete, realistic and technically feasible; the approach offers advantages with no tradeoffs;</p> <p>(20) The description of the technical approach and method includes a description of each step that will be undertaken to meet each deliverable over the timeline as per the Statement of Work and data sources, but is missing some details OR there is some uncertainty whether it is realistic or technically feasible.</p> <p>(10) The description of the technical approach and method does not describe all of the steps, is lacking significant amounts of detail on some steps, or is not realistic or technically feasible;</p>	30		

	(0) Details of the proposed approach are not presented;			
	<p>B) By way of providing detailed description of facilities, equipment and personnel, the bidder demonstrates the capacity to capture large volumes (i.e., >0.5 million keystrokes per day) of information on a precise schedule and short turnover time.</p> <p>(10) The capacity to capture large volumes of information was demonstrated. (5) The capacity to capture large volumes of information was not well demonstrated (information missing). (0) The capacity to capture large volumes of information was NOT demonstrated.</p>	10		
R2	DATA CAPTURING ACCURACY			
<p>Maximum: 15 points</p> <p>No Partial Marks will be awarded</p>	<p>Proposal should demonstrate the bidder's ability to ensure a data capturing accuracy threshold of 99.5% or greater while maintaining the required delivery schedule throughout the project.</p> <p>Points will be distributed as follows:</p> <p>(15) Bidder provides a detailed and clear description of the process that will be in place to achieve, at a minimum, a 99,5% data capture accuracy.</p> <p>(10) Bidder provides a partial description of the process that will be in place to achieve, at a minimum, a 99,5% data capture accuracy. Some details are missing but the proposed approach is adequate.</p> <p>(5) Bidder provides a partial description of the process that will be in place to achieve, at a minimum, a 99,5% data capture accuracy. But the suggested approach is not realistic and is difficult to understand.</p> <p>(0)Bidder did not provide a description of the process that will be in place to</p>	15		

	achieve, at a minimum, a 99,5% data capture accuracy.			
R3	Contingency plans and measures			
Maximum of 5 points will be awarded for each situation, for a total of 20 points. No Partial marks will be awarded	<p>Impediments to the normal operation procedures can occur from time to time. The proposal should clearly demonstrate the contingent plans and measures associated with each of the following challenging situations that may arise during the course of the contract.</p> <p>Situations:</p> <ol style="list-style-type: none"> 1. Labour shortage 2. Natural disaster 3. Fire 4. Network/IT system failure <p>Points for each situation will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder addresses the situation (1 point) • Bidder describes mechanisms in place to ensure the protection of the completed work. (2 points) • Bidder provides a plan to ensure a timely continuation of future work following the situation. (2 points) 	20		
R4	PROJECT TEAM EXPERIENCE			
Maximum: 40 points	<p>The project team have a balance of team members who have the experience required to meet the objectives of this work. (i.e. project management, document handling and storage, data entry, quality assurance/quality control) . For each activity, provide the resource name, description of relevant experience and years of experience. A description of experience with similar work must be provided in the team members' resumes.</p> <p>A) Resource(s) demonstrate experience within the last 10 years in capturing data. 1 point per year per team member, up to 10 points.</p>	10		

	<p>B) Resource(s) demonstrate experience within the last 10 years in data quality control and verification. 1 point per year per team member, up to 10 points.</p> <p>C) Resource(s) demonstrate experience specific to the management of data capturing projects. 1 point per year per team member, up to 10 points.</p> <p>D) The Bidder provides a list of personnel who are Security cleared at Reliability level. The bidder must identify the roles of proposed resources, as per template in Table # 1 1 points per resource to a maximum of 10 points</p>	10		
<p>R5</p> <p>Maximum: 24 points</p> <p>No Partial Marks will be awarded</p>	<p>CORPORATE EXPERIENCE</p> <p>Information for R5.B)</p> <ul style="list-style-type: none"> i. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. ii. Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent. iii. If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person. 			
	<p>Bidder demonstrate experience and skill set to manage projects of this nature.</p> <p>A) Bidder demonstrates it has completed projects in the last 2 years related to national surveys, analyses of data and management of confidential data, collected through surveys.</p>	12		

	<p>Project description must contain at a minimum the following information:</p> <ul style="list-style-type: none"> • Project title, client name and industry sector; • Planned and actual dollar values; • Planned start and finish dates and actual start and finish dates; • Nature of services provided for the project or study, methodologies and approaches employed; • Project team members involved and their roles; • Summary of the project; and • Name of contact who may be contacted as a reference <p>4 points per project, up to 3 projects.</p>			
	<p>B) Two (2) references associated with the projects described at R5 (A) will be contacted for similar or related assignments conducted by the Company.</p> <p>The following yes/no questions will be asked to each reference. (2 points per question/per reference will be awarded for each positive answer).</p> <ol style="list-style-type: none"> 1. Were the terms of contract respected? Yes or no 2. Was the services delivered on schedule? Yes or no 3. Was the quality of data satisfactory? Yes or no. 	<p>Reference 1: 6 Reference 2: 6</p>		
R6	LANGUAGE REQUIREMENTS			
<p>Maximum 10 points</p> <p>No Partial Marks will be awarded</p>	<p>Points will be given for demonstrating the capacity to perform the work described in Annex "A" – Statement of Work in both Official Languages of Canada (both French and English) by way of providing resumes.</p> <p>(10) All of the resources are bilingual</p>	10		

	(8) More than half of the resources are bilingual (5) Half of the resources are bilingual (3) Less than half of the resources are bilingual (0) None of the resources are bilingual.			
Minimum Points		119		
Total maximum points		149		

TABLE 1: Please complete this template for R4.(D), adding additional lines as necessary

Full Name of Resource	Security Clearance Level	Security Clearance File #	Role

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.2 Education and Experience

PWGSC SACC Manual clause A3010T (2010-08-16) Education and Experience

3. Certifications Required with the Bid

Bidders must submit the following duly completed certifications described at Part 6 – Security and Other Requirements as part of their bid.

PART 6 – SECURITY REQUIREMENTS

1. Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- 3.1.1. The Contractor/Offeror **MUST** comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex personnel
 - b. Contract Security Manual (CSM), Latest Edition^[1]
 - 3.1.2. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid **Designated Organization Screening (DOS) at the level of Protected A**^(CSM 3.2.1), issued by the Public Services and Procurement Canada's (PSPC) Contract Security Program (CSP), **these are not awarded in perpetuity**, they are granted for a specific contract, or on registration with **PSPC's Contract Security Program (CSP)** if it appears an organization may receive a contract. They lapses on completion of the last protected contract, after confirmation that the registration is not renewed, or both.
 - 3.1.3. The Contractor/Offeror has been granted a Document safeguarding capability (DSC) by PSPC's CSP before they can possess and store protected information and assets at their facilities. A separate inspection and site clearance is required for each location where protected or classified information or assets will be stored or handled.
 - 3.1.4. The Contractor/Offeror has completed PSPC's CSP's Information Technology Security Inspection ^(CSM Annex D) and received written authorization from PSPC's CSP ^(CSM 7.1) or has received written authorization from ECCC, before they create, process or store **protected** information on their IT systems. Organizations must not use an IT system in support of this contract to store/process/create protected or classified information before receiving written authorization; to do so will constitute a breach of one or more of the terms of this contract.
 - 3.1.5. The Contractor's/Offeror's personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the **CSP/ISS/PSPC**
 - 3.1.6. The Contractor/Offeror must report to ECCC any security incidents and changes in circumstances and behaviors^[2] that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.
 - 3.1.7. The Contractor/Offeror **MUST** ensure that their personnel have been briefed on their responsibilities for the handling and safeguarding protected and/or classified information and assets and comply with Chapter 6 and Annex C of the Contract Security Manual (Latest Edition).

Task Authorization

Information must be created, processed, stored and exchanged accordance with the Environment and Climate Change Canada in adherence with the standards defined in the Contract Security Manual (Latest Edition), to wit:

- 3.1.1. Processing and Storage ^(CSM 6.2, 6.5, 6.6)
 - o The Protected/Classified information must only be created, stored and processed on the IT Systems authorized by PSPC's CSP, provided by ECCC, or approved in writing by ECCC.^(CSM 7, Annex D)
 - o IT Systems containing Protected/Classified information must only be used and stored at a location approved in writing by ECCC. The location **MUST** be within Canada.
 - o Any ECCC provided IT Systems, removable media and records must be stored in locked containers, such as cabinets, safes, vaults and secure rooms

^[1] CSM: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html>

^[2] Reporting incidents: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/signalement-reporting-eng.html>

3.1.2. Transfer of information and assets^(CSM 6.3 and 6.7):

- The Protected/Classified information in electronic format must be exchanged with ECCC using ECCC provided removable media with approved encryption (PKI) and labelling, or using some other transmission means approved in writing by ECCC.
- Within Canada: by postal or reliable courier service.
- From outside Canada by reliable courier service with confirmation of receipt
- Transmission of Protected information must be recorded by the sender, and the record must include the method of transmission, the date of transmission and a summary of the transmitted information. Additionally the recipient must notify the sender of receipt, the sender must record the name of the recipient and the date and time of receipt.

3.1.3. Verbal and Message Communication^(CSM 6.9):

- Unprotected email **cannot** be used to exchange protected or classified information
- Unprotected telephones and facsimiles **cannot** be used to communicate information classified above restricted or designated above Protected A.
- Protected B and Classified information can only be discussed through communications services approved in writing by ECCC

3.1.4. Sanitization, Destruction and Disposal^(CSM 6.10):

- Any provided IT media must be returned to ECCC
- Any provided physical records and copies must be returned to ECCC.
- Any electric copies of protected information must be purged from the Contractor/Offeror's systems.

PART 7 - RESULTING CONTRACT *(at contract award, delete this line)*

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

Title: Capture of National Harvest Survey Data FY 21/22 – 24/25

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

2.1 General Conditions

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

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers' Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 Liability"

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

Canada to own Intellectual Property rights in Copyright

At Section 19 Copyright

Delete: In its entirety

Insert: 1. In this section:

"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.

"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;

"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;

2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

2.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground

4008 (2008-12-12), Personal Information

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

2.3.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

2.3 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

- 3.1.1. The Contractor/Offeror **MUST** comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex personnel
 - b. Contract Security Manual (CSM), Latest Edition^[1]
- 3.1.2. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid **Designated Organization Screening (DOS) at the level of Protected A^(CSM 3.2.1)**, issued by the Public Services and Procurement Canada's (PSPC) Contract Security Program (CSP), **these are not awarded in perpetuity**, they are granted for a specific contract, or on registration with **PSPC's Contract Security Program (CSP)** if it appears an organization may receive a contract. They lapses on completion of the last protected contract, after confirmation that the registration is not renewed, or both.
- 3.1.3. The Contractor/Offeror has been granted a Document safeguarding capability (DSC) by PSPC's CSP before they can possess and store protected information and assets at their facilities. A

^[1] CSM: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html>

separate inspection and site clearance is required for each location where protected or classified information or assets will be stored or handled.

- 3.1.4. The Contractor/Offeror has completed PSPC's CSP's Information Technology Security Inspection (CSM Annex D) and received written authorization from PSPC's CSP (CSM 7.1) or has received written authorization from ECCC, before they create, process or store **protected** information on their IT systems. Organizations must not use an IT system in support of this contract to store/process/create protected or classified information before receiving written authorization; to do so will constitute a breach of one or more of the terms of this contract.
- 3.1.5. The Contractor's/Offeror's personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the **CSP/ISS/PSPC**
- 3.1.6. The Contractor/Offeror must report to ECCC any security incidents and changes in circumstances and behaviors^[2] that may impact the ability of the Contractor/Offeror to maintain the confidentiality of ECCC provided protected information.
- 3.1.7. The Contractor/Offeror MUST ensure that their personnel have been briefed on their responsibilities for the handling and safeguarding protected and/or classified information and assets and comply with Chapter 6 and Annex C of the Contract Security Manual (Latest Edition).

Task Authorization

Information must be created, processed, stored and exchanged accordance with the Environment and Climate Change Canada in adherence with the standards defined in the Contract Security Manual (Latest Edition), to wit:

- 3.1.8. Processing and Storage (CSM 6.2, 6.5, 6.6)
 - The Protected/Classified information must only be created, stored and processed on the IT Systems authorized by PSPC's CSP, provided by ECCC, or approved in writing by ECCC. (CSM 7, Annex D)
 - IT Systems containing Protected/Classified information must only be used and stored at a location approved in writing by ECCC. The location MUST be within Canada.
 - Any ECCC provided IT Systems, removable media and records must be stored in locked containers, such as cabinets, safes, vaults and secure rooms
- 3.1.9. Transfer of information and assets (CSM 6.3 and 6.7):
 - The Protected/Classified information in electronic format must be exchanged with ECCC using ECCC provided removable media with approved encryption (PKI) and labelling, or using some other transmission means approved in writing by ECCC.
 - Within Canada: by postal or reliable courier service.
 - From outside Canada by reliable courier service with confirmation of receipt
 - Transmission of Protected information must be recorded by the sender, and the record must include the method of transmission, the date of transmission and a summary of the transmitted information. Additionally the recipient must notify the sender of receipt, the sender must record the name of the recipient and the date and time of receipt.
- 3.1.10. Verbal and Message Communication (CSM 6.9):
 - Unprotected email **cannot** be used to exchange protected or classified information
 - Unprotected telephones and facsimiles **cannot** be used to communicate information classified above restricted or designated above Protected A.
 - Protected B and Classified information can only be discussed through communications services approved in writing by ECCC
- 3.1.11. Sanitization, Destruction and Disposal (CSM 6.10):
 - Any provided IT media must be returned to ECCC
 - Any provided physical records and copies must be returned to ECCC.

^[2] Reporting incidents: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/signalement-reporting-eng.html>

- Any electric copies of protected information must be purged from the Contractor/Offeror's systems.

3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to 30-June-2022 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Megan Filliol

Title: Procurement Officer

Organization: Environment and Climate Change Canada

Address: 17th Floor, 45 Alderney Drive, Dartmouth NS B2Y 2N6

E-mail address: megan.filliol@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.

5.2 Technical Authority *(disclosed at contract award)*

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative *(disclosed at contract award)*

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(insert the amount at contract award)*. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$_____. *(insert the amount at contract award)*. Customs duties are included and the Applicable Taxes are extra.

(b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

8. Invoicing Instructions

8.1 Progress Payments

8.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.

8.1.2 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, to be approved by Canada if:

- (a) an accurate and complete claim for payment in the form of an itemized account and any other documents required by the Contract is submitted in accordance with the invoicing provisions of the Contract;
- (b) the amount claimed is in accordance with the basis of payment;
- (c) all such documents have been verified by Canada;
- (d) the work delivered has been accepted by Canada.

8.3 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

8.4 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

9. Certifications

9.1 Compliance

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.

10. Applicable Laws

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

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) 4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground and 4008 (2008-12-12), Personal Information Supplemental General Conditions;
- (c) 2010B General Conditions - Professional Services (Medium Complexity) (2020-05-28) as modified;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, the signed Non-Disclosure Certification;
- (h) the Contractor's bid dated _____, (*insert date of bid - if the bid was clarified or amended, insert at the time of contract award*, as clarified on _____ **or** as amended on _____ *and insert date(s) of clarification(s) or amendment(s)*).

12. Insurance

PWGSC SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

ANNEX A STATEMENT OF WORK

OBJECTIVES

This work requires the data capturing of National Harvest Survey materials in digital format.

BACKGROUND

The National Harvest Survey is a Canadian Wildlife Service (CWS) program designed to provide estimates of the annual harvest of migratory game birds in Canada by sport hunters. To hunt migratory game birds, sport hunters are required to buy a migratory game bird hunting permit issued by Canadian Wildlife Service (CWS). Each permit has a detachable stub that contains information about the permit holder (i.e. hunter). Stubs are mailed back to the National Wildlife Research Centre for batching and sent for data capturing. Permit stubs must be captured in a form that can be loaded into an Oracle database. Once captured, records are used to conduct harvest surveys. Random samples of hunters are selected for the Harvest Questionnaire and the Species Composition surveys. These two surveys are used to obtain information on hunting activities and on the species harvested by hunters. Harvest Questionnaires are mailed in December and a second mailing to non-respondents takes place in early February of the following year. For the Species Composition Survey (also called Wing and Tail survey), hunters are asked to send samples of wings and tails of their kills. Samples are inserted into special container envelopes, mailed to regional wing centres, and are later identified by a team of experts at the national "WingBee". Returned questionnaires and wing envelope data must be captured in a form that can be loaded into an Oracle database. These data are used in June each year for statistical analyses to produce estimates of harvest and hunting activity.

DESCRIPTION OF THE WORK

The Contractor must capture the data from the Migratory Game Bird Hunting Permit stubs, Harvest Questionnaire Survey forms and the Species Composition Survey wing envelopes according to the detailed specifications provided for each of the three data types. In total, up to 120,000 Permit forms, up to 8,000 Harvest Questionnaire Survey forms and up to 18,000 Species Composition Survey records (approximately ~14,700,000 keystrokes) are involved to complete the contract on an annual basis. Actual numbers will depend on the numbers of hunters purchasing permits and the number of questionnaires returned. The contractor must verify that no duplicate records are submitted. The information to be captured is considered Protected A, and will come in a mixture of both official languages. The Contractor must attest that the data entry operators are fluently (French – English) bilingual and have appropriate security clearance (i.e., Reliability). A 99.5% accuracy in data capturing is required. The proposed contract is from 1 April 2021 to 30 June 2022, with the option to extend for three (3) additional one (1) year periods.

The Contractor is responsible for arranging the pick-up and return of survey materials from and to the following Canadian Wildlife Service office address:
Canadian Wildlife Service, Environment and Climate Change Canada
National Wildlife Research Centre
1125 Colonel By Drive (Raven Rd)

Ottawa, Ontario
K1A 0H3 (for courier delivery K1S 5B6)

There are 2500 permit stubs per box, 2000 questionnaires per box and 1200 wing envelopes per box.

SCHEDULE AND DELIVERABLES

Detailed specifications for the capture of the Migratory Game Bird Hunting Permit stubs, Harvest Questionnaire Survey forms and Species Composition Survey special wing envelopes.

For the initial contract period, the data capture of the permit stubs, the Harvest Questionnaire Survey forms and Species Composition Survey special wing envelopes will be required during the period of April 1st, 2021 to mid-May, 2022.

For subsequent options years, if exercised, the data capture of the permit stubs will be required during the period of September 1st to mid-May and the data capture of the Harvest Questionnaire Survey forms and Species Composition Survey special wing envelopes must occur during the period of February 1st to mid-May.

Records will be provided in batches of 100 and each record is identified with a unique sequence number. Batches must be returned in the same carton in which they were received. The data files must be transferred by way of a Secure File Transfer Protocol (SFTP).

Data files shall have the following characteristics:

File Format: MS Excel

Logical Record Length: see specifications

File name: XXXX#####.yyyy, where ##### is the first batch number in the box and “yyyy” is the year of the harvest season (these will be specified to the Contractor). File name and Date created must be specified on the media label (Day-Month-Year). Use PERM#####.yyyy for permit stubs, HARVEST#####.yyyy for questionnaire forms, CALENDAR#####.yyyy for questionnaire forms' calendar and SPECIES#####.yyyy for species composition survey wing envelope data.

Migratory Game Bird Hunting Permit Forms (i.e., permit stubs)

The Migratory Game Bird Hunting Permit stubs (stock: No. 1 Tag, White, 200M basis) are received folded and glued on three sides (uncut and unopened dimensions are ~ 178mm x 95mm). The glue band width (near the edge) is approximately 10mm. The glue and text are separated by a 10mm space to facilitate cutting and opening. The Contractor will need to cut open the permits (pre-batched by Environment Canada in bundles of 100 records) prior to capturing the data. The permit stub artwork is printed on a single page/side using 2 colours, black and one Pantone. There are 4 black anchor points on the permits to facilitate scanning, if necessary. The type of information to be captured includes the permit number which is printed (with matching barcode) as well as a series of hand-printed fields such as vendor identification code, date of sale, permit applicant name and mailing address, email and a series of checked boxes.

If the forms are scanned as part of the data capture process, the contractor must provide a copy of the scanned images in PDF format for each record, with the file naming format for each

record that matches the permit number printed on the top right section of the form. As such, the file naming format for each record would be PERM_XXXXXX.yyyy.pdf, where “XXXXXX” is the permit number and unique to each form and “yyyy” is the year of the harvest season, to be specified to the Contractor.

Deliverables: Approximate distribution of work and associated maximum volumes for initial contract period:

<u>Period</u>	<u>Completed</u>	<u>Cumulative</u>
April 1 to June 30	up to 5,000	5,000
September 1 to 15 November	up to 95,000	100,000
November 16 to December 31	up to 10,000	110,000
January 1 to March 31	up to 5,000	115,000
April 1 to June 30	up to 5,000	120,000

Deliverables: Approximate distribution of work and associated maximum volumes for subsequent contract option years, if exercised:

<u>Period</u>	<u>Completed</u>	<u>Cumulative</u>
September 1 to 15 November	up to 95,000	95,000
November 16 to December 31	up to 10,000	105,000
January 1 to March 31	up to 5,000	110,000
April 1 to June 30	up to 5,000	115,000

Record Length: maximum of 203 characters, with an average of 110 characters per record (based on previous years).

A turnaround time of five (5) calendar days on volumes of up to 25,000 permits is required. Weekly pickups and delivery of material will be required during the initial period.

A batch control listing must be created for each box, in sequence by batch number. The list will contain the following information:

- a) Date created
- b) File name
- c) Batch Identification
- d) Record count per batch
- e) Total record count per file

Rejected stubs: Permits that cannot be read must be rejected. Rejected stubs are to be pulled from their respective batches and returned as a separate batch in each box and labelled REJECTS. The control forms that accompany each batch must indicate the number of permits that were removed from that batch as a result of errors. The error count must be entered in a red circle on the batch control form. The total number of errors indicated on the batch control forms must equal the number of permits of the REJECT batch.

The details of the file structure to use for migratory game bird hunting permits stubs will be provided upon contract award.

Harvest Questionnaire Survey Forms

The Harvest Questionnaire Survey form is printed on one double-sided legal sheet. A small number of the forms (i.e., <300) will also contain a third legal page. Survey participants are asked to report on their current year's hunting effort and success of migratory game birds in Canada. The type of information to be captured includes hunter identification and permit numbers, hunting place name, and several numeric values associated with hunting activity.

If the forms are scanned as part of the data capture process, the contractor must provide a copy of the scanned images in PDF format for each record, with the file naming format for each record that matches the hunter identification number printed on the top left section of the form. As such, the file naming format for each record would be HQS_XXXXXXXXXX.yyyy.pdf, where "XXXXXXXXXX" is unique to each questionnaire and "yyyy" is the year of the harvest season, to be specified to the Contractor

Volume: 6,500 forms (maximum)

Time frame: data capture from February 1st to mid-May of each calendar year.

Deliverables:

Distribution of work (approximately) for initial contract period:

- 1,500 captured by mid-May, 2021
- 5,000 captured by mid-March, 2022,
- 1,500 captured by mid-May, 2022

Distribution of work (approximately) for each option year, if exercised:

- 5,000 captured by mid-March,
- 1,500 captured by mid-May

Record Length: 126 characters for questionnaires, on average 150 characters for the calendar portion of questionnaires

The data capturing of this form will be separated in two files (Harvest, sorted by *Year, Permit, Mail* fields; Calendar sorted by *Year, Permit, Mail and Type* fields)

Data file structure: provided upon contract award.

Species Composition Survey special wing envelopes

Wings and tails are sent by hunters using a double envelope system. Parts are first placed in a paper envelope, which in turn is inserted in a double-sealed plastic envelope (48ga Polyester/3.5mil). Hunters are asked to write directly on the back side of the plastic wing

envelope the information specific to the hunting event, such as date and location. The wing envelopes are sent to one of four reception centers across Canada, where they are pre-sorted. The wings and tails are processed in late January by CWS technicians and biologists during a week-long workshop, referred to as the wingbee. A label with a unique identification number is affixed to the envelope and the age and sex is noted by the technician. The contractor will be provided with wing envelopes that include the species record information. The majority of envelopes (approximately 90%) have a single species record per envelope, while the remainder may have 2 or more records. The information that requires data capturing includes the part identification number, hunter identification and permit number, hunting location, hunting date, age and sex.

If the forms are scanned as part of the data capture process, the contractor must provide a copy of the scanned images in PDF format for each record, using a file naming format for each record that matches the number printed on the identification labels (located at top right corner of the wing envelope). As such, the file name would be SCS_SSSSQQQQLLLL.YYYY.pdf, where “SSSS” is the species code, “QQQQ” is the sequence number, “LLLL” is the label year and “YYYY” is the harvest year.

Volume: 15,000 records (maximum)

Time frame: data capture from February 1st to mid-May of each calendar year.

Deliverables:

Distribution of work (approximately) for initial contract period:

- 3,000 captured by mid-May, 2021
- 12,000 captured by mid-March, 2022
- 3,000 captured by mid-May, 2022

Distribution of work (approximately) for each option year, if exercised:

- 12,000 captured by mid-March
- 3,000 captured by mid-May

Record Length: 132 characters

Data file structure: provided upon contract award.

SUMMARY OF DELIVERABLES

Approximate distribution of work and associated maximum volumes for initial contract period:

<u>Period</u>	<u>Completed</u>	<u>Total</u>
1) Migratory Game Bird Hunting Permits		
April 1 to June 30, 2021	up to 5,000	
September 1 to 15 November, 2021	up to 95,000	
November 16 to December 31, 2021	up to 10,000	
January 1 to March 31, 2022	up to 5,000	

April 1 to June 30, 2022	up to 5,000	120,000
--------------------------	-------------	---------

2) Harvest Questionnaire Survey forms

April 1 to mid-May, 2021	up to 1,500	
February 1 to mid-March, 2022	up to 5,000	
April 1 to mid-May, 2022	up to 1,500	8,000

3) Species Composition Survey forms

April 1 to mid-May, 2021	up to 3,000	
February 1 to mid-March, 2022	up to 12,000	
April 1 to mid-May, 2022	up to 3,000	18,000

Approximate distribution of work and associated maximum volumes for each option each, if exercised:

<u>Period</u>	<u>Completed</u>	<u>Total</u>
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1) Migratory Game Bird Hunting Permits

September 1 to 15 November	up to 95,000	
November 16 to December 31	up to 10,000	
January 1 to March 31	up to 5,000	
April 1 to June 30	up to 5,000	115,000

2) Harvest Questionnaire Survey forms

February 1 to mid-March	up to 5,000	
April 1 to mid-May	up to 1,500	6,500

3) Species Composition Survey forms

February 1 to mid-March	up to 12,000	
April 1 to mid-May	up to 3,000	15,000

ACCEPTANCE CRITERIA

The deliverables identified in the section "Description of the work, schedule and deliverables" are subject to the acceptance of the Departmental Representative and must meet the specifications and requirements stated within the same section.

CROWN INPUT

Permit stubs, questionnaire forms and wing envelopes will be provided to the Contractor for their data capture. They must be returned to the Departmental Representative after processing.

**ANNEX B
BASIS OF PAYMENT**

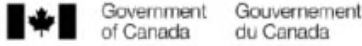
Contract Period:		Contract award to 30 June 2022		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Subtotal
Migratory Game Bird Hunting Permits	120,000			
Harvest Questionnaire Survey Forms	8,000			
Species Composition Survey Forms	18,000			
Subtotal				
Tax – HST (13%)				
TOTAL				

Option Period 1:		01 July 2022 to 30 June 2023		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Subtotal
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6,500			
Species Composition Survey Forms	15,000			
Subtotal				
Tax – HST (13%)				
TOTAL				

Option Period 2:		01 July 2023 to 30 June 2024		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Subtotal
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6,500			
Species Composition Survey Forms	15,000			
Subtotal				
Tax – HST (13%)				
TOTAL				

Option Period 3:		01 July 2024 to 30 June 2025		
Article	Estimated Number of Articles (A)	Bidder's Proposed Cost per 1000 Articles (B)	Cost per Article (C)	Subtotal
Migratory Game Bird Hunting Permits	115,000			
Harvest Questionnaire Survey Forms	6,500			
Species Composition Survey Forms	15,000			
			Subtotal	
			Tax – HST (13%)	
			TOTAL	

ANNEX C SECURITY REQUIREMENTS CHECKLIST



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

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	ECCC	2. Branch or Directorate / Direction générale ou Direction CWS / WAID / MAID / WMA
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The National Harvest Survey is a Canadian Wildlife Service (CWS) program designed to provide estimates of the annual harvest of migratory game birds in Canada by sport hunters. As part of annual operations, the program requires the data capturing of 3 types documents (hunting permits, harvest survey questionnaire, species composition survey wing envelopes) in digital format.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à : <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays : Canada	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

Special comments:
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

**ANNEX D
NON-DISCLOSURE CERTIFICATION**

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

Date