



SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

RETURN BIDS BY EMAIL TO:
RETOURNER LES SOUMISSIONS PAR
COURRIEL À:

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Attn : Abbas Khokhar, DAP 2-3-6

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

Solicitation Closes – L'invitation prend fin

At – à : 2:00 pm Eastern Standard Time (EST)
14:00 Heure normale de l'Est (HNE)

On - le : 26 January 2021
26 janvier 2021

Title – Titre Flight Simulator Evaluation Services and Training	
Solicitation No. – N° de l'invitation W8485-20-SC01/B	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client	Date 13 January 2021
Address Enquiries to: – Adresser toutes questions à : Attn: Abbas Khokhar, DAP 2-3-6 DapServicesBidReceiving-DoaServicesReceptionDesSoumissions@forces.gc.ca	
Telephone No. – N° de telephone 819-939-6940	FAX No. – N° de fax
<u>Destination</u> 455 Blvd de la Carrière Gatineau, QC, K1A 0K2	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required – Livraison exigée N/A	Delivery Offered – Livraison proposée N/A
Vendor Name and Address – Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom	
Title – Titre	
Signature _____	Date _____

AMENDMENT 001

The purpose of Amendment 001 is to extend the solicitation period by one week and to respond to Bidders questions.

1) Solicitation Closes

New solicitation closing date is 26 January 2021 at 2:00 PM EST.

2) Questions and Answers related the Request for Proposal.

Question 1: SOW paragraph 5.1.3 indicates a possible quarantine prior to entering a Canadian Forces Facility. Does this mean the quarantine must be in a hotel (i.e. without any movement around Canada or Toronto)? If so will DND determine the hotel or may I select one of my choice?

Response 1: There are differences between the quarantine rules of accessing a Canadian Forces base and entering Canada. Prior to entering a Canadian Forces Base, all individuals must quarantine for 14 days. This is stricter than the federal health guidelines for essential workers which are exempt from quarantine upon entry to Canada. Please see the following site for up to date information applicable to essential workers: <https://www.publicsafety.gc.ca/cnt/ntnl-scrtr/crtcl-nfrstrctr/esf-sfe-en.aspx>. Essential workers include "Personnel working for companies and their subcontractors, who perform under contract to Canada for the provision of materials and services for the Department of National Defence" as indicated at the following site: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-information-essential-service-workers.html>. The Contractor may choose their hotel. Reimbursement will be in accordance with paragraph 7.7.6, Travel and Living Expenses.

Question 2: Annex B to SOW para 1.2. Is this the estimated cost of travel for the entire 5 years or just for a portion of total travel? There is no location in the RFP to itemise travel expenses.

Response 2: The evaluated price excludes the price of travel. The estimated cost of travel listed in Annex B, Basis of Payment is the estimated cost for the initial contract period.

Question 3: The Security Requirements Checklist is corrupted and impossible to read in some areas. Can you repost the SRCL?

Response 3: The SRCL is attached.

Question 4: In reference to Attachment 2 to Part 4 Pricing Schedule, Part 2, Per Diem Rates for TIES. How were the estimated number of days derived? When the Pricing Schedule is compared to SOW 3.2.3 there certainly appears to be more work than can be done in the number of days listed.

Response 4: This number is an estimate. The inclusion of volumetric data in the pricing schedule 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.

Question 5: Can you please specify in detail the SACC Manual Clauses referred to in the RFP or supply a copy of the SACC Manual?

Response 5: In Request for Proposal (RFP), Section 2.1 provides a website for bidders to review Standard Instructions, Clauses and Conditions. The RFP provided website is correct: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

Question 6: In reference to RFP Paragraph 1.2.4, refers to an "acknowledgement letter, attached at Annex D". Annex D contains a copy of "DND 626 Task Authorization Form"

Response 6: The Embedded Contractor Letter of Acknowledgement is attached at Annex F.

Question 7: In reference to RFP page 13 items MT1 & MT2 is conflicting as it suggests that two course outlines are to be supplied, one based on Transport Canada TP9685 and one based on ICAO 9625 or FAA part 60. For clarification, TP9685 is based on ICAO 9625. We suspect that you only require one course outline that includes references to TP9685, ICAO 9625 and FAA part 60. Also, should EASA CS-FTSD be included?

Response 7: Canada does require one course outline and not two. The course outline must reference either TP9685, ICAO 9625, FAA part 60 or EASA CS-FTSD.

Question 8: In reference to RFP page 13 items MT1 & MT2 does not identify which revision of TP9685, ICAO 9625 and FAA part 60 the course outlines are to refer to. Please clarify. If you add EASA CS-FSTD to the requirements please specify which version of that you require.

Response 8: DND has reviewed the question and the following versions will be considered as acceptable:

- TP9685 Revision 3
- ICAO 9625 3rd edition or later editions
- FAA Part 60 (edition 2016)
- EASA CS-FSTD (either the initial issue or the 2nd issue for CS-FSTD(A) are acceptable)

Question 9: In reference to page 14 item MT4 states that “The bidder must adapt an existing simulator evaluation course to the C130J flight simulator and simulated training devices located at AMTC in Trenton, Ontario”. The Method of Compliance would suggest you are requesting the bidder to adapt one of their courses, but it could be construed that you are asking the bidder to adapt a course that currently exists at AMTC Trenton?

Response 9: The bidder’s existing course must only be adapted to the necessary extent to use the C130J simulators available in Trenton as training aids for the practical portion of the curriculum. Minimal adaptation is expected, as Canada will furnish both the simulator and the IOS operator to support the practical portion of the curriculum.

Question 10: In reference to page 14 item MT4. To provide a course specifically for the C130J Flight Simulation Training Devices (FSTDs) requires details of the equipment, such as;

- a) its configuration;
- b) the primary Qualification document;
- c) its current Qualification level;
- d) the ability to conduct manual (pilot flown) as well as automatic validation tests;
- e) does it have an MQTG that meets current regulatory authority requirements?
- f) what is the capabilities of the auto testing utility assuming one exists?
- g) what is its configuration control system?
- h) and other items that would normally be found in a MQTG and/or letter of application for an initial qualification.

Response 10: In response to the Bidder’s question, Canada will provide the attachments for items a, b, c and h by email to all Bidders who have thus far indicated an interest to this solicitation. These documents will be supplied to any interested party by submitting a request to the Contracting Authority indicated on page 1 of this RFP.

- a) its configuration; **Attached documents refer.**
- b) the primary Qualification document; **Attached documents refer.**
- c) its current Qualification level; **Attached documents refer.**
- d) the ability to conduct manual (pilot flown) as well as automatic validation tests.

Response to item d: Manual and automated QTGs are both available.

- e) does it have an MQTG that meets current regulatory authority requirements
Response to item e: **Yes.**
- f) what is the capabilities of the auto testing utility assuming one exists?
Response to item f: Full set of automated QTGs, with a sub-set that can also be conducted manually.
- g) what is its configuration control system?
Response to item g: To be determined.
- h) and other items that would normally be found in a MQTG and/or letter of application for an initial qualification. **Attached docs refer.**

Question 11: In reference to page 14 item MT7. As an individual, a student graduating from a course will not be able to perform all of the tasks required to Evaluate and Qualify a FSTD. The Evaluation and Qualification of FSTDs is a team effort due to workload and SME requirements. Most NAAs will propose a minimum team of 4 for an initial evaluation, and 3 for a recurrent evaluation to cover all of the skills and knowledge to perform the tasks required. The team is usually split into a pilot inspector, a technical inspector, a FSTD operator, and in the case of initial evaluations, a Quality System inspector who evaluates/audits all of the Operators CMS related criteria.

Response 11: Understood. The course graduates will expected to be able to competently fulfill at least one of these four roles.

Question 12: As a comment to MT7 which states that an exam must be provided that establishes a student's capability to perform a formal FSTD evaluation. An exam can be provided to evaluate a student's ability to perform their role in an Evaluation and Qualification, as a team member, but even then the graduating student will require additional experience as part of team before they could be considered capable of taking a lead role in such.

Response 12: Understood. The exam must verify the students' knowledge component, rather than their complete capability to evaluate a simulator or their complete ability to fulfil a particular role in the evaluation team.

Question 13: In reference to page 16 item PRT3. Are you asking if the bidder has experience performing initial acceptance specifically for and on behalf of DND, or experience performing initial acceptance on newly procured FSTDs for anybody? Also, are you asking about specifically acceptance testing vs. initial evaluation and qualification of a FSTD? They are two separate processes.

Response 13: The bidder must demonstrate experience performing initial acceptance on newly procured FSTDs for any client. Canada requires resources with experience in the initial evaluation and qualification of a FSTD. Canada understands that the testing vs. initial evaluation and qualification of a FSTD are two separate processes. DND typically conducts both processes simultaneously.

Question 14: In reference to page 36 items 3.2.2.2 & 3.2.2.3 which presuppose the duration of the course will be 9 days (each) when the content of the course has yet to be established. Like any professional and modern training organization we teach and evaluate students based on measurable criteria considering pre-requisites (if any), and the desired (performance) outcome. There may also be a requirement to break the training into parts, possibly with distance learning for the first part, so that experience may be gained (OJT) prior to the second part and completion of the course. Can you please supply full details of the skills and knowledge of the students that will be attending the course, and what roles you expect them to play in the Evaluation and Qualification of your FSTDs?

Response 14: DND's intent is to have the bidder adapt an existing course so that it can be delivered using DND facilities; this adaptation should require minimal changes. Graduates of this course are expected to perform initial qualification of newly-procured simulators and recurrent evaluation of existing simulators. Therefore, graduates are expected to fully understand the process of qualification, and be

able to perform the all of the tasks involved (e.g. QTG review, execution, and evaluation, as well as evaluation of cockpit fidelity. Piloting ability can be assumed). A profile of each student will be provided prior to a given course serial. The course duration of 9 days is an estimate and is not a requirement.

Question 15: In reference to page 36 item 3.2.2.2 & 3.2.2.3. Although in normal circumstances we can deliver our 6 day standard course, suitably modified, to a class size of 10 students starting 8th March 2021 and 17th Mar 2021. However, with the current COVID related situation of travel limitations and isolation requirements, and the restriction of group size gatherings, we currently think the dates are impractical and could not be firmly agreed to in a contract. Would Canada consider splitting each course into 2 parts? The first part covering the knowledge portion of our regular course could be done remotely with live instructors. The hands-on (skills) side of the training would take place at your location at a later date when it is deemed safe and allowable to do so.

Response 15: Given the current COVID-19 situation, Canada would consider splitting the course into two parts as described above. All courses will be held in a manner which is compliant to all public health measures in effect at the course's location.

Question 16: Will Canada consider an extension to the initial closing date by at least one month?

Response 16: Canada has provided time to Industry to familiarize themselves with the requirement via the RFI posted earlier followed by the one-to-one interviews. There is very little deviation from the RFI to the RFP. As a show of good faith, Canada will extend the solicitation period to 26 January 2021.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W8485-20-SC01
Security Classification / Classification de sécurité UNCLASS

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	DND	2. Branch or Directorate / Direction générale ou Direction ADM(Mat)/DGAEPM/TA&S 4-3
3. a) Subcontract Number / Numéro du contrat de sous-traitance	N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A
4. Brief Description of Work / Brève description du travail Train DND personnel in Flight Simulator Evaluation using the C130J Simulators located in CFB Trenton. Evaluate DND flight simulators against international standards.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 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 type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASS





Contract Number / Numéro du contrat W8485-20-SC01
Security Classification / Classification de sécurité UNCLASS

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS 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	Contractors will teach a simulator evaluation course on-site at CFB Trenton AMTC. Contractors may also evaluate DND flight simulators against international standards; this activity may require access to other CF facilities, for which a VCR will be requested on a case-by-case basis.		

Special comments:
Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASS





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W8485-20-SC01
Security Classification / Classification de sécurité UNCLASS

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

ANNEX F

EMBEDDED CONTRACTOR LETTER OF ACKNOWLEDGEMENT

Name of Person (contractor): _____

Name of Company: _____

DND Contract Number: _____

You have been identified by the Canadian Department of National Defence (DND) as an “embedded contractor” with a need to examine, possess or transfer controlled goods and/or controlled technical data as defined in the DAOD 3003-0 regarding controlled goods. “Embedded contractors” are specifically identified individuals under contract to DND working under the day-to-day direction and control of the DND, within a DND establishment.

In accordance with the DAOD 3003-1, Management, Security and Access Requirements Relating to Controlled Goods, “embedded contractors” are permitted to have access to controlled goods and/or controlled technical data on the same basis as DND personnel on the condition that certain criteria are met. Your initials are required next to each of the following items to confirm that you, as an individual, meet these criteria:

- a. You, or your parent company, is registered, or exempt from registration, with the Controlled Goods Directorate at Public Works and Government Services Canada (PWGSC – CGD):
 - i. Company Name: _____
 - ii. Registration #: _____
 - iii. Registration Expiry Date: _____
- b. You have a specific need to know; and
- c. You maintain a Level II (Secret) clearance issued by the Government of Canada.

By receiving this permission to access controlled material within DND when such access is required, you are under an obligation to comply with all elements of the DAOD 3003-1 with respect to the handling and safeguarding of controlled goods. You are also required to complete all applicable training on controlled goods.

As an “embedded contractor” in DND, you are not permitted to disclose controlled goods or technical data to anyone other than authorized DND personnel who have a need to know, and have a minimum SECRET level clearance. This includes other individuals who have been identified as embedded contractors. You **MUST NOT** disclose or transfer controlled goods including controlled technical data to any outside third parties, including the company employing you or contracting for your services, unless authorized by the CTAT Office. Non-compliance with the terms of the DAOD 3003-1 and this letter may result in the denial to access controlled goods/technical data and/or may be considered a default under your current contract and may be subject to violations under the *Defence Production Act (DPA)*.

By signing below, you acknowledge your obligations and responsibilities as an embedded contractor in DND with respect to controlled goods.

I, the undersigned, hereby agree to abide by the terms of this letter and the DAOD 3003.

Signature _____

Name of Contractor (Print) _____

Date _____

Name of CO/Manager (Print) _____