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PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

2. SACC manual clause A3080T (2021-11-29) – 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 prior to contract award will render the bid non-responsive.

3. Statement of Work

The work to be performed is detailed under Article 2, Part 6 of the resulting contract clauses.

4. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

5. Debriefings

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



6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Bids

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the email address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, CSC will not accept bids submitted in hard copy or by facsimile.

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. Former Public Servants

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

Definitions

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



- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

4. Enquiries – Bid Solicitation

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

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

5. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: **one (1) electronic copy in PDF format**

Section II: Financial Bid: **NOT REQUIRED**

Section III: Certifications: **one (1) electronic copy in PDF format**

Section IV: Additional Information: **one (1) electronic copy in PDF format**

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

Bidders should submit their technical bid and financial bid in two (2) separate documents.

2. Section I: Technical Bid

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

3. Section II: Financial Bid

As there is a National Fee Schedule, bidders are not required to submit a financial proposal.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

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

5. Section IV: Additional Information

5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

- (a) As indicated in Part 1 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



- (b) The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1 Security Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

2. Basis of Selection

- 1. To be declared responsive, a proposal must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. "obtain the required **minimum of 50 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points."

Proposals not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points 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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Precedent to Contract Award and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed [Integrity Declaration Form](#). Bidders must submit this form to Correctional Service of Canada with their bid.



1.2 Integrity Provisions – Required documentation

(a) List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

Four sets of horizontal lines for listing names, arranged in two columns of two rows each.

OR

[] The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the 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.

1.6 Language Requirements - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.7 Education and Experience

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



1.8 SACC Manual clause A3081T (2021-11-29) – COVID 19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification 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; or
- (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;
- (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.

1.9 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



[Delete this title and the following sentence at contract award.]

PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC CSP) apply to 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.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or 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 at the level of PROTECTED B including an IT Link at 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)

1.2 Contractor's Sites or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

1.2.1 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:

[Insert all of the Contractor's locations where safeguarding measures are required.]

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

1.2.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.



2. Statement of Work

The Contractor must provide the items detailed under the “Requirement” at Annex “A”

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010B (2021-12-02), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from September 1, 2022 to August 31, 2027.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Amanda McCaig
Title: Regional Procurement Officer
Correctional Service Canada
Branch/Directorate: Prairies Headquarters
Telephone: 306-659-9300
E-mail address: 501Contracts@csc-scc.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.

5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)



Facsimile: (XXX)
E-mail address: (XXX)

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.

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____, Customs duties are subject to exemption and Applicable Taxes are extra.
2. 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.



3. 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.

6.3 Terms of Payment – Monthly 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.

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11) Discretionary Audit

6.5 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the *"Project Authority"*.

All payments are subject to government audit.

Estimated Cost: \$ _____ .

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the **Project Authority** (Article 5.2) identified under the section entitled "Authorities" of the Contract.

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

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

10. 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 2010B (2021-12-02), Professional Services (medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Liability

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

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 13.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister will have the right to treat this Contract as being in default and terminate the contract accordingly.



13.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.



17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

20. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).



21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

22. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

ANNEX A – Statement of Work

MINIMUM CONTRACT REQUIREMENTS – COMMUNITY ASSESSMENT & PAROLE SUPERVISION (CAPS)

BACKGROUND / OBJECTIVE

1. In accordance with the *Corrections and Conditional Release Act* (CCRA), the purpose of conditional release is to contribute to the maintenance of a just, peaceful and safe society. One of the ways that this legislative mandate is fulfilled is to assist offenders to reintegrate into the community as law-abiding citizens through the provision of programs, plans and supervision in institutions and in the community. The protection of society is the paramount consideration in the release process.
2. To assist CSC in meeting its mandate, there are times when CSC will contract with independent agencies/individuals to provide case management services i.e. supervision, risk assessment, urinalysis collection, report writing, etc., for offenders on conditional release and offenders subject to a Long-Term Supervision Order (LTSO).

SCOPE

3. The Contractor must provide the following services:

(THE PROJECT AUTHORITY TO IDENTIFY SERVICES TO BE PROVIDED)

SERVICES	
SUPERVISION OF OFFENDERS	X
UNESCORTED TEMPORARY ABSENCE AND WORK RELEASE SUPERVISION	X
PRELIMINARY ASSESSMENTS (PA)	
COMMUNITY ASSESSMENTS (CA) (INCLUDING POST-SENTENCE COMMUNITY ASSESSMENTS (PSCA))	X
COMMUNITY STRATEGIES (CS)	
TANDEM ACCOMPANIMENT/ SUPERVISION	X
OTHER (PROVIDE DETAILS)	

LOCATION OF WORK

4. The Contractor must provide services at the following location:

The Contractor's place of business.

LANGUAGE OF WORK

5. The Contractor must provide all services in the official language of the offender's choice (English or French).

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DEFINITIONS:

Level of Intervention	Minimum frequency of face-to-face contacts per month that the Parole Officer/Contractor must have with the offender. The level of intervention may also be referred to as frequency of contact.
Parole Supervisor	Refers to a CSC Parole Officer or a person entrusted by the CSC with the guidance and supervision of an offender. (CCRA sect. 99 (1))
Reliable Information	Information which is substantiated or confirmed by one or more independent sources; the information is logical and consistent with other corroborated information on the same subject.

RESPONSIBILITIES OF THE DEPARTMENT

6. The Project Authority will consult with the Contractor regarding safe supervision practices and assist with any problem solving that may be necessary.
7. Upon awarding the contract, the Project Authority will provide the Contractor with the following information at the time the contract is awarded:
 - a. Instructions for formatting, completing/submitting the required reports including timeframes; and
 - b. The contact information for the National Monitoring Centre, Parole Office, and others as necessary.
8. The Project Authority will ensure that the Contractor has access to all applicable legislation, policies and procedures pertaining to the supervision and management of conditionally released offenders. The Project Authority will provide the Contractor with information relating to changes in policy, procedures or practices applicable to the Statement of Work.
9. The Project Authority will provide essential case management information for each offender supervised by the Contractor. The Project Authority will make this information available electronically through the Offender Management System (OMS) unless it is only available in hard copy or the Contractor is not connected to OMS or via other CSC-approved secure electronic means of communication. The information and documents to forward are the following:
 - a. Release Certificate;
 - b. Community Assessments (CAs) (if relevant);
 - c. Correctional Plan – Initial (including the Criminal Profile);
 - d. Correctional Plan – Update (including the Community Strategy);
 - e. FPS Sheet;
 - f. Parole Board Canada (PBC) Decision Sheet;
 - g. Pre-release Assessment for Decision report and any addendum reports;
 - h. Psychological Reports (if relevant);
 - i. Standard Profile;
 - j. A recent photograph; and
 - k. Any other information relevant to the management of the offender's case.
10. The Project Authority will provide a returnable temporary docket to the Contractor containing pertinent information relating to requests for written reports (i.e. community strategy, temporary absence, community assessments, etc.), unless the Contractor was granted access to other secured means of electronic communication such as the Offender Management System (OMS).



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11. The Project Authority will provide the Contractor a secure electronic correspondence solution to enable communication on offender information which meets the Treasury Board Secretariat's Policy on Government Security (PGS). Where electronic correspondence is not an option, correspondence will be done by mail according to required security standards.
12. Prior to any Contractor beginning work under the contract, the Project Authority will offer information specific to the services to be provided. Following the information session, the Project Authority will ensure the Contractor signs a form confirming that the information was provided. The information provided may include, but is not limited to the following:
 - a. Policy on Confidentiality;
 - b. Information on obligations related to the *Access to Information Act* and the *Privacy Act*;
 - c. Policy on Emergency Measures;
 - d. Policy on Staff Safety;
 - e. Relationship to the Correctional Service of Canada;
 - f. Contractual Obligations;
 - g. Information Management & Security; and
 - h. Information Guide for Contractors.
13. The Project Authority will monitor and audit the Contractor's compliance with the national policies and standards applicable to this Statement of Work. The Contractor must facilitate and cooperate with such monitoring and audit.

MANDATORY REPORTING

14. The Contractor must ensure that if, upon release, the offender fails to contact the Contractor at the scheduled time of arrival and no valid circumstances can be determined, immediate action is taken to advise the Technical Authority of the offender's failure to arrive. If the Technical Authority is not available during normal working hours, the Contractor must contact a Parole Officer Supervisor (POS). The Contractor must contact the National Monitoring Centre (NMC) after-hours.
15. During the period of this contract, should the offender's behaviour deteriorate, should he/she be in violation of any release conditions, or if there are any indications that the offender's risk has increased, the Contractor must inform the Technical Authority without delay. The person delegated under section 135 of the CCRA, in conjunction with the Technical Authority, must take appropriate measures to ensure public safety and document such measures accordingly. The Contractor must contact the National Monitoring Centre (NMC) after-hours.
16. The Contractor must immediately advise the Technical Authority or the NMC after-hours when any information has been received that would be relevant to CSC to make decisions in the event that interventions are required, and when reliable information exists that the offender has:
 - a. been charged with or is planning to commit a new offence;
 - b. violated or is about to violate a term or condition of release;
 - c. not reported and whereabouts are unknown; or,
 - d. been involved in any other situation which would lead to the conclusion that continued release would constitute an undue risk to society,

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TASKS TO BE PERFORMED BY THE CONTRACTOR

17. The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction, in the completion of tasks related to the Statement of Work.
18. The Contractor must contact the Project Authority or his/her designate for any clarification/inquiries relating to this contract, and/or CSC legislation and policies.
19. Where the Contractor has been provided with direct access to OMS in read/write mode, the Contractor will be responsible for entries in relation to the services identified above in accordance with applicable legislation and policies. Where the Contractor has not been provided with direct access to OMS, the Contractor must forward entries in relation to services identified above to CSC, as directed by the Project Authority and agreed upon by the Contractor, in accordance with all security requirements.

CONDITIONAL RELEASE - COMMUNITY SUPERVISION

20. The Technical Authority will assign the supervision of offenders on conditional release and those subject to Long-Term Supervision Orders (LTSO) following the appropriate referral, review, and acceptance procedures established by CSC and in accordance with applicable legislation and policy, including requirements in terms of staff safety assessment.
21. The Contractor must ensure that offenders, their community supports and local police agencies are provided with CSC's contact numbers to be used in times of crisis or, when the Contractor is unavailable.
22. At the initial interview with the offender, the Contractor must review items listed in the Initial Interview Checklist (CSC Form # 1331). A signed copy of the Initial Interview Checklist must be forwarded to the Technical Authority to be placed on the offender's Case Management file.
23. The Contractor must, on a regular basis, in accordance with supervision policies and in consultation with the Technical Authority, verify the offender's place of residence, confirm that the information contained in the Standard Profile is updated, and identify programs considered critical to the offender's reintegration. The Standard Profile must be updated as changes occur in the offender's situation.
24. Case Management reports must be submitted to the Technical Authority according to the format and frequency determined in consultation with the Project Authority and according to CSC policies.
25. The Contractor must maintain clear, legible and detailed Casework Records which shall include reference to all contacts made with the offender, location of contact (e.g. home, work); time and date of contact; type of contact (e.g. face to face, phone). The Contractor must clearly indicate in Casework Records if the contact is collateral and the name(s) of the community support (s) and their relationship to the offender.
26. All Casework Records prepared by the Contractor must be delivered to CSC within a maximum of five (5) days following the contact or activity in accordance with policy requirements. If the Contractor has access to OMS, the Contractor must enter Casework Records in OMS in accordance with policy as soon as possible, but no later than seven (7) days.
27. At the request of the Technical Authority, the Contractor must prepare and submit a formal written report (which may include the Correctional Plan [CP] - Update, Assessment for Decision, etc.) to the Technical Authority in the following circumstances:

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- a. an increase in the offender's risk;
- b. a breach of a special condition;
- c. suspension;
- d. transfer of the case;
- e. proposal for change to the conditions of release;
- f. any situation requiring notification to the Parole Board of Canada;
- g. exceptional incidents; and,
- h. termination of supervision (including suspension and warrant expiry).

28. The Contractor will share the contents of the report(s) with the offender.

29. Case Conferences between the Contractor and the Technical Authority shall take place at a frequency determined in consultation with the Technical Authority and according to CSC policies. The Case Conferences must address the behaviour of the offender and the strategies which might be required in the management of the case, and the results must be noted in a Casework Record by the Contractor, in accordance with paragraph 27.

30. The Contractor must be cognizant of and consider all relevant information provided to CSC by victims in the management of an offender's case.

TEMPORARY ABSENCES (The supervision of offenders on Unescorted Temporary Absence (UTA), and/or the supervision of offenders on Work Release (WR)).

31. At the request of the Project Authority, the Contractor must meet in person or by telephone with offenders released to the area on an UTA or WR, in accordance with reporting requirements identified in the temporary absence permit.

32. The Contractor must conduct a follow-up interview with the UTA/WR sponsor immediately following completion of the UTA or WR. This interview can be completed by telephone.

33. The Contractor must complete and forward the Post Temporary Absence/Work Release Evaluation Report (CSC/SCC 1082) to the Technical Authority following the completion of the absence. The evaluation will relate to the specific objectives outlined in the original decision granting the UTA or WR.

TANDEM SUPERVISION (The accompaniment of the assigned Contractor by a second individual).

34. The Contractor must, in consultation and as approved by the Technical Authority, obtain the assistance of a CSC-authorized person (e.g. Program Officer, Psychologist, Parole Officers, Police Officer or other) to accompany him/her on home visits in accordance with CSC's Tandem Supervision policy.

35. The Contractor may, at the request of the Project Authority, accompany a CSC Parole Officer on a tandem supervision home visit.

REPORT WRITING

36. In addition to the reporting requirements outlined in the sections entitled 'CONDITIONAL RELEASE – COMMUNITY SUPERVISION' and 'TEMPORARY ABSENCES', the Contractor must complete the following reports at the request of the Project Authority in accordance with applicable legislation and policy:

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- a. Preliminary Assessment report (PA);
- b. Community Assessment report (CA);
- c. Post-Sentence Community Assessment report (PSCA); and
- d. Community Strategy report (CS).

37. The Contractor must submit the completed reports to the Technical Authority in an electronic format and/or hard copy as identified by the Project Authority and agreed upon by the Contractor, within the timeframes outlined in applicable policies.

SHARING AND SHIPPING OF OFFENDER INFORMATION

38. The Contractor must not share copies of documentation provided by CSC with the offender unless authorized to do so by the Project Authority, in accordance to CSC policies and guidelines.

39. The Contractor must return all offender information provided by CSC within 30 days of the transfer or termination of supervision (including suspension and warrant expiry) or, following the termination of the contract by CSC, whichever is sooner unless the Project Authority gives written consent instructing otherwise to the Contractor.

40. The Contractor must pack and ship all offender information in accordance with the CSC Offender Records User's Guide. This must include providing an itemized list of documentation and files being returned to CSC on a Transmittal Note & Receipt Form (CSC-0827).

HANDLING OF OFFENDER INFORMATION ELECTRONICALLY

41. All electronic exchanges of information and correspondence must be managed in accordance with the Treasury Board Secretariat's Policy on Government Security (PGS) and the IT Security Requirements Technical Documents.

MONTHLY ACTIVITY REPORTS:

42. The Contractor must provide monthly activity reports to the Technical Authority, including:
- a. Supervision cases identifying the offender's name and FPS number, supervision level and the date supervision commenced;
 - b. Supervised UTAs or Work Releases identifying the offender's name and FPS number and the period (weekday or weekend) during which supervision was provided; and,
 - c. Number of completed reports identified by type of reports (CA, PSCA, PA, etc.), offender name and FPS number.

AUTHORITIES

43. Contracting Authority (To be provided in each contract)

The Contracting Authority for the Contract is:

Name: Amanda McCaig
Title Regional Procurement officer
Organization: Correctional Service Canada



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Address: 3427 Faithful Ave
Saskatoon, SK S7K 8H6
E-mail address: 501Contracts@csc-scc.gc.ca

44. 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.

45. **Technical Authority** (To be provided in each Contract)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

46. The Technical Authority is the representative of the department for whom the work is being carried out under the Contract and is the Contractor's primary contact with regards to the Work under the Contract. Matters relating to the Work under the Contract may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

47. **Project Authority**

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

48. The Project Authority or his/her designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements; the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm rate(s) below in the performance of this Contract, Applicable taxes extra.

For the period: September 1, 2022 to Aug. 31, 2027

Professional Fees not to exceed \$ 564,836.40

Travel (and Living Expenses if applicable) not to exceed \$ 75,000.00

Schedule of Fees (As per current National Rates)

- A. **\$213.20** for each Community Assessment (CA), Post-Sentence Community Assessment (PCA), Community Strategy (CS) and Assessment for Decision (A4D).
- B. **\$213.20** for each Preliminary Assessment
- C. **\$197.20** for each paroled person for each month of parole supervision, including the month during which supervision terminates. For a portion of the said month, the rate will be prorated by dividing the monthly rate (1B) by the number of supervision days in the said month.
- D. **\$107.90** for each temporary absence occurring during the week; and
- E. **\$163.80** for each temporary absence occurring during the weekend or any part thereof, or during a statutory holiday, or any part thereof; for the purpose of this agreement, a "weekend" is the period of time between 1700 hours Friday and 0900 hours the following Monday, and a "statutory holiday" means a holiday as defined in the Interpretation Act, R.S.C. 1970, Ch. 1-23, s.28.
- F. Kilometres traveled will be paid in accordance with Treasury Board travel directive rates at the time of travel for travel to supervise offenders and complete community assessments. Mileage will be paid for assignments posted outside of a 25 km radius of the contractor's home. Mileage will only be paid for assignments agreed to in advance between the Project Authority and contractor.
- G. Payment of **\$36.00** for each tandem visit when accompanying a Parole Officer
- H. Should supervision services be provided to an inmate for more than one temporary absence during the same calendar month, the rate referred to in Article (b) herein will prevail.
- I. When required to travel for training, meals and accommodations, will be reimbursed according to Treasury Board Travel Guidelines. Private vehicle use will be reimbursed at the current Treasury Board rates.

Annex C- Security Requirements Checklist & IT Security Requirements Technical Document

DSD-PRA4503



Contract Number / Numéro du contrat 57101-22-4062973
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	CSC	2. Branch or Directorate / Direction générale ou Direction Correctional Service of Canada	
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 Community Assessment and Parole Supervision			
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"/> N/A
		Foreign / Étranger	<input type="checkbox"/> N/A
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
			PROTECTED B PROTÉGÉ B
			PROTECTED C PROTÉGÉ C
			CONFIDENTIAL CONFIDENTIEL
			SECRET SECRET
			TOP SECRET TRÈS SECRET
			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET 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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui <input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Oui <input checked="" type="checkbox"/> Non / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Non / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Oui <input checked="" type="checkbox"/> Non / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input type="checkbox"/> No / Oui <input checked="" type="checkbox"/> Non / Oui

Contract Number / Numéro du contrat 57101-22-4062973
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 CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens		✓														
Production																
IT Media / Support TI		✓														
IT Link / Lien électronique		✓														


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

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

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

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

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Contract # / N° de contrat :	57101-22-4062973
Date (yyyy-mm-dd / aaaa-mm-jj) :	2022-03-29
Reviewed By (signature) / Révisé par (signature) :	2022-03-29
	 X _____ Robert Scott Team Lead, IT Security Signed by: Scott, Robert B

(La version française suit)

IT Security Requirements

The IT Security Requirements are derived from the [Directive on Security Management](#).

The requirements below apply to the above-noted contract and all contractors and external partners therein who access information of PROTECTED level sensitivity and use PROTECTED IT Equipment (refer to Appendix A: Definitions).

1. Any suspected loss or theft of PROTECTED IT Equipment containing PROTECTED information must be reported by the Contractor to the Project Authority immediately.
2. All PROTECTED IT Equipment must be located in a space that meets the requirements of an Operations Zone as defined in the [G1-026 Guide to the Application of Physical Security Zones](#).
3. All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using drive encryption and/or file encryption using a product that meets Government of Canada (GC) encryption standards as defined in [Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers). Passwords should comply with Canadian Center Cyber Security (CCCS) [Best Practices for Passphrases and Passwords](#).
4. All PROTECTED information in the Contractor's custody must be stored in Canada only as per section 4.4.1.10 of the [Directive on Service and Digital](#). Storage of PROTECTED information on any other equipment or in any other location is **prohibited**.
5. Only Canadian-based cloud storage services that have been **formally authorized by CSC** may be used to store PROTECTED information. All other cloud services are **prohibited**. GC Cloud Brokering service listed as [GC Cloud Providers](#) by Shared Services Canada (SSC) and [Canadian Center for Cyber Security](#) (CCCS) must have a **formal Security Assessment and Authorization (SA&A)** by CSC. Authorization by CSC means service(s) has been reviewed by the Designated Official for Cyber Security (DOCS) and signed by the Chief Information Officer (CIO).
6. Current antivirus software must be installed and enabled with the most current virus definitions, updates and maintained on all PROTECTED IT Equipment on which it is possible to install antivirus software.



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7. The Operating System (OS) and applications used on PROTECTED IT Equipment must be vendor-supported, i.e. current security patches must be available and the product must not have reached end of life, and the latest security patches must be installed. (For example, as of January 14th, 2020 Windows 7 OS is no longer supported).
8. Each authorized user who accesses PROTECTED IT Equipment must use their own unique account with user-level privileges and protect it using a strong password. Computer accounts must not be shared. Computer accounts with Administrator-level privileges must be used for system administration tasks only and must not be used for general user tasks, e.g. surfing the Internet, checking email, accessing OMS.
9. Security event logging must be enabled and logs kept for a minimum of 1 month on all PROTECTED IT Equipment on which event logging is possible.
10. A password protected screen saver set to 15 minutes or less must be enabled on all PROTECTED IT Equipment connected to or including a digital display or monitor.
11. All PROTECTED IT Equipment that is connected to the Internet must reside behind a network router that is securely-configured using industry best practices, e.g. NAT-enabled firewall, password-protected and documented configuration, security logging enabled, maintained and reviewed, and filtered access.
12. When PROTECTED IT Equipment is no longer required to store or process PROTECTED information, the information stored on the equipment must be securely destroyed in accordance with [IT Media Sanitization](#). Any PROTECTED information stored on cloud storage services must also be deleted when no longer needed.
13. All PROTECTED IT Equipment must have its internal data storage devices, e.g. hard drives, removed and secured with the Contractor prior to the equipment being removed from the Contractor's premises for service.
14. If it has been determined that PROTECTED IT Equipment is no longer serviceable, any internal data storage devices, e.g. hard drives, contained in the equipment must be surrendered to the Project Authority for destruction. If the internal storage cannot be removed from its host equipment, the host equipment itself must be surrendered to the Project Authority for destruction.
15. When PROTECTED information is displayed on the screens of PROTECTED IT Equipment or viewed in printed format, it must not be viewable by unauthorized persons.
16. All remote access to PROTECTED IT Equipment is prohibited.

Additional Security for Connectivity (and other External Partners)

In addition, for contracts where a connectivity requirement has been identified in the SRCL, i.e. "yes" to question 11e, the following IT Security requirements must be met:

17. All PROTECTED IT equipment used to access Offender Management System (OMS), its ancillary applications or CSC's email system must meet the following requirements:
 - a. The BIOS is protected with a strong password.
 - b. The BIOS is configured to allow booting only from the system drive, e.g. C: drive.
 - c. All wireless capability is disabled.

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- d. The system is locked or shut down when not in use.
18. All PROTECTED IT equipment used to access OMS, its ancillary applications or CSC's email system must never have the following installed and/or used on the equipment unless specifically-authorized by CSC:
- a. Tools that could circumvent security controls.
 - b. Peer-to-peer (P2P) software used to communicate with other systems over the Internet
 - c. Client-server software such as web servers, proxy servers or file servers.
 - d. Web-based email services.
 - e. Remote-control software.
 - f. Cloud services, including storage (see Requirement 4).

Departmental Security – Physical and Personnel

In addition to the aforementioned items, compliance with the following items below is assumed through Designated Organization Screening (DOS) and Document Safeguarding Capability (DSC) verifications conducted by Canadian Industrial Security Directorate (CISD):

- Each Contractor, Contractor's agents, subcontractors, volunteers or any other parties requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the CISD of Public Works and Government Services Canada (PWGSC) and have a legitimate need-to-know for the information provided.
- When not in use, all Portable Data Storage Devices containing PROTECTED information must be secured in a security container that meets GC security standards within an Operations Zone.
- All documentation produced or completed by the Contractor which contains PROTECTED information must have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also, all Portable Data Storage Devices must be labelled with the highest sensitivity level of the information contained therein, e.g. PROTECTED B.



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Appendix A: Definitions

PROTECTED IT Equipment - All Information Technology (IT) equipment and devices (such as, but not limited to, servers, desktop computers, Portable Data Storage Devices) that are used to access, store and/or process information of PROTECTED level sensitivity.

Portable Data Storage Device (PDS) - Devices that are portable and contain storage or memory into which users can store information are considered portable data storage devices. Examples of portable data storage devices include:

- USB devices (e.g. memory sticks, external hard drives);
- eSATA (External Serial Advanced Technology Attachment) devices;
- Tablets, laptops, smart devices (e.g. BlackBerry), and cameras; and
- Portable media – tapes, optical discs (e.g. CDs and DVDs).

Appendix B: References

- Directive on Security Management
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32611>
- Directive on Service and Digital
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32601>
- G1-026 - Guide to the Application of Physical Security Zones
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>
- Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information
<https://cyber.gc.ca/en/guidance/cryptographic-algorithms-unclassified-protected-and-protected-b-information-itsp40111>
- IT Media Sanitization
<https://www.cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006>
- G1-001 - Security Equipment Guide
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm
- Best Practices for Passphrases and Passwords (ITSAP.30.032)
<https://cyber.gc.ca/en/guidance/best-practices-passphrases-and-passwords-itsap30032>
- Security requirements for contracting with the Government of Canada
<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>



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(The English version precedes the French version)

Exigences en matière de sécurité des technologies de l'information (TI)

Les présentes exigences en matière de sécurité des TI découlent de la [Directive sur la gestion de la sécurité](#).

Les exigences énoncées dans les paragraphes qui suivent s'appliquent au contrat précisé ci-dessus ainsi qu'à tous les entrepreneurs et partenaires externes concernés qui consultent des renseignements PROTÉGÉS ou utilisent de l'équipement de TI PROTÉGÉ (voir l'annexe A : Définitions).

1. L'entrepreneur doit signaler immédiatement au chargé de projet toute perte ou tout vol soupçonné d'équipement de TI PROTÉGÉ contenant des renseignements PROTÉGÉS.
2. Tout l'équipement de TI PROTÉGÉ doit se trouver dans un espace qui respecte les exigences d'une zone de travail, telle qu'elle est définie dans le [G1-026 Guide pour l'établissement des zones de sécurité matérielle](#).
3. Tous les renseignements PROTÉGÉS dont l'entrepreneur a la garde et qui sont stockés, traités ou transmis par voie électronique doivent être chiffrés selon la méthode de chiffrement de disque dur et/ou de chiffrement de fichier à l'aide d'un produit conforme aux normes de chiffrement du gouvernement du Canada définies sur le site Web [Algorithmes cryptographiques pour l'information NON CLASSIFIÉ, PROTÉGÉ A et PROTÉGÉ B](#). Ils doivent également être protégés par un mot de passe sûr (doit contenir au moins huit caractères, une majuscule, une minuscule et un chiffre). Les mots de passe doivent être conformes aux [Pratiques exemplaires de création de phrases de passe et de mots de passe](#) du Centre canadien pour la cybersécurité.
4. Tous les renseignements PROTÉGÉS sous la garde de l'entrepreneur doivent être conservé au Canada uniquement conformément au paragraphe 4.4.1.10 de la [Directive sur les services et le numérique](#). Le stockage de l'information PROTÉGÉES sur tout autre équipement ou à l'extérieur du Canada est interdit.
5. Seuls les services de stockage infonuagique basés au Canada et autorisés officiellement par le Service correctionnel du Canada (SCC) peuvent être utilisés pour stocker des renseignements PROTÉGÉS; tous les autres services infonuagiques sont interdits. Les services de courtage infonuagique du gouvernement du Canada (GC) qui figurent dans la liste des [fournisseurs de services infonuagiques du GC](#) établie par Services partagés Canada et le [Centre canadien pour la cybersécurité](#) doivent faire l'objet d'une évaluation et d'une autorisation officielles de la sécurité par le SCC. On entend par « services autorisés par le SCC » ceux qui ont été examinés par l'agent désigné pour la cybersécurité et approuvés par le dirigeant principal de l'information.
6. Sur tout l'équipement de TI PROTÉGÉ où cette installation est possible, un logiciel antivirus récent doit être installé et mis à jour avec les définitions de virus les plus récentes.
7. Sur tout l'équipement de TI PROTÉGÉ, le système d'exploitation et les applications doivent être pris en charge par le fournisseur (c.-à-d. que des correctifs de sécurité récents doivent être accessibles et que le produit ne doit pas avoir atteint sa fin de vie utile). De plus, les correctifs de sécurité les plus récents doivent être installés. (Par exemple, depuis le 14 janvier 2020, le système d'exploitation Windows 7 n'est plus pris en charge.)
8. Chaque utilisateur autorisé qui utilise de l'équipement de TI PROTÉGÉ doit se servir de son propre compte unique doté de privilèges d'utilisateur et le protéger par un mot de passe sûr. Il est interdit de partager les comptes informatiques. Les comptes informatiques dotés de privilèges d'administrateur

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doivent servir exclusivement à des tâches d'administration des systèmes et ne doivent pas être utilisés pour des tâches de nature générale, comme pour naviguer sur Internet, vérifier ses courriels ou accéder au Système de gestion des délinquant(e)s (SGD).

9. Sur tout l'équipement de TI PROTÉGÉ permettant la consignation des événements, le journal des événements de sécurité doit être activé et conservé au moins un mois.
10. Sur tout l'équipement de TI PROTÉGÉ connecté ou incluant un affichage digital ou un écran, un économiseur d'écran protégé par un mot de passe et réglé à 15 minutes ou moins doit être activé.
11. Tout l'équipement de TI PROTÉGÉ qui est branché sur Internet doit être connecté à un routeur configuré de façon sécuritaire conformément aux pratiques exemplaires de l'industrie (p. ex. pare-feu compatible avec la traduction d'adresse de réseau (NAT), protection par un mot de passe, configuration documentée, journal des événements de sécurité activé, tenu à jour et passé en revue, et filtrage des accès).
12. Quand l'équipement de TI PROTÉGÉ n'est plus requis pour traiter ou stocker des renseignements PROTÉGÉS, les renseignements qu'il contient doivent être éliminés de façon sécuritaire conformément au [Nettoyage des supports de TI](#). Tout renseignement PROTÉGÉ stocké dans un service infonuagique canadien doit aussi être supprimé lorsqu'il n'est plus requis.
13. L'entrepreneur doit retirer et mettre en lieu sûr les supports de stockage de données internes de tout l'équipement de TI PROTÉGÉ, comme les disques durs avant de retirer l'équipement de ses locaux aux fins d'entretien.
14. S'il a été déterminé qu'un équipement de TI PROTÉGÉ n'est plus utilisable, tout support de stockage de données interne, comme le disque dur, doit être remis au chargé de projet en vue de sa destruction. Si le support de stockage interne ne peut être retiré de son équipement hôte, l'équipement hôte lui-même doit être remis au chargé de projet en vue de sa destruction.
15. Si les renseignements PROTÉGÉS sont affichés sur les écrans d'un équipement de TI PROTÉGÉ ou consultés en format imprimé, ils ne doivent pas être visibles par des personnes non autorisées.
16. L'accès à distance à de l'équipement de TI PROTÉGÉ est interdit en tout temps.

Mesures de sécurité supplémentaires aux fins de connectivité (et autres partenaires externes)

De plus, en ce qui a trait aux contrats pour lesquels des exigences en matière de connectivité ont été énoncées dans la Liste de vérification des exigences relatives à la sécurité (c.-à-d. que l'on a répondu « oui » à la question 11e), les exigences en matière de sécurité des TI suivantes doivent être respectées.

17. Tout équipement de TI PROTÉGÉ utilisé pour accéder au SGD, à ses applications auxiliaires ou au système de courriel du SCC doit répondre aux exigences suivantes :
 - a. Le BIOS est protégé par un mot de passe sûr.
 - b. La configuration du BIOS est faite de façon à ne permettre le démarrage qu'à partir d'un lecteur système, comme le C.



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- c. Toutes les fonctionnalités sans fil sont désactivées.
 - d. Le système est verrouillé ou arrêté lorsqu'il n'est pas utilisé.
18. Tout équipement de TI PROTÉGÉ utilisé pour accéder au SGD, à ses applications auxiliaires ou au système de courriel du SCC ne doit jamais comporter ou utiliser l'équipement suivant à moins que le SCC ne l'ait précisément autorisé :
- a. Outils qui pourraient contourner les contrôles de sécurité.
 - b. Logiciels poste-à-poste (P2P) servant à communiquer avec d'autres systèmes par Internet.
 - c. Logiciels client-serveur comme les serveurs Web, des serveurs mandataires ou des serveurs de fichiers.
 - d. Services de messagerie électronique Web.
 - e. Logiciels de commande à distance.
 - f. Services infonuagiques, y compris support de stockage (voir l'exigence 4).

Sécurité ministérielle – Sécurité physique et personnelle

En plus des éléments susmentionnés, la Direction de la sécurité industrielle canadienne (DSIC) procédera à des vérifications d'organisation désignée et à des vérifications de la cote de protection des documents afin de garantir le respect des exigences suivantes :

- Chaque entrepreneur, agent de l'entrepreneur, sous-traitant, bénévole ou toute autre partie qui demande l'accès à des renseignements PROTÉGÉS doit détenir une COTE DE FIABILITÉ valide, octroyée par la DSIC de Services publics et Approvisionnement Canada, et présenter un motif légitime de consulter les renseignements en question (besoin de savoir).
- Lorsqu'ils ne sont pas utilisés, tous les supports de stockage de données portatifs contenant des renseignements PROTÉGÉS doivent être mis en lieu sûr dans un coffre de sécurité répondant aux normes de sécurité du gouvernement du Canada, dans une zone de travail.
- Tous les documents produits ou remplis par l'entrepreneur qui contiennent des renseignements PROTÉGÉS doivent porter la mention affichant la cote de sécurité dans le coin supérieur droit de chaque page. De plus, tous les supports de stockage de données portatifs doivent porter une étiquette de la cote de sécurité la plus élevée des renseignements qu'ils contiennent, par exemple PROTÈGE B.



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Annexe A – Définitions

Équipement de TI PROTÉGÉ – Ensemble du matériel et des appareils de TI (notamment, sans toutefois s'y limiter, les serveurs, les ordinateurs, les supports de stockage de données portatifs) utilisés pour accéder, entreposer ou traiter des renseignements PROTÉGÉS.

Support de stockage de données portatif – Les supports qui sont portatifs et qui ont une capacité de stockage ou une mémoire où les utilisateurs peuvent sauvegarder de l'information sont considérés comme des supports de stockage de données portatifs. Exemples :

- Dispositifs USB (p. ex. clé USB, disque dur externe);
- Unités eSATA (*External Serial Advanced Technology Attachment*);
- Tablettes, ordinateurs portatifs, appareils intelligents (p. ex. BlackBerry) et appareils photo;
- Supports amovibles – bandes, disques optiques (p. ex. CD et DVD).

Annexe B – Renvois

- Directive sur la gestion de la sécurité
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32611>
- Directive sur les services et le numérique
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32601>
- G1-026 – Guide pour l'établissement des zones de sécurité matérielle
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-fra.htm>
- Algorithmes cryptographiques pour l'information NON CLASSIFIÉ, PROTÉGÉ A et PROTÉGÉ B (ITSP.40.111)
<https://cyber.gc.ca/fr/orientation/algorithmes-cryptographiques-pour-linformation-non-classifie-protége-et-protége-b>
- Nettoyage des supports de TI
<https://www.cyber.gc.ca/fr/orientation/nettoyage-des-supports-de-ti-itsp40006>
- G1-001 – Guide d'équipement de sécurité
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_f.htm
- Pratiques exemplaires de création de phrases de passe et de mots de passe (ITSAP.30.032)
<https://cyber.gc.ca/fr/orientation/pratiques-exemplaires-de-creation-de-phrases-de-passe-et-de-mots-de-passeitsap30032>
- Exigences de sécurité des contrats du gouvernement du Canada
<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-fra.html>

Annex D Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria (see below: M1-M4)
- Rated Technical Criteria (see below: R1-R4)

It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be

counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA

Bidders must meet all the mandatory requirements of the RFP to be considered further. Failure to meet all the mandatory requirements of the RFP will result in the bid being declared non-compliant.

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	The bidder must provide a current resume.		
M2	The bidder must have the ability, flexibility and time to travel among various communities to perform the work required.		
M3	The bidder must provide a copy of both sides of a valid driver's licence.		
M4	The bidder must have the capacity and/or ability for computer literacy and skills specific to word processing.		

POINT RATED TECHNICAL CRITERIA

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>EDUCATION Post - Secondary Education in the Social Science/Criminal Justice Field..... 30 points</p> <p>Post-Secondary Education (any field)20 points</p> <p>Secondary School graduation.....5 points</p>	30 points	
R2	<p>CRIMINAL JUSTICE EXPERIENCE Working with/supervising offenders in the Community/Institution/ Detention Centre</p> <p>Five years + experience30 points 4 Years experience.....25 points 3 Years experience.....20 points 2 Years experience.....15 points 1 Year experience.....5 points</p>	30 points	
R3	<p>RELATED EXPERIENCE Prior or present work in the Social Science/Human Services Field dealing with human/social assistance, addictions and/or counseling</p> <p>Five years + experience30 points 4 Years experience.....25 points 3 Years experience.....20 points 2 Years experience.....15 points 1 Year experience.....5 points</p>	30 points	
R4	<p>RESIDENCE LOCATION Knowledge of local community and resources</p> <p>Living with 30 kms of Barrhead10 Points Living outside 30 km but within 50 kms of Barrhead.....5 Points Living farther than 50 kms from Barrhead1 Point</p>	10 Points	

	Total # of points	100 Points	
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Bidders MUST supply copies of Diploma(s) / Certificate(s) for Max Scoring.

Please NOTE:

Canada reserves the right to request an interview prior to recommendation of contract award.

****To be declared responsive, the proposal must: -----**

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. "obtain the required **minimum of 50 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points."

Proposals not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a contract.

In case of a tie, the proposal with the greatest number of years of most directly related experience in supervising offenders in the community will be recommended for award of a contract.

ANNEX E
CONTRACT SECURITY PROGRAM
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities
Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/tpsgc-pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/tpsgc-pwgsc.gc.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](https://www.tpsgc-pwgsc.gc.ca/tpsgc-pwgsc.gc.ca) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
 - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.Provide the following information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);



- Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
- Ownership structure chart is mandatory

- **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status, ie. partnership agreement;
- Provincial partnership name registration (if applicable);
- Ownership structure chart

- **Sole proprietor** refers to the owner of a business who acts alone and has no partners.

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document

- **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status such as acts, charters, bands, etc.
- Ownership structure chart and management structure chart

- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address(site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.



- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are all owners who hold legal title to a property or asset in that owner's name.
 - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
 - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number

13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites
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SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position title	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			



Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)



I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations

Recommended by e-signature	Approved by e-signature
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