



**RETURN BIDS TO:  
RETOURNER LES  
SOUSSIONS À:**

**Public Prosecution Service of Canada  
Attn: Nathalie Simon  
[Nathalie.simon@ppsc-sppc.gc.ca](mailto:Nathalie.simon@ppsc-sppc.gc.ca)**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Prosecution Service  
of 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, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition aux: Service des poursuites  
pénales du 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, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein  
Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**  
Public Prosecution Service of Canada  
Service des poursuites pénales du Canada  
Acquisitions Division  
284 Wellington Street  
Place Bell Centre  
Ottawa, ON K1A 0H8

Title – Sujet <b>National Off-Site Storage and Document Management</b>	
Solicitation No. – N° de l’invitation <b>1000030960</b>	Date <b>May 24, 2022</b>
Solicitation Closes – L’invitation prend fin at – à 2:00 PM <b>on – June 22, 2022</b>	Time Zone <b>Fuseau horaire</b>  <b>EDT - HAE</b>
F.O.B. - F.A.B. <b>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>	
Address Inquiries to: - Adresser toutes questions à :  <b><a href="mailto:Nathalie.simon@ppsc-sppc.gc.ca">Nathalie.simon@ppsc-sppc.gc.ca</a></b>	
Telephone No. – N° de téléphone :  <b>613-716-2394</b>	
Destination – of Goods, Services, and Construction: <b>Destination – des biens, services et construction :</b> See Herein	
Delivery required - Livraison exigée See Herein	
Vendor/firm Name and address <b>Raison sociale et adresse du fournisseur/de l’entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
Name and title of person authorized to sign on behalf of Vendor/firm <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d’imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION.....4**

1.1 INTRODUCTION ..... 4

1.2 SUMMARY ..... 4

1.3 DEBRIEFINGS ..... 5

**PART 2 - BIDDER INSTRUCTIONS.....8**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 11

2.2 SUBMISSION OF BIDS ..... 11

2.3 ENQUIRIES - BID SOLICITATION ..... 11

2.4 APPLICABLE LAWS ..... 11

**PART 3 - BID PREPARATION INSTRUCTIONS .....12**

3.1 BID PREPARATION INSTRUCTIONS..... 12

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....14**

4.1 EVALUATION PROCEDURES ..... 14

4.2 BASIS OF SELECTION ..... 17

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....18**

5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 18

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 18

**PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....19**

6.1 SECURITY REQUIREMENTS ..... 19

6.2 FINANCIAL CAPABILITY..... 19

6.3 INSURANCE REQUIREMENTS..... 19

**PART 7 - RESULTING CONTRACT CLAUSES .....19**

7.1 STATEMENT OF WORK OR REQUIREMENT ..... 20

7.2 STANDARD CLAUSES AND CONDITIONS ..... 20

7.3 SECURITY REQUIREMENTS..... 20

7.4 TERM OF CONTRACT..... 21

7.5 AUTHORITIES..... 21

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... **ERROR! BOOKMARK NOT DEFINED.**

7.7 PAYMENT..... 22

7.8 INVOICING INSTRUCTIONS..... 23

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 23

7.10 APPLICABLE LAWS ..... 23

7.11 PRIORITY OF DOCUMENTS..... 23

7.12 DISPUTE RESOLUTION ..... 24

**ANNEX “A” STATEMENT OF WORK OR REQUIREMENT .....25**

**ANNEX “B” BASIS OF PAYMENT .....36**

**ANNEX “C” SECURITY REQUIREMENTS CHECK LIST .....40**

**ANNEX “D” TO PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS .....44**



**ANNEX “E” FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....45**

**ANNEX “F” INSURANCE REQUIREMENTS .....46**

**ANNEX “G” TASK AUTHORIZATION FORM PWGSC-TPSGC 572 OR DND 626 TASK AUTHORIZATION FORM ..... ERROR! BOOKMARK NOT DEFINED.**



## **PART 1 - GENERAL INFORMATION**

### **1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial 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.

### **1.2 Summary**

The Public Prosecution Service of Canada (PPSC) is seeking to establish a contract for records storage and transportation for all of its offices across Canada as defined in Annex A, Statement of Work, for three (3) years with one (1) one year options.

### **1.3 Security Requirement**

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial 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 [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

### **1.4 Canadian Content Policy**

"The requirement is limited to Canadian services.

### **1.5 Comprehensive Land Claims Agreements (CLCAs)**

For service deliveries to Yellowknife, Iqaluit and Whitehorse any of the following Comprehensive Land Claims Agreements may apply:

- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement of the Council for Yukon Indians
- Tlicho Land Claim Agreement



### **1.6 COVID-19 Vaccination requirement**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification, Attachment 1, as part of the bid will render the bid non-responsive.

### **1.7 Debriefings**

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



## ATTACHMENT 1

### COVID-19 Vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

#### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all  
personnel that \_\_\_\_\_ (*name of business*) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;  
or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the  
\_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Optional*

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



## ATTACHEMENT 2

### GLOSSARY

<b>Accession:</b>	Procedure by which the MSP acquires or takes physical custody of, or otherwise takes responsibility of, a record. This includes the documentation of the transfer of records or materials into a database and the physical placement to final storage location
<b>Bulk:</b>	<p>The term “bulk” (shipments and or service requests) is used to express a quantity of a particular services activity that is above a defined volume of normal service activities. Bulk services activities will be planned with the MSP in advance. For example:</p> <ol style="list-style-type: none"> <li>1. <b>Bulk Shipment:</b> The movement of large volumes of PPSC records by freight transportation services.</li> <li>2. <b>Bulk Request:</b> A service request for the retrieval of 1,000 or more records/items at one time by a single PPSC user.</li> </ol>
<b>Certified Secure Destruction:</b>	The act of destroying a record using a shredder, disintegrator, or similar mechanism that renders a record unidentifiable and the issuance of a written certification attesting to the destruction of specific records.
<b>Chain of Custody (CoC):</b>	The chronological electronic documentation or paper trail that provides end-to-end visibility of records, identifies the sequence of custody, control, transfer, analysis, and disposition of records, including physical or electronic media. CoC is a term used to describe the chronology of the ownership, custody or location of a document or group of documents).
<b>Carton:</b>	<p>A carton is a product in which records are stored and referenced to. Types of cartons include:</p> <ul style="list-style-type: none"> <li>• Legal/ Letter: o A Carton designed to store both legal and letter sized materials,</li> <li>• Voucher: o A Carton designed and sized to store vouchers, cheques, etc.</li> <li>• Media: o A Carton designed for a specific type of media (for example: microfiche)</li> </ul>
<b>Delocation:</b>	The one time action and services performed to remove records from the MSP’s custody in preparation for the records’ final disposition The IT System Portal is updated to reflect delocation from the physical facility and the IMCS.
<b>Destruction:</b>	See “Certified Secure Destruction” for definition.
<b>File:</b>	See “Record” for definition.
<b>Final Disposition:</b>	Final disposition of records includes either the permanent physical return to custody by the CRA, or performance of certified secure destruction.
<b>Image:</b>	Single page of an imaged document.
<b>Image on demand:</b>	(AKA scanning) is an alternate document delivery service.
<b>Imaging:</b>	Transformation of a physical information resource into a digital format through the use of certified processes. After imaging, the original physical information





	resource remains the official record and must be held available according to the retention schedule.
<b>Indexes:</b>	A systematic guide to the contents of a file, document, or group of documents, consisting of an ordered arrangement of terms or other symbols representing the contents and references, code numbers, page numbers, etc., for accessing the contents.
<b>Initial Transfer:</b>	The work processes provided by the MSP to establish a records management service which begins with a physical transfer of records from the custody of the current Contractor to the custody of the MSP during the Initial Transfer Phase as defined in the SOW.
<b>IT System Portal:</b>	The MSP IT System Portal is the MSP's internal database and web portal that will be used to track carton-level data for storage purposes and will be used to manage retrieval requests.
<b>Item:</b>	An item is an individual article or media unit, that is, one that is part of a collection, or set of back up tapes.
<b>Life-Cycle Service:</b>	Records management services provided by an MSP that may include, but are not limited to, storage, accession, retrieval, refile, delocation, and destruction.
<b>Managed Service Provider (MSP):</b>	A contractor or private sector company that provides the PPSC with defined business processes and functions (for example: records management storage and services).
<b>Metadata (meta-content):</b>	Defined as data providing information about one or more aspects of the data, such as: the purpose of the data, the time and date of creation, the creator or author of the data, etc.
<b>Protected 'A':</b>	Information that is not considered sensitive and the degree of potential injury is low.
<b>Protected 'B':</b>	Information that is considered particularly sensitive and where the degree of potential injury is 'MEDIUM'.
<b>Record (Record Holding):</b>	In this context, a record is an all-encompassing term for information held or transmitted in a physical format. Records may include, but are not exclusive to, boxes, cartons, files, documents, film/fiche, tapes, cassettes and CD's DVD's. <ul style="list-style-type: none"> <li>• Document: A document is the primary level of a record, in that no other record is kept within the document.</li> <li>• File: A file is the secondary level of a record, in which one or multiple related documents are kept as a unit.</li> <li>• Carton: A carton is the tertiary level of a record, in which one or multiple related or unrelated files and/ or documents are kept together.</li> </ul>
<b>Refile:</b>	Procedure by which MSP acquires or takes custody of, or otherwise accepts physical responsibility for a returning record.
<b>Record Retention:</b>	The legally or administratively defined period of time that a record should be held useful and available before it is destroyed or otherwise disposed of. This process is regulated by the PPSC's Records Disposition Authorities (RDA).



<b>Record Retrieval:</b>	The service of physically locating a record from storage and packaging or preparing it for delivery to an authorized PPSC employee or identified MSP.
<b>Shipment:</b>	A record of a physical carton registered with a unique tracking number.
<b>Shipment Administration:</b>	The activities associated with preparing records for secure shipment; including, but not limited to shipment registration for tracking and packaging.
<b>Storage:</b>	The physical act of safekeeping physical records held by the MSP in a safe and secure environment on behalf of the PPSC.
<b>Transportation:</b>	The secure shipment of PPSC records and assets.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Prosecution Service of Canada by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 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.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 electronic copy)
- Section II: Financial Bid (1 electronic copy)
- Section III: Certifications (1 electronic 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 hard copy 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a. 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
  - b. 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.

#### 3.1.1 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.



### 3.1.2 Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex B, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Annex G, Vendor Information and Authorization Form and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. 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:
  - a) their bid; and
  - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

### 3.1.3 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### 3.1.4 Section III: Certifications

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

### 3.1.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

**3.1.5.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

**Mandatory Technical Criteria (MT)**  
 For the purpose of the mandatory technical criteria specified below, the experience of the Bidder\* will be considered.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Mandatory Technical Criterion	MET	NOT MET
<b>M1</b>	<b>Facilities – Current storage capacity and capability</b>		
	<p>The Bidder <b>MUST</b> have a minimum of two separate individual clients within Canada for which the Bidder provides records management and storage services. For each referenced client, the Bidder <b>MUST</b> demonstrate that it:</p> <ul style="list-style-type: none"> <li>• managed a minimum average annual physical records inventory volume of 200,000 cubic feet; and</li> <li>• provided these services for a minimum of the last two full consecutive years leading up to the closing date of this ITQ.</li> </ul> <p>The Bidder's response to this criterion <b>MUST</b> include:</p> <ol style="list-style-type: none"> <li>1. Name of each client organization;</li> <li>2. Name and email of a contact who can validate accuracy of services delivered for each client organization;</li> <li>3. Description of the services provided to each client organization;</li> <li>4. Volume (in cubic feet) of physical records storage provided to each client organization;</li> </ol>		



	5. Period of time when the volume of physical records storage at d) above was stored with the Bidder (must meet the two consecutive year period leading up to the closing date of this ITQ).		
<b>M2</b>	<b>Facilities - Current storage capacity and capability</b>		
	<p>The Bidder MUST demonstrate that in each geographical region being offered, its total storage capacity (occupied or unoccupied) can store a minimum of 70,000 cubic feet.</p> <p>The PPSC cannot be used as a client in response to this criterion.</p> <p>The Bidder's response to this criterion MUST include:</p> <ol style="list-style-type: none"> <li>i. Provide address of each warehouse; within a 90 km radius of each warehouse location across Canada.</li> <li>ii. Provide the storage capacity for each</li> </ol>		
<b>M3</b>	<b>Facilities – Specifications</b>		
	<p>The Bidder MUST demonstrate in detail that the storage warehouse(s) meets all the specifications stated in Item 4.2.1.1.1.Storage of the Statement of Work, Specifications and Standards:</p> <ul style="list-style-type: none"> <li>• The vault must be capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/- 5%);</li> <li>• Be monitored 24 hours a day, seven days a week for fire, floods and unauthorized entry;</li> <li>• Be constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster;</li> <li>• Be protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system;</li> <li>• Allow for all information holdings regardless of medium to be stored on clean fire resistant shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility;</li> <li>• Operate with a Bar Code System able to identify the location of all information holdings;</li> <li>• Have the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles.</li> </ul>		
<b>M4</b>	<b>Facilities – Specifications</b>		



	<p>The Bidder MUST have experience in providing high volume document retrieval services, with a minimum of 50,000 records retrieved in a one consecutive year period. This one consecutive year period must have been within the last five years immediately prior to RFP closing date.</p> <p>The Bidder MUST identify as many current client organizations as necessary to show a combined minimum of 50,000 records retrieved in a one-year period in the last three years.</p> <p>The Bidder's response to this criterion MUST include:</p> <ol style="list-style-type: none"> <li>1. Name of the client organizations(s);</li> <li>2. Name and email of a contact who can validate accuracy of services delivered for each client organization;</li> <li>3. Description of the services provided to the client organization(s)</li> <li>4. Number of physical records retrieved for the client organization(s);</li> <li>5. Period of time (start date and end date) when the services were delivered (must meet the one year period within the last three years immediately prior to RFP closing date).</li> </ol> <p>Examples of how this criterion may be met:</p> <ol style="list-style-type: none"> <li>i. The Bidder has one client organization for which it retrieved 50,000 records between January 2017 and January 2022. This example meets the number of retrievals and timeline requirements of this criterion.</li> <li>ii. The Bidder has two client organizations where for one the Bidder retrieved 25,000 records between October 2016 and October 2021 and for the other the Bidder also retrieved 25,000 records in the same one year period, for a total of 50,000 retrievals. This example meets the number of retrievals and timeline requirements of this criterion.</li> </ol>		
<b>M5</b>	<b>Customer Service and Web Tracking</b>		
	<p>The Bidder MUST demonstrate in details that they can provide a bilingual 24/7 web-based tracking system for on-line inventory, control, retrieval, disposal and delivery services, as well as a toll free customer service adaptable to each geographical region language requirements.</p> <p>In order to demonstrate compliance with this criterion, Bidder MUST provide a summary of operational procedures outlining the functioning of their bilingual 24/7 webbased system for on-line inventory control and service request for retrieval, disposal and delivery and telephone 800 customer support capable of providing services in both official languages.</p> <p>Examples of how this criterion may be met:</p> <ol style="list-style-type: none"> <li>i. Provide of a web based report in both official languages</li> <li>ii. Provide a print-out or access to the home page of the web based tracking system in both official languages</li> <li>iii. Provide an example of response to client in both official languages</li> </ol>		





#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

#### **4.2 Basis of Selection**

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

The responsive bid with the lowest evaluated price will be recommended for award of a contract.



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

#### **5.1.2 Integrity Provisions – Required Documentation**

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

### **5.2 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](http://www.hrsdc.gc.ca/eng/labour/index.shtml)" list (<http://www.hrsdc.gc.ca/eng/labour/index.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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), at Annex E before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.3 Certifications Precedent to Contract Award and Additional Information**

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



## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section 3.1.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability.

### 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Security Requirements

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

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of protected B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C.
  - b. Contract Security Manual (latest edition)

#### 7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

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

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.



**7.4 Term of Contract**

**7.4.1 Period of the Contract**

The period of the Contract is from September 1, 2022 to August 31, 2025 inclusive.

**7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) 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 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.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nathalie Simon  
Title: Acquisition officer  
Address: 160 Elgin, 12<sup>th</sup> floor  
Ottawa On. K1A 0H8  
Telephone: 613-716-2394  
E-mail address: [Nathalie.simon@ppsc-sppc.gc.ca](mailto:Nathalie.simon@ppsc-sppc.gc.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.

**7.5.2 Project Authority**

The Project Authority for the Contract is: (to be insert at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**7.5.3 Contractor's Representative (to be insert at contract award)**

Name:  
Address:  
Telephone:  
E-mail address:



## 7.6 Payment

### 7.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in the contract for a cost of \$ \_\_\_\_\_ *insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### 7.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract shall not exceed \$ \_\_\_\_\_ *(to be inserted at contract award)*, including all options, travel expenses and all applicable taxes.

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:

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

whichever comes first.

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.

## 7.7 Method of Payment

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

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



## 7.8 Invoicing Instructions

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

7.8.1 Each invoice must be supported by:

a copy of the monthly client billing report which include the following detailed by region:

- a) the number of boxes in storage;
- b) how many requests for materiel from the site(s);
- c) transportation costs;
- d) retrieval costs;
- e) refiling costs; and
- f) any other costs related to any activities for the holdings.

7.8.2 Invoices must be distributed as follows:

one (1) copy must be forwarded to the Technical Authority identified in the Contract for certification and payment.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-05-12), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments;
- (g) Annex E, Federal Contractors Program form Employment Equity – Certification;
- (h) Annex F, Insurance Requirements;
- (i) Annex G, Vendor Information and authorization form;
- (j) the Contractor's bid dated \_\_\_\_\_,



## 7.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".





## ANNEX A

### STATEMENT OF WORK

#### 1. Title

National Off-Site Storage and Document Management

#### 2. Objective

The Public Prosecution Service Canada (PPSC) has a requirement for records management and storage services in order to manage its paper-based, microform, and electronic storage media forms, on an as-and-when requested basis.

The PPSC requires a Managed Services Provider (MSP) to house its existing paper-based records inventory (estimated at 128,500 cubic feet) and to provide records management and storage services. The MSP must ensure that the PPSC's inventory is identified, accessioned, physically stored, made available and fully operational to the PPSC by September 2022.

To fully support the PPSC's business requirements, the following business capabilities are required: storage, accession, retrieval, refile, delocation, destruction, data exchanges and other adhoc projects, such as relocation and digitization projects.

#### 3. Background

In support of the PPSC's mission to prosecute cases, the PPSC collects and creates physical records holdings, which include documents such as, but not limited to prosecution cases, consultations, agreements, and corporate records. These documents are managed according to the PPSC related legislation and must be retained and disposed of according to the scheduling requirements set out in the PPSC's legislation and corporate policy.

The PPSC currently has a contract for management of its records storage and life-cycle services, which includes, but is not limited to, storage, accession, retrieval, refile, delocation, and destruction. The off-site inventory of approximately 601,209 records are stored within an estimated 128,300 cubic feet and are housed by a single private sector storage company in 11 locations across Canada.

#### 4. Tasks

There is two phases:

- Solution Integration and Records Transfer Phase
- On-Going services phase

##### 4.1 Solution Integration and Records Transfer Phase

The Solutions Integration, and Records Transfer Phase refers to the period of time and activities associated with the transfer of PPSC's data from the current MSP into the new MSP's system and the transfer of the PPSC's physical records inventory into the management and care of the new MSP.

This Initial Transfer Phase will include the following and the MSP must;



- Establish protocols to securely transfer data between the current MSP to the new MSP's system. These protocols will be tested as part of the Proof of Proposal, allowing the transfer phase to commence following contract award.
- Transfer securely , accession and store the PPSC's records inventory currently housed in multiple storage facilities, located in the following locations:
  - o Burnaby, BC
  - o Edmonton, AB
  - o Calgary, AB
  - o Saskatoon, SK
  - o Winnipeg, MB
  - o Concord, ON
  - o Cambridge, ON
  - o Ottawa, ON
  - o Laval, QC
  - o Bedford, NS
  - o Edmonston, NB
- Review physically, each PPSC carton and reconcile against an inventory listing that will be provided by the PPSC.
- Provide an uninterrupted experience to PPSC users throughout the initial transfer phase. Records must be available for urgent retrieval services at the request of the PPSC.

**The moving expenses will be at the MSP charges.**

The daily transfer of records cartons is estimated to be 4,000 cartons per day.

**4.2 On-Going Services Phase**

The On-Going Services Phase refers to the MSP providing records management and storage services for the PPSC, on a day-to-day basis, and on an as-and-when requested basis. The On-Going Services Phase will commence as records are accessioned into the MSP's facilities.

The scope of the On-Going Services Phase, Specifically, the PPSC's business requirements have been separated into three categories:

4.2.1 Records Management and Storage Services

- 4.2.1.1 Storage
- 4.2.1.2 Accession
- 4.2.1.3 Retrieval & Refile / Interfile
- 4.2.1.4 Shipping and Packaging
- 4.2.1.5 Secure Destruction
- 4.2.1.6 Delocation
- 4.2.1.7 Re-boxing
- 4.2.1.8 Image on demand
- 4.2.1.9 Supplies
- 4.2.1.10 Other services

4.2.2 Non-functional requirements

- 4.2.2.1 Portal Interface
- 4.2.2.2 Billing and Reporting

4.2.3 Ad-hoc Projects



#### 4.2.1 Records Management and Storage Services

##### 4.2.1.1 Storage

Storage is the physical act of safekeeping records held by the MSP in a safe and secure environment on behalf of the PPSC.

Cartons quantities by location are estimated to be the following by September 2022 (once the contract is expected to be awarded):

<b>Estimated Cartons Quantities By Locations (September 2022)</b>			
<b>Locations</b>	<b>Storage (files)</b>	<b>Storage (boxes)</b>	<b>Cubic Feet</b>
<b>WESTERN REGION</b>	13,771	23,843	29,947.6
Western Region, locations addresses	900 - 840 Howe Street – <b>Vancouver, BC</b>		
	800 - Burrard Street - <b>Vancouver, BC</b>		
	211 Columbia Street - <b>Vancouver, BC</b>		
	222 Main Street - <b>Vancouver, BC</b>		
<b>PRAIRIES REGION</b>	1,955	12,701	15,735.64
Prairies Region, locations addresses	10423 - 101st Street - <b>Edmonton – AB</b>		
	900 - 700 6th Avenue S.W. - <b>Calgary, AB</b>		
	123-2nd Avenue S. 10th Floor - <b>Saskatoon, SK</b>		
	515-234 Donald Street - <b>Winnipeg, MB</b>		
<b>ONTARIO REGION</b>	296,162	43,359	56,349.8
Ontario Region, locations addresses	3400 - 130 King Street West, <b>Toronto, ON</b>		
	600 - 201 County Court Blvd. - <b>Brampton, ON</b>		
	345 Harry Walker Parkway South - <b>Newmarket, ON</b>		
	202 - 15 Duke Street - <b>Kitchener, ON</b>		
	465 Richmond Street - 3rd Floor - <b>London, ON</b>		
<b>NATIONAL CAPITAL REGION &amp; QUEBEC REGION</b>	1,555	6,619	9,039.26
National Capital Region & Québec Region, locations addresses	160 Elgin Street - <b>Ottawa, ON</b>		
	200 René-Levesque Blvd - <b>Montreal, QC</b>		



<b>ATLANTIC REGION</b>	33,667	6,474	7,818.24
Atlantic Region, locations addresses	1400 - 5251 Duke Street - <b>Halifax</b> , NS		
	400 - 777 Main Street - <b>Moncton</b> , NB		
	80 Garland Avenue, <b>Moncton</b> , NB		
	812 - 215 Water Street - Box 62 -Atlantic Place - <b>St. John's</b> , NL		
<b>NORTHERN REGIONAL OFFICES</b> (Files are stored in the Quebec and Prairies)	Data not available	6,538	9,653.95
Northern Regional offices, locations addresses	200 - 300 Main Street - <b>Whitehorse</b> , YK		
	5020 - 48th Street - 3rd Floor, <b>Yellowknife</b> , NWT		
	3rd Floor - 933 Mivvik Street - <b>Iqaluit</b> , NU		
<b>Total</b>	<b>347,110</b>	<b>136,078</b>	<b>128,544.49</b>

#### 4.2.1.1.1 Specifications and Standards

Warehouse Storage Facilities must:

- Be above grade and be completely free of leaks or other openings and include a climate controlled fire resistant vault, for all geographical regions, for storage of electronic records, designed to protect against corruption, contamination and exposure.
- The vault must be capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/- 5%). The vault must further be capable of maintaining a low particulate contaminant environment. The climate control specifications above only apply to the vault and not to the general records storage area.
- Be monitored 24 hours a day, seven days a week for fire, floods and unauthorized entry;
- Be constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster;
- Be protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the MSP's own security resources or a security service company twenty four (24) hours a day, seven (7) days a week;
- Allow for all information holdings regardless of medium to be stored on clean fire resistant shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility;
- Operate with a Bar Code System able to identify the location of all information holdings;



- Have the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles up to and including semi-trailers.

#### 4.2.1.2 Accession

A carton accession is a procedure by which the MSP acquires or takes physical custody of, or otherwise takes responsibility of, a carton. This includes the documentation of the transfer, including the carton barcode registration, into the MSP's Information Management Control System (IMCS), in order to locate the carton in the future when requested by the PPSC.

The Minimum Metadata requirements must include tombstone data

- Locating/ finding aids and data
- Bar code, unique identifier data
- Ownership data
- Description(s)
- Dates

The MSP will receive pre-indexed, carton-level records to be accessioned to the MSPs custody and tracked in its IT Systems Portal.

The MSP must confirm that cartons received are packaged and identified according to the requirements as defined by the PPSC. Items incorrectly sent to the MSP must be returned to the PPSC as part of a rejection process.

The Media requiring access to storage include the following:

- Container(s)
- File(s)
- Media item(s)

The Metadata requirements may include the following as directed by the PPSC:

- Accession Number
- Amended Date
- Client
- Creation Date
- Cost Centre (owner)
- Cost Centre (bill to)
- Container Number
- Container Bar code
- Location Description
- Container Type
- Container size
- Essential Record
- Security Level
- Container Group Category
- Received Date
- Record Date Range
- Record Description
- Disposition Planned Date
- Client Disposition Decision
- Archivist Disposition Decision
- Disposition Approved Date
- Actual Disposition Date
- Disposition Method
- Estimated Usage



- Media Type
- Physical placement to storage location

#### **4.2.1.3 Retrieval and Refile / Interfile**

Records Retrieval is the service of physically locating a record from storage and packaging or preparing it for delivery to an authorized client (PPSC employee).

The services are required for the refile / interfile (new item to file) of items to storage for the following items:

- Container(s)
- File(s)
- Document(s)

The services are required for the retrieval from storage of the following items:

- Container(s)
- File(s)
- Document(s)

The MSP must update the PPSC's information in their IT Systems Portal, to reflect the service requisition processing status and update record metadata requirements.

If a record(s) cannot be found in the expected location, the MSP must follow an agreed upon search process and reporting of inability to produce PPSC record(s).

The MSP must identify and sort all retrievals requests according to the PPSC delivery destinations in order to efficiently transport records to PPSC users.

#### **4.2.1.4 Shipping and Packaging (Transportation Preparation Services)**

The MSP is responsible and accountable for the movement and payment of the records to and from the MSP facilities, including the initial transport of all cartons to the MSP storage locations.

The MSP must provide shipment administration services to prepare requested records for transportation.

The MSP will supply all necessary envelopes and packaging material for the packaging of documents associated to a retrieval request.

The MSP, in preparation for transportation must prepare and package records as per the agreed upon procedures and service levels (transportation preparation services are subject to change), including:

- Shrink-wrapping or strapping;
- Use of pallet and lift machine.

The MSP must ensure all shipments prepared by the MSP are packaged using procedures and materials that have the following characteristics:

- Durable;
- Waterproof;
- Tamperproof;
- Non-transparent;
- Secure.



All packaging material must be labelled for destination and be easily identifiable throughout the transportation process.

The MSP, in consultation with the PPSC, must aggregate and consolidate shipments by PPSC delivery destination in order to efficiently transport records to PPSC users and minimize transportation costs.

#### **4.2.1.4.1 Proof of Delivery and Chain of Custody Tracking**

The MSP must use a PPSC approved process for Proof-of-Delivery (POD) for any shipment.

The MSP must ensure that Proof-of-Delivery requests are available through web-based shipping tools, or through a live customer service representative.

The MSP must, when supplying transportation, provide auditable chain of custody tracking and reporting for each pickup and delivery request.

The MSP must provide a detailed Chain of Custody tracking of all service activities.

The MSP must provide an audit room on site at each of the warehouse(s) for the use by the PPSC to examine the requested information available for their inspection. The room must be equivalent to the MSP's standard office environment and equipped with one work table and two chairs and of sufficient size to accommodate two individuals.

#### **4.2.1.5 Secure Destruction**

Certified Secure Destruction is the act of destroying a record using a shredder, disintegrator, or similar mechanism that renders a record unidentifiable and the issuance of a written certification attesting to the destruction of specific records.

The MSP must provide all vehicle(s), equipment, and personnel for the pickup/ delivery involved in secure destruction services.

The MSP must provide secure destruction services for paper, microforms, and electronic media that meets the secure destruction requirements of the PPSC.

The MSP must have in place a media recycling and disposal program to ensure end-of-life material is managed in a secure and environmentally sound manner consistent with the principles of sustainable development.

The MSP must provide a Certificate of Destruction and update the MSP's IT Systems Portal to reflect the permanent withdrawal and certified destruction.

The MSP must provide a closed loop destruction service (an unbroken chain of custody from storage to certified confidential destruction).

The MSP must ensure that all destruction is done within Canada.



#### 4.2.1.6 Delocation

Delocation is the one-time action and services performed to remove records from the MSP's custody in preparation for the records' final disposition. Final disposition options include return to the PPSC or certified secure destruction. The IMCS must be updated to reflect delocation and final disposition.

The MSP must possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for transportation in quantities of 4,000 containers daily per warehouse location.

The MSP must update their IT Systems Portal to reflect delocation.

#### 4.2.1.7 Re-Boxing

The MSP must repackage damaged cartons in appropriate and similar sized cartons. Cartons identified by the MSP as not having sufficient structural integrity, or damaged beyond reasonable repair are to be relabeled, and contents transferred in the same order to a new carton.

The MSP must update the IT Systems Portal to indicate the new carton barcode, reference as a cross reference to the original barcode and to update and assign reporting of the finding aid data. The MSP must notify the PPSC of such changes.

#### 4.2.1.8 Image on Demand (IOD)

Image on demand, also known as scanning, is an alternate document delivery service. The MSP must provide this service based on the PPSC's requirements.

#### 4.2.1.9 Supplies

Transportation and Shipping Supplies:

- The MSP must supply, at no additional cost to the PPSC, supplies required for the transportation of the PPSC information assets. Supplies provided include, but are not limited to: document shipping envelopes, shrink wrap, pallets, and warehousing equipment required for shuttling and moving pallets.

Unique Identifier Labels:

- The MSP must supply unique numbered carton, file and document-level identification labels using barcode in order to support lifecycle activities (for example retrieval and destruction processes).

Storage Cartons:

- The MSP must provide various standard sized storage cartons at the request of the PPSC. Required carton dimensions include, but are not limited to:
  - Legal/Letter: A carton designed to store both legal and letter sized materials. Cartons are approximately 10"x12"x15" (one piece, carton lid included and attached).
  - Other: Large document cartons. For example: blueprints, architectural plans.





## 4.2.2 Non-functional requirements

### 4.2.2.1 Portal Interface

The MSP must have the capability to analyze information, issue management reports and recommendations to meet the Government of Canada's record keeping and business objectives. Report details and delivery may need to be available at an individual "cost centre" level. The system or portal may be described as an Inventory Control/Inventory Management Asset tracking system. This system must have Bar Coding capability that is web-enabled, capable of providing reports and form customization in both official languages.

The MSP must have a comprehensive Inventory, Billing, and Management control systems. The systems must deliver the following:

- Comprehensive inventory management of holdings;
- Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media;
- Accurate retrieval requests and on-time delivery;
- Immediate update/ changes to authorized users list;
- Set up/ establish new user organizations and shipping locations;
- Initiate and review online invoice inquiries;
- Order tracking, notification and confirmation of orders;
- Real time, inventory of the PPSCs' information holdings.

MSP must ensure that all PPSC records (including back-up tapes and all other formats) will only be processed, stored, maintained and destroyed by the MSP within Canadian borders.

The MSP must ensure that all information technology (including databases, data input, servers, processing, storage, accessing, and all electronic back ups) will be processed and housed within Canada at Protected B level.

### 4.2.2.2 Billing and Reporting

The MSP must ensure all billing codes and service definitions are available for review by the PPSC in various report formats.

The MSP's billing must have the ability to provide comprehensive aggregation of financial costs reflective of the PPSC's organizational structure. Reporting billing features will include:

- The ability to create separate invoices for selected or all PPSC defined organizational billing units;
- The ability to bill storage and services;
- The ability to bill for storage only;
- The ability to bill for services only by PPSC defined organizational billing units;
- The MSP's billing must support multiple storage billing criteria, including:
  - Cubic foot;
  - Carton/Carton letter-legal;
  - Carton/Carton voucher;
  - Linear feet;
  - File.

The MSP must provide invoicing for services, storage billing and detailed transactional reports on a monthly basis.



The MSP will provide 24/7 access to its Web-based information holding system. The system must be capable of providing real-time ad-hoc reports on all aspects of the client department inventory holdings and service activity. The reports must be capable of drill down to the carton/file/item level description or any other metadata element.

Required reports may include but not be limited to the following:

- Information Storage and Retrieval Work in the identified warehouse or vault
- Shredding / Destruction Work by location
- Inventory
- Billing
- Ad-hoc or user defined reports

#### **4.2.3 Ad-hoc Projects**

Ad-hoc projects are defined as one off service request, such as:

- Transport of PPSC information from one regional office to another;
- Digitization of PPSC physical information.
- Etc.

Bulk: defined as mutually planned special projects, for example large volume requests defined as having more than 1,000 items.



**5. Service Level Agreement (SLA)**

The MSP will be expected to provide the following services are services in accordance with the Service Level Agreement (SLA).

The MSP must monitor the performance levels of the services provided to the PPSC.

The MSP must provide transportation pickup and delivery to and from the PPSC office and agent locations identified in section 5.1.1 Storage within a 90 KM radius of each warehouse location across Canada as and when requested, as follows:

Item Description	Service Type	Guaranteed Pick-up/Delivery
Retrieval	Regular	Next day
Retrieval	Rush	4 hours
Retrieval	Emergency	2 hours

**6. Limitations and Constraints**

If in the event that information holdings, regardless of medium in which the information is recorded are damaged as a result of a man made or natural disaster, the MSP will notify the Technical Authority within twelve hours of the occurrence of the disaster.

The MSP must notify the Contracting Authority of any proposed change in any of the warehouse locations at least one hundred and twenty (120) days in advance of any proposed changes unless otherwise agreed to by both Parties.

In the case of any changes in locations of the warehouses, the MSP must demonstrate that the new site location will meet all of the conditions established in the Contract for the facility before any of the holdings will be moved to the new locations. In such cases, the MSP must assume all transportation and relocation costs.

Any change in warehouse location must be approved by the Project Authority.

All deliverables and services rendered under the Contract are subject to inspection by the Project Authority or a designated representative of the PPSC. The Project Authority reserves the right to reject or require correction to any work not carried out to the satisfaction of the PPSC or work not meeting the standards outlined in the Statement of Work (SOW).

The PPSC reserves the right to inspect the Records Storage and Destruction Facility(s) at anytime during the life of the Contract. The PPSC must be satisfied that the Contractor follows good warehousing and records management practices.

**7. Official Languages**

The MSP must ensure that all services and communications, written or verbal, are provided in both official languages.

The MSP must ensure all on-line, web based customer accessed systems must be offered in both official languages of Canada. This includes all customer services using any web-based, telephone or call-centre customer service interfaces.



**ANNEX “B”**

**BASIS OF PAYMENT**

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

**1. Firm Unit Prices**

The Contractor's prices are all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Statement of Work and Terms and Conditions of the resulting Contract. All prices are in Canadian funds, Applicable Taxes is extra.

**NOTE: FUEL SURCHARGES**

Fuel Surcharge are only applicable on the transportation cost identified under 9.1 and 9.2 below; and are to be invoiced in accordance with the following computation: The baseline fuel price is set to \$0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>) the Contractor will implement a 1% increase/decrease to the fuel surcharge percentage %. The fuel surcharge is to be expressed as a % (percentage) of the total transportation cost and shown as a separate line item on the invoice.

**Table 1 – Regional Offices (excluding the north) - Firm Unit Rates**

Item Description		Unit of Measure	Initial Contract Period	Option Period 1
			Sept. 1, 2022 To Aug. 31, 2025	Sept. 1, 2025 to Aug. 31, 2026
1.	Storage			
1.1	Record Centre Storage	a. Per Cubic Foot per month	\$0.00	\$0.00
		b. Per Lineal Foot per month	\$0.00	\$0.00
1.2	Vault Storage	a. Per Media item per month	\$0.00	\$0.00
		b. Per Cubic Foot per month	\$0.00	\$0.00
2.	Accession	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
		c. Per Media item	\$0.00	\$0.00
3.	Retrieval	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
	Next Day	c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
4.	Retrieval	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
	Rush 4 hours	c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
5.	Retrieval	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
	Emergency 2 hours	c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00



6.	Retrieval	a. Per Container		\$0.00	\$0.00
	Outside Normal Business Hours	b. Per File		\$0.00	\$0.00
		c. Per Document		\$0.00	\$0.00
		d. Per Media item		\$0.00	\$0.00
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search		\$0.00	\$0.00
8.	Refile	a. Per Container		\$0.00	\$0.00
	Interfile	b. Per File		\$0.00	\$0.00
		c. Per Document		\$0.00	\$0.00
		d. Per Media item		\$0.00	\$0.00
9.	Transportation			\$0.00	\$0.00
9.1	Transportation Pick-up/delivery	a. Per Container – first		\$0.00	\$0.00
	Regular Service within a 90km radius of warehouse locations	b. Per Container – each additional		\$0.00	\$0.00
		c. Per Media item - first		\$0.00	\$0.00
		d. Per Media item – each additional		\$0.00	\$0.00
9.2	Transportation Pick-up/delivery	a. Per Container – first		\$0.00	\$0.00
	Rush Service within 4h	b. Per Container – each additional		\$0.00	\$0.00
		c. Per Media item - first		\$0.00	\$0.00
		d. Per Media item – each additional		\$0.00	\$0.00
9.3	Transportation Pick-up/delivery	a. Per Container – first		\$0.00	\$0.00
	Emergency Service within 2h	b. Per Container – each additional		\$0.00	\$0.00
		c. Per Media item - first		\$0.00	\$0.00
		d. Per Media item – each additional		\$0.00	\$0.00
9.4	Transportation Pick-up/delivery Regular Service outside a 90km radius of warehouse locations  <i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i>	Rate per Kilometre, per shipment, per roundtrip.  Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.		\$0.00	\$0.00
10.	Alternative Delivery	a. Fax – per page		\$0.00	\$0.00
		b. Image/FTP Email – per page		\$0.00	\$0.00
11.	Disposition/Delocation <i>The Disposition/Delocation prices must include the cost of Retrieval.</i>	a. Per Container		\$0.00	\$0.00
		b. Per File		\$0.00	\$0.00
		c. Per Media item		\$0.00	\$0.00
12.	Accession Volume Volume Incentive (applicable to volume of 1,000 units or above)  <b>Unit Price must be no greater than the unit price proposed under section 2. Accession</b>	a. Per Container	1,000 – 9,999	\$0.00	\$0.00
			≥ 10,000	\$0.00	\$0.00
		b. Per File	1,000 – 9,999	\$0.00	\$0.00
			≥ 10,000	\$0.00	\$0.00
		c. Per Media item	1,000 – 9,999	\$0.00	\$0.00
				\$0.00	\$0.00



			≥ 10,000		
13.	Storage Container	a. Letter/Legal (per container)		\$0.00	\$0.00
14.	Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i>	a. Per Hour		\$0.00	\$0.00

**Table 2 – Northern Regional Offices**

Item Description		Unit of Measure	Initial Contract Price September 1, 2022 to August 31, 2025	Option Period 1 September 1, 2025 to August 31, 2026
1.	Storage			
1.1	Record Centre Storage	a. Per Cubic Foot per month	\$0.00	\$0.00
		b. Per Lineal Foot per month	\$0.00	\$0.00
1.2	Vault Storage	a. Per Media item per month	\$0.00	\$0.00
		b. Per Cubic Foot per month	\$0.00	\$0.00
2.	Accession	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
		c. Per Media item	\$0.00	\$0.00
3.	Retrieval	a. Per Container	\$0.00	\$0.00
	Regular Next Day	b. Per File	\$0.00	\$0.00
		c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
4.	Retrieval	a. Per Container	\$0.00	\$0.00
	Rush 4 hours	b. Per File	\$0.00	\$0.00
		c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
5.	Retrieval	a. Per Container	\$0.00	\$0.00
	Emergency 2 hours	b. Per File	\$0.00	\$0.00
		c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
6.	Retrieval	a. Per Container	\$0.00	\$0.00
	Outside Normal Business Hours	b. Per File	\$0.00	\$0.00
		c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00
7.	Unsuccessful Retrieval	a. Per Unsuccessful Search	\$0.00	\$0.00
8.	Refile	a. Per Container	\$0.00	\$0.00
	Interfile	b. Per File	\$0.00	\$0.00
		c. Per Document	\$0.00	\$0.00
		d. Per Media item	\$0.00	\$0.00



9	<p>Transportation Pick-up/delivery Regular Service outside a 90km radius of warehouse locations</p> <p><i>The Contractor must pro-rate transportation costs when multiple pick-up/delivery stops take place.</i></p>	<p>Rate per Kilometre, per shipment, per roundtrip.</p> <p>Travel distance to be determined using Web based resources or, if unavailable, actual kilometres driven whichever is less.</p>	<p>Cost will be determined by a quote from the Contractor at time of request. The Contractor must provide rates for kilometers travelled, volume, and weight.</p>	
10.	Alternative Delivery	a. Fax – per page	\$0.00	\$0.00
		b. Image/FTP Email – per page	\$0.00	\$0.00
11.	Disposition/Delocation <i>The Disposition/Delocation prices must include the cost of Retrieval.</i>	a. Per Container	\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
		c. Per Media item	\$0.00	\$0.00
12.	<p>Accession Volume Volume Incentive (applicable to volume of 1,000 units or above) <b>Unit Price must be no greater than the unit price proposed under section 2. Accession</b></p>	a. Per Container	\$0.00	\$0.00
			\$0.00	\$0.00
		b. Per File	\$0.00	\$0.00
			\$0.00	\$0.00
		c. Per Media item	\$0.00	\$0.00
			\$0.00	\$0.00
13.	Storage Container	a. Letter/Legal (per container)	\$0.00	\$0.00
14.	<p>Hourly Service Rate <i>The Hourly Service rate will only apply to Retrieval - Regular and Refile - Interfile services and the manual inputting of metadata requirements.</i></p>	a. Per Hour	\$0.00	\$0.00



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada /  
Gouvernement du Canada

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 PPSC		2. Branch or Directorate / Direction générale ou Direction Information Management, Administrative Services Directorat	
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 Records Management Document and Storage Services for PPSC in all regions.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à:	<input type="checkbox"/>	Restricted to: / Limité à:	<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>





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 :

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

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

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Production	<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"/>
IT Media / Support TI	<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"/>
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?  
 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).



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

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Isabelle Leblanc	Title - Titre Director, IM	Signature LeBlanc, Isabelle	<small>Digitally signed by Isabelle LeBlanc DN: cn=Isabelle LeBlanc, o=Public Prosecution Service of Canada, ou=Isabelle LeBlanc, email=Isabelle.LeBlanc@ppsc-sppc.gc.ca, c=CA</small>
Telephone No. - N° de téléphone (343) 550-4418	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Isabelle.LeBlanc@ppsc-sppc.gc.ca	Date April 11, 2022

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Phil Roy	Title - Titre Security Officer	Signature Roy, Phillip	<small>Digitally signed by Phillip Roy DN: cn=Phillip Roy, o=Public Prosecution Service of Canada, ou=Phillip Roy, email=Phil.Roy@ppsc-sppc.gc.ca, c=CA</small>
Telephone No. - N° de téléphone (613) 298-3145	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Phil.Roy@ppsc-sppc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Nathalie Simon	Title - Titre Acquisition Officer	Signature Simon, Nathalie	<small>Digitally signed by Nathalie Simon DN: cn=Nathalie Simon, o=Public Prosecution Service of Canada, ou=Nathalie Simon, email=nathalie.simon@ppsc-sppc.gc.ca, c=CA</small>
Telephone No. - N° de téléphone 613-716-2394	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nathalie.simon@ppsc-sppc.gc.ca	Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



## ANNEX "D" to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



## ANNEX "E"

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



## ANNEX "F"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

- 1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Minister of Citizenship and Immigration.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.



- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## 2. **Automobile Liability Insurance**

2.1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.2. The policy must include the following:



- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b) Accident Benefits - all jurisdictional statutes
- c) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.





## ANNEX G, VENDOR INFORMATION AND AUTHORIZATION FORM

### 1.0 Firm Organization's Profile

You are requested to provide the certificate of incorporation and provide the information listed below:

Legal Corporate Name of the Bidder: \_\_\_\_\_

Operating as: (if applicable) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Complete Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered or Incorporated: Federally: Yes  No  Provincially: Yes  No

Sole Proprietorship  Partnership  Corporate Entity

Business Number \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

Owner(s) of the Firm: \_\_\_\_\_

### 2.0 List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder MUST provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

Yes, Subcontractors will be used. See list below.

No, Subcontractors will not be used.

#### Subcontractors:

Name/Company	Address:	Description of work
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____