



**REQUEST FOR PROPOSAL  
DEMAND DE PROPOSITION**

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

R. Ricci  
A/D Mar P 3-3-9  
Email:  
[MAT.DMarP3BidReceiving-  
DOMar3ReceptiondesSoumissions  
@forces.gc.ca](mailto:MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca)

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

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

**THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT / CE  
DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA  
SÉCURITÉ**

<b>Title / Titre:</b> Halon Recertification and Storage Contract	<b>Solicitation No / No de l'invitation:</b> W8482-229390/A
<b>Date of Solicitation / Date de l'invitation:</b> 22 June 2022	
<b>Address Enquiries to – Adresser toutes questions à:</b> R. Ricci A/Directorate of Maritime Procurement 3-3-9 (A/D Mar P 3-3-9) <a href="mailto:MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca">MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone:</b> 613-324-6493	<b>FAX No / No de fax:</b>
<b>Destination:</b> NDHQ – National Defence Headquarters 101 Colonel By Dr. Ottawa ON K1A 0K2	

**Instructions:**

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

**Instructions:**

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

**Solicitation Closes /  
L'invitation prend fin:**  
  
At / à : 14:00 EDT / HAE  
  
On / le : 07 July 2022

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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 requirements 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;
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.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Canadian Content**

The requirement is limited to Canadian goods and services.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Modifications of the [2003](#) (2022-03-29) Standard Instructions:

- a) Section 02, Procurement Business Number, is deleted in its entirety;
- b) Section 08, Delete sub-section 2;
- c) Section 20, Delete sub-section 2.

### **2.2 Submission of Bids**

- a. Due to the nature of this solicitation, bids submitted by facsimile will not be accepted. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.
- b. Bids must be submitted only to D MAR P 3 Bid Receiving positional mailbox: [MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca](mailto:MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca) by the date and time indicated on page 1 of the bid solicitation and must be pursuant with subparagraph c.
- c. Individual e-mails exceeding five megabytes, or those including other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or DND Point of Contact. Larger bids may be submitted through more than one e-mail. The DND point of Contact will confirm receipt of documents. It is the responsibility of the Bidder to ensure that the entire submission has been received. Bidders must not assume that all documents have been received unless the DND Point of Contact confirms receipt of each document. In order to minimize the potential for the technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Bid documents received after the closing time and date will not be accepted.

### **2.3 Former Public Servant**

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.

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted. Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (One soft copy via email)

Section II: Financial Bid (One soft copy via email)

Section III: Certifications (One soft copy via email)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a. the first page of the Request For Proposal signed by the Bidder or an authorized representative of the Bidder
- b. use a numbering system that corresponds to the bid solicitation.

#### **3.1.1 Format of the Bid**

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, and the bidder's name, address, and contact information of its representative;
- iv. include a table of contents; and
- v. soft copies will be accepted in the following electronic format:
  - a. Portable Document Format .pdf

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>).

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

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



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### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

SACC *Manual* clause [C3011T](#) (2013-11-06) Exchange Rate Fluctuation.

### **3.1.4 SACC Manual Clause**

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of National Defence.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 (2017-07-31) Technical Evaluation**

##### **4.1.2.1 (2017-07-31) Mandatory Technical Criteria**

The Phased Bid Compliance Process will apply to all mandatory technical criteria in Attachment 1 to Part 4.

#### **4.1.3 Financial Evaluation**

##### **4.1.3.1 Mandatory Financial Criteria**

The Phased Bid Compliance Process will apply to all Mandatory Financial Criteria.

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price – Bid.

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

##### **4.2.1 Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria.

## ATTACHMENT 1 TO PART 4, BID EVALUATION CRITERIA

Mandatory Technical Criteria - The bid must meet the mandatory technical criteria specified below.

The Bidder must provide the necessary documentation to support compliance with this requirement. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

Mandatory Requirements	Technical Requirements	Proposal Reference Page #
M. 1	The Bidder must possess and maintain a full ULC listing and certification as halon "Full Service" company.	
M. 2	The Bidder must possess and maintain a full ULC certification for halon 1011, 1211, and 1301.	
M. 3	The Bidder must possess and maintain a Transport Canada (TC) permit for the transportation of DND halon cylinders and extinguishers.	
M. 4	The Bidder must maintain a ULC certification and TC permits to conduct the Department of Transportation (DOT) hydrostatic pressure tests and TC approved compliant and non-compliant cylinders, including Ginge Kerr and Wormald cylinders.	
M. 5	The Bidder must maintain a Natural Resources Canada (NRCan) Explosives Branch certification to transport, handle and store explosive initiators for the purpose of recycling.	
M. 6	The Bidder must possess, or must provide confirmation of the intention to possess within 12 months of the establishment of the Contract, certification to maintain and refurbish Ginge Kerr halon cylinder valves.	
M. 7	The Bidder must obtain and maintain a TC certification for the transport of dangerous goods for all containers, regardless of size used in the storage in the storage and transportation of halon.	
M. 8	The Bidder must obtain and maintain a TC permit for re-qualification of halon cylinders by visual external inspection.	
M. 9	The Bidder must be ULC listed and certified to recover and recondition halon.	
M. 10	The Bidder must provide certification of the laboratory which will be used to provide analysis of reconditioned halon, either inhouse or by other means.	
M. 11	The Bidder must confirm their ability to store two (2) full RCN cylinder ship sets and all other required storage tanks for the purposes of halon recovery and cylinder refilling. A single RCN cylinder ship set consists of approximately 63 cylinders of the following sizes: - 37 x 67.5 litre; - 10 x 45.0 litre; and - 16 x 8.04 litre cylinders. Storage tanks constitute approximately six (6), one-tonne cylinders.	

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

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

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

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

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

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

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

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

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Canadian Content Certification**

The requirement is limited to Canadian goods and services.

The Bidder certifies that:

(\_\_\_\_) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

**5.1.2.1.1 SACC Manual** clause [A3050T](#) (2020-07-01) Canadian Content Definition.

### **5.2 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.

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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## 5.2.2 Security Requirements – Required Documentation

In accordance with the requirements of the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

## 5.2.3 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.

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

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

## 5.2.4 Additional Certifications Precedent to Contract Award

### 5.2.4.1 Canadian Content Certification

The requirement is limited to Canadian goods and services.

**5.2.4.1.1 SACC Manual** clause [A3050T](#) (2020-07-01) Canadian Content Definition.

### 5.2.4.2 Insurance - No Specific Requirement

**5.2.4.2.1 SACC Manual** clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement.



## **PART 6 - RESULTING CONTRACT CLAUSES**

### **6.1 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. 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).

### **6.2 Statement of Work**

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

#### **6.2.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.2.1.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using DND626 Task Authorization Form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.2.1.2 Task Authorization Limit**

Any task authorization to be issued must be authorized by the Contracting Authority before issuance.

### 6.2.1.3 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 6.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

*SACC Manual* clause [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.3.2 Supplemental General Conditions

**6.3.2.1** *SACC Manual* clause [4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

**6.3.2.2** *SACC Manual* clause [4013](#) (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to five (5) years after date of Contract inclusive.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional periods of two (2) years each and one (1) year under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

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

The Technical 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 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.

### 6.5.3 Contractor's Representative

The name and contact information is to be provided in the resulting contract.

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **6.7 Payment**

### **6.7.1 Basis of Payment – Firm Hourly and Unit Rates - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid firm hourly and unit rates as detailed in the Basis of Payment at Annex B, as specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.1.1 Other Material Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 20% mark-up, upon submission of an itemized statement supported by receipt vouchers.

#### **6.7.1.2 Other Material Expenses - Shipping**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 0% mark-up, upon submission of an itemized statement supported by receipt vouchers.

### **6.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### **6.7.3 Monthly Payments**

SACC *Manual* clause [H1008C](#) (2008-05-12) Monthly Payment.

### **6.7.4 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;

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

### **6.7.5 Discretionary Audit**

SACC Manual Clause [C0705C](#) (2010-01-11) Discretionary Audit.

### **6.8 Invoicing Instructions**

**6.8.1** 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 complete.

**6.8.2** Invoices must be distributed as follows:

- a. The original and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One copy must be forwarded.

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

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

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

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

#### **6.9.3 SACC Manual Clauses**

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification.

### **6.10 Applicable Laws**

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity)
- (c) the general conditions [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (h) Annex D, DND626 Task Authorization Form;
- (i) Annex E, Part 3;
- (j) Annex F, Part 5;
- (k) Annex G, Contract Security Program Form; and
- (l) the Contractor's bid dated \_\_\_\_\_.

### 6.12 Defence Contract

SACC *Manual* clause [A9006C](#) (2012-07-16) Defence Contract.

### 6.13 SACC Manual Clauses

SACC *Manual* clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations.

### 6.14 Dispute Resolution

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

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## **ANNEX A**

### **STATEMENT OF WORK**

#### **APPENDICES**

- A. ADM (IE) 01-03 Halon Policy
- B. Sample Service Log
- C. Request for Shipping Authority
- D. Sample Cylinder Requisition
- E. Ginge Kerr Testing Procedures
- F. Cylinder Control Heads
- G. DND626 Task Authorization Form
- H. Government Owned Contractor Custody Materiel Report

## 1 INTRODUCTION

- 1.1 Purpose. This SOW details the requirements for the operation of DND's halon storage facility along with the recovery, recycling and reconditioning of halon gas, and the recertification of RCN, RCAF and CA halon extinguishers and cylinders. All halogenated fire suppression agents within the DND/CAF are managed and controlled to ensure compliance with the Canadian Environmental Protection Act and the Federal Halocarbon Regulations 2003 (Section 1.4.1 (A) of this SOW).
- 1.2 Background. Under the Federal Halocarbon Regulations, the CAF have been granted an exemption for the use of halon as a fire extinguishing agent in aircraft, on certain naval vessels, and in some armored vehicles. It is an integral part of the fire control system. However, as halon is a hazardous material, its processing and maintenance, along with that of the cylinders in which it is contained, must be done by a ULC-certified company.
- 1.3 The DGAEPM has been designated the OPI for the management and control of all halons used as fire extinguishing agents within the CAF as well as for the halon bank located at CFB Borden, Ontario. DGAEPM has been mandated to ensure that sufficient quantities of halon are available to meet military operational requirements for as long as the CAF has equipment that uses halon.

### 1.4 APPLICABLE DOCUMENTS

#### 1.4.1 Documents Forming Part of the SOW.

As a minimum, the following documents of the exact issue and revision form part of this SOW to the extent specified herein or in any tasking issued pursuant to the resultant Contract. In the event of conflict between these documents and the contents of the SOW, the contents of the latter must apply.

- A. Federal Halocarbon Regulations 2003, amendment 2009-24;
- B. ULC/ORD-C1058.5 – 2004 Halon Recovery and Reconditioning Equipment;
- C. ULC/ORD-C1058.18 – 2004 The Servicing of Halon Extinguishing Systems;
- D. ADM(IE) 01-03 Canadian Forces Halon Policy (Appendix A);
- E. NFPA 12A Standard on Halon 1301 Fire Extinguishing Systems;
- F. Transport Canada – Transportation of Dangerous Goods;
- G. ASTM D5631 Practice for Handling, Transportation and Storage of Halon 1301, Bromotrifluoromethane (CF3Br);
- H. CAN CSA B339 Cylinders, Spheres and Tubes for the Transportation of Dangerous Goods;
- I. CGA C1 Methods for Pressure Testing Compressed Gas Cylinders;
- J. CGA C6 Standard for Visual Inspection of Steel Compressed Gas Cylinders;
- K. ASTM D5632 Standard for Halon 1301;
- L. MIL B 38741 Standard for Halon 1211; and
- M. A-LM-184-001/JS-001, Special Instructions for Repair and Overhaul Contractors.

### 1.5 ABBREVIATIONS AND ACRONYMS

ADM(IE)	Assistant Deputy Minister, Infrastructure and Environment
AAS	Advanced Accountable Spares
ASTM	American Society for Testing and Materials
CA	Canadian Army
CAF	Canadian Armed Forces
CAN CSA	Canadian Standards Association
CF	Canadian Forces
CFB	Canadian Forces Base
CGA	Canadian Gas Association
cm	Centimeter
DGAEPM	Director General Aerospace Equipment Program Management



DGMEPM	Director General Maritime Equipment Program Management
DMSS	Director Maritime Ship Support
DND	Department of National Defence
DOT	Department of Transport
DRMIS	Defence Resource Management Information System
ERM	Equipment Registration Number
GODDM	Government Owned Contractor Custody Materiel
kg	Kilogram
MIL B	Military Specs – Mil B
NDHQ	National Defence Head Quarters
NFPA	National Fire Protection Association
NRCan	Natural Resource Canada
NSN	NATO Stock Number
ODS	Ozone Depleting Substance
OEM	Original Equipment Manufacturer
OPI	Office of Primary Interest
PSCN	Permanent Stock Control Number
PA	Procurement Authority
RCAF	Royal Canadian Air Force
RCN	Royal Canadian Navy
SOW	Statement of Work
TA	Technical Authority
TC	Transport Canada
ULC	Underwriters Laboratory of Canada

## 2 SCOPE OF WORK

- 2.1 The Contractor must operate an existing Halon 1011, 1211 and 1301 recovery, recycling, reconditioning, banking and recharging operation compliant with Federal Regulatory Framework 2003 (Section 1.4.1 (A) of this SOW) and ULC standards (Sections 1.4.1 (B) and (C) of this SOW), as well as ADM(IE) 01-03 Canadian Forces Halon Policy (Section 1.4.1 (D) of this SOW).
  - 2.1.1 The Contractor must arrange for a ULC recertification of the DND storage facility on an annual basis along with a ULC inspection of the DND storage facility every six (6) months. The DND storage facility is located at CFB Borden, Ontario, Canada.
  - 2.1.2 The Contractor must store at their facility the unused and recovered halon in certified storage tanks provided by DND the halon storage facility located at CFB Borden, Ontario, Canada.
  - 2.1.3 The Contractor must maintain a stock of recycled halon to support operations for the duration of the Contract.
  - 2.1.4 The Contractor must provide all equipment and tools necessary to complete all tasks requested by the TA at the halon storage facility.
  - 2.1.5 The Contractor must be able to respond to a leak at the halon storage facility at CFB Borden within three (3) hours of notification of the leak.
  - 2.1.6 The Contractor must conduct investigations into any halon leak if requested by the TA.
- 2.2 The Contractor must have the ability to recover and dispose of other halogenated fire suppression agents that are in use in the CAF as and when requested by the TA.
- 2.3 The Contractor must perform maintenance, recertification and disposal of RCN and CA halon fire extinguishers and cylinders. The recertification must take place at the Contractor's facility.
  - 2.3.1 The Contractor must maintain and refurbish Ginge Kerr halon cylinder valves as part of the overall halon cylinder maintenance.

2.4 The Contractor must transport cylinders to and from the Contractor's facility to and from CFB Borden.

2.5 The Contractor must be available to work overtime at the request of the TA. Overtime will only be authorized by the TA when required to meet immediate operational requirements.

### **3 CERTIFICATION AND PERMITS**

3.1 At the time of Contract award, and at all times during the period of the Contract, the Contractor must maintain the following certifications and permits:

3.1.1 A TC permit for the transportation of DND halon cylinders and extinguishers to and from DND facilities across Canada to the Contractor's facilities. The permit must provide liability coverage for DND.

3.1.2 ULC certification and TC permits to conduct DOT hydrostatic pressure tests and TC-approved compliant and non-compliant cylinders, including Ginge Kerr and Wormald cylinders; Ginge Kerr halon valves must be tested according to Appendix F to this SOW;

3.1.3 NRCan Explosive Branch certification to transport, handle, and store explosive initiators for the purpose of recycling;

3.1.4 Full ULC listing and certification as a halon "Full Service" company, including full ULC certification for halon 1011, 1211, 1301 and other halogenated fire suppression agents in use by the CAF;

3.1.5 All containers regardless of size that are to be used by the Contractor must meet all TC regulations for the transport of dangerous goods; and

3.1.6 A TC permit for re-qualification of halon cylinders by visual external inspection per Section 1.4.1 (J) of this SOW.

### **4 RECOVERY SYSTEM REQUIREMENTS**

The Contractor must be ULC listed and certified to recover and recondition halon to Section 1.4.1 (K) of this SOW for halon 1301 and Section 1.4.1 (L) of this SOW for halon 1211. All equipment must be in accordance with Section 1.4.1 (B) of this SOW.

### **5 TASKS**

5.1 Specific tasks related to recovery, recycling and reconditioning of halon, along with transportation, maintenance and disposal of cylinders, extinguishers and valves will be specified to the Contractor through one of two forms: a Halon Cylinder Requisition Form (Appendix D) or a DND626 Task Authorization Form (Appendix G).

5.1.1 The Contractor is not authorized to undertake any recovery, recycling or reconditioning of halon, or any transportation or maintenance of cylinders or extinguishers unless authorized by a Shipping Authority Form (Appendix C) or a DND626 Task Authorization Form (Appendix G), or in the event of a release or leakage of halon per Section 7 of this SOW.

5.1.2 A Shipping Authority Form authorizes the Contractor to transport halon containers and to perform the appropriate recovery of the halon if required, along with any required maintenance and recertification of cylinders or extinguishers and valves per Section 8 of this SOW, unless otherwise directed by the TA.

### **6 RECOVERY, RECYCLING AND STORAGE OF HALON**

6.1 The Contractor must maintain a quantity of serviceable halon on site for halon 1011, 1211 and

1301 in appropriate storage containers ready for immediate transfer to individual "end user" containers, either cylinders or extinguishers. DND will supply all storage tanks.

- 6.2 The Contractor must supply and maintain ULC-approved halon recovery and reconditioning equipment to recover and recondition halon per Section 5 of this SOW.
- 6.3 The Contractor must return all empty cylinders and extinguishers to DND in a certified halon-free condition. All halon removed from cylinders and extinguishers must be recovered, and all halon recovered that is technically feasible must be recycled or reconditioned. Work must be done utilizing the equipment that meets the requirements of Section 4 of this SOW.
- 6.4 The Contractor must store all recovered and reconditioned/recycled halon in appropriate storage cylinders.
- 6.5 The Contractor must complete a laboratory analysis and must provide a certificate of analysis to DND for all recycled halon.
- 6.6 The Contractor must visit the halon bank storage facility at CFB Borden every six (6) months included in the DND626 Task Authorization (Appendix G). During this visit, the Contractor must check all storage tanks for leaks, ensure continued integrity of the cylinders, and verify the quantity of halon by weight. Any required repairs or maintenance to the storage tanks must be noted on the Inspection Report (Section 13.2.2 of this SOW).
- 6.6.1 The Contractor must supply all equipment and tools necessary to complete all Work required at the halon bank storage facility, including but not limited to such items as hand or power tools, measuring devices and a forklift capable of load heights to a maximum of 4.8 metres and maximum loads of 2245 kgs at a load centre of 50.8 cms; 2041 kgs at a load centre of 61 cms; and 1769 kgs at a load centre of 76 cms.
- 6.7 In the Contractor facility, the Contractor must maintain, in a ready to use condition and at all times, a minimum of two and a maximum of four full ship sets of Ginge Kerr cylinders. The sets must be distributed from the Contractor's facility as and when requested by the TA through a Shipping Authority Form.

## **7 RELEASE OR LEAKAGE OF HALON**

- 7.1 In the event of a storage tank leak at the CFB Borden halon bank storage facility, the Contractor must respond within three (3) hours of notification of the leak by a DND representative.
  - 7.1.1 The storage tank leak at CFB Borden will normally be detected by the halon detection system installed in the halon storage facility and notification will normally come from the CFB Borden Fire Department.
  - 7.1.2 The Contractor must provide CFB Borden Fire Department with emergency halon release contact numbers. CFB Borden Fire Department phone number is 1-705-424-1200 ext 2671.
- 7.2 The Contractor must make emergency repairs to slow or stop the leak or to prevent further release as soon as possible.
- 7.3 The Contractor must carry out investigations into any leaks on bulk storage tanks and provide recommendations to correct problem areas.
- 7.4 In order to reduce and eliminate the possibility of an ODS leak, the Contractor must have ULC - approved equipment to accurately measure the liquid level of halon cylinders without disturbing the cylinder or connections.
- 7.5 For any loss that occurs during the action of transferring halon or for any accidental discharge or

release, including any discharges due to fire, regardless of size, the Contractor must report the loss to the appropriate DND/CAF representative and provide the DCC Contract Manager and the TA with a Significant Incident Report (Section 11.6 of this SOW) with twenty-four (24) hours of the leak.

7.6 The Contractor must report releases exceeding 100 kgs to Environment Canada within twenty-four (24) hours from when the leak is detected in accordance with Section 1.4.1 (A) of this SOW. The following minimum information must be provided to Environment Canada in writing and a copy provided to the DCC Contract Manager and the TA:

- A. Name and address of halon owner;
- B. Type and quantity of halon released;
- C. Date of release;
- D. Type of systems and equipment data circumstances; and
- E. Circumstances leading to the release, corrective actions and actions to prevent subsequent releases.

## **8 MAINTENANCE OF HALON EXTINGUISHERS, CYLINDERS AND VALVES**

8.1 The Contractor must maintain halon extinguishers and cylinders from various locations across Canada in a fully serviceable condition, which must include sandblasting and/or painting.

8.2 The Contractor must recover and recharge cylinders and extinguishers with halon.

8.3 The Contractor must follow OEM inspection, maintenance, and replacement timelines and guidelines for all halon extinguishers, halon cylinders, and valves. This includes but is not limited to the replacement of the following miscellaneous parts:

- A. All O rings;
- B. All copper washers and gaskets;
- C. Burst discs;
- D. Pressure release valves;
- E. Ensure suitable (OEM recommended) lubricants and grease are used; and
- F. Any other part that requires replacing.

8.4 The Contractor must conduct hydrostatic testing.

8.5 The Contractor must dispose of cylinders as and when requested by the TA.

8.6 The following list comprises the types of extinguishers and cylinders that the Contractor must maintain as and when requested by the TA. If special certification and/or training is required for specific extinguishers, it is the Contractor's responsibility to obtain the training at no additional cost to the DND. The types of extinguishers and/or cylinders include but are not limited to the following:

- A. Extinguishers – Halon 1211:
  - i. 1.6 kg (3.5 lbs);

- ii. 3.18 kg (7 lbs);
  - iii. 7.7 kg (17 lbs);
  - iv. 25 kg (55 lbs); and
  - v. 68 kg (150 lbs).
- B. Ginge Kerr Cylinders – Halon 1301
- i. 67.5 litre;
  - ii. 45 litre; and
  - iii. 8.04 litre.
- C. Kidde-Fenwal Cylinders (submarine use only) – Halon 1301
- i. 19 litre;
  - ii. 15 litre; and
  - iii. 8 litre.
- D. CHUBB Wormald Cylinders (submarine use only) – Halon 1301
- i. 19 litre;
  - ii. 15 litre;
  - iv. 8 litre; and
  - v. 0.4 litre.
- 8.7 Storage tanks containing halon will be supplied by DND for use in recharging cylinders and extinguishers. The Contractor must transport halon to and from the Contractor's facility and the DND storage facility at CFB Borden, Ontario.
- 8.8 To reduce and/or eliminate the possibility of an ODS leak, the Contractor must have ULC-approved equipment to accurately measure the liquid halon level in cylinders without disturbing the cylinder or connections.
- 8.9 If a loss is recorded while transferring halon or during an accidental release that exceeds the ULC requirement for allowable losses of five percent, the Contractor must:
- A. Report the loss to the TA via a Significant Incident Report (Section 11.6 of this SOW) and to the appropriate DND/CF representative within twenty-four (24) hours of the loss occurring;
  - B. Replace the loss; and
  - C. Report to Environment Canada in accordance with Section 1.4.1 (A) of this SOW.
- 8.10 The Contractor must maintain a Service Log for each individual extinguisher and cylinder that the Contractor maintains.
- 8.11 The Contractor must keep a supply of 1.6 kg (3.5 lb) halon hand held extinguishers on hand at all times. These will be supplied by DND. The Contractor must ship one or more of these cylinders to various DND locations throughout Canada as and when requested by the TA.

## **9 CYLINDER REQUISITIONS FOR HALON**

- 9.1 Items containing halon will not be shipped to or from the Contractor's facility without a Cylinder Requisition Form (Appendix D) being issued. A Shipping Authority Form (Appendix C) must be included with all invoices upon which a claim for shipping charges appears.
- 9.2 The Shipping Authority Form (Appendix C) is issued by the TA. The Contractor must send a completed Request for Shipping Authority Form (Appendix D) via email to the TA. The Request for Shipping Authority Form must list all cylinders that are to be shipped. The TA will issue a Shipping Authority Form that authorizes the Contractor to transport the intended halon containers.
- 9.3 Upon completion of all Work associated with a particular Shipping Authority Form (Appendix C), the Contractor must submit a Control Log of all halon use associated with the applicable Shipping Authority Form and must include the Control Log with the invoice. The Control Log must include:
- A. Weight in, weight out and serial number of serviced items; and
  - B. The serial number of the storage tank used for any halon transfer in or out, and the applicable serial number of the item serviced.
- 9.4 Units of measure to be used in all reports, invoices and other documentation are the metric system.

## **10 ADVANCED ACCOUNTABLE SPARES**

- 10.1 The Contractor must procure all AAS spares required for the certification of the halon tanks such as valves when requested by the TA and manage them as follows:

- A. Upon receipt of DND material and equipment at the Contractor's facilities, the Contractor must identify the equipment and carry out a physical check to ensure that the item is complete and is in accordance with the accompanying receipt documentation.

### **10.2 Identification of Material – DRMIS / NATO STOCK NUMBER**

For materiel above \$1,000, DND and the Contractor must use an NSN or PSCN to identify all materiel assets which are Government-Owned Materiel. Where an NSN or PSCN does not already exist for items valued at greater than \$1,000, the Contractor must contact the PA with the following information:

- i. Original Equipment Manufacturer (OEM) Part Number;
  - ii. The OEM Name and Head Quarters location;
  - iii. Item Name;
  - iv. Unit Cost;
  - v. ERN and/or Ship Index Number; and
  - vi. Technical Data (if available and/or applicable).
- A. RECEIPT OF MATERIEL – DRMIS. Materiel that is above \$1,000 will be receipted in DRMIS by the PA when materiel arrives at the Contractor's warehouse, the Contractor must contact the PA advising that the item has been received for installation, or as a spare, within forty-eight (48) working hours. The Contractor must provide the PA with the following:
- i. Signed copy of the waybill;

ii. NSN or PSCN (if available); and

iii. Quantity received.

B. ISSUE OF MATERIEL – DRMIS. For materiel that is also tracked in DRMIS, the materiel must remain on charge in DRMIS under the Contractor's Inventory Account until it is ready to be shipped from the Contractor's facility to another location or to be installed on a cylinder or tank.

C. STOCKTAKIING - The PA, must initiate and have the contractor carry out a one hundred per cent (100%) manual stocktaking of Inventory Accounts, and must be counted at a minimum of once every two years or as indicated by Cycle Count Indicator.

#### 10.3 Loss or Damage to DND Material

The Contractor must report to the PA all instances of loss or damage to government material in its custody within two (2) business days of confirmation of its discovery.

### 11 DELIVERABLES

11.1 Deliverables must be in the form of services provided to the TA in accordance with this SOW and of the products generated thereof.

11.2 All reports, correspondence and technical data developed during the course of this contract will become the property of the Crown.

11.3 The Contractor must submit a monthly report entitled 'Halon Transaction Report'. The Halon Transaction Report must be submitted with the invoice each month and it must detail all work conducted during that month. The report must include, as a minimum, the following information:

- A. The serial number of each cylinder or extinguisher upon which Work was performed;
- B. The quantity and type of halon received, recovered, recycled and/or returned to DND; and
- C. The quantity and type of halogenated fire suppression agent that was received, recovered and disposed of.

11.4 The Contractor must submit a quarterly report with the following information:

- A. The quantity and type of halogenated fire suppression agent that was recovered, recycled, stored or disposed of;
- B. The number of hours spent; and
- C. A detailed outline of the activities related to the technical maintenance of the halon facility and on the maintenance of DND extinguishers and cylinders.

11.4.1 These reports are to cover the calendar year and are due no later than 15 April, 15 July, 15 October and 15 Jan of the following year.

11.5 Following the laboratory analysis and receipt of analysis certificate by the Contractor for all recycled halon per Section 6.5 of this SOW, the Contractor must submit a copy of the Certificate of Analysis with the invoice each month.

11.6 When a halon or other halogenated fire suppression agent loss is detected, the Contractor must submit a written report within twenty-four (24) hours of the discovery of the loss entitled "Significant Incident Report" to the TA and any other appropriate DND/CAF representative. The

TA will acknowledge receipt of the report within two business days of reception. The Significant Incident Report must include, as a minimum, the following information:

- A. Time of spill;
  - B. Source of spill (leakage, accidental or intentional discharge, etc);
  - C. Location;
  - D. Material and amount of spill;
  - E. Cause;
  - F. Effects (injuries or effects on the environment);
  - G. Response by the Contractor (actions taken); and
  - H. Agencies contacted/notified, if applicable (Environment Canada, CFB Borden Fire Station, TA).
- 11.7 The Contractor must maintain a Service Log for each individual extinguisher and cylinder that the Contractor maintains. The information must be provided on a Service Log Report (Appendix C). The Contractor must attach the Service Log Report to the invoice for each month during which work is required.
- 11.8 The Contractor must maintain a record of all Government-owned material that is stored in the Contractor's custody such as consumables, or Advanced Accountable Spares which are spares procured by the contractor but owned by DND in order to re-certify the halon tanks and cylinders. Any spares over \$1,000 will be catalogued and tracked in DRMIS using a Contractor's storage location account.
- 11.9 The Contractor must provide an annual report when requested by the TA of all government-owned, contractor custody materiel regardless of value that is not in DRMIS, using the GOCCM Report (Appendix H).

## **12 FORMAT OF DELIVERABLES**

- 12.1 All correspondence and deliverables detailed must be submitted in the format requested by the TA. Unless otherwise specified, one soft copy of these deliverables must be provided to the TA or TA-designated representative.
- 12.2 Soft copy deliverables must be provided via electronic mail. These will normally be prepared using Adobe or Microsoft Project or Microsoft Office Product Suite, 2003 versions or newer. The format of deliverables that take the form of reports, plans, correspondence, documentation, etc., must be agreed upon beforehand between the TA and the Contractor. These will normally be prepared using Microsoft Project and Microsoft Office Product Suite, both 2003 versions or newer, and must be available in hard and electronic copy. The deliverables will, in general, be new or updated electronic information releases, completed reports, memoranda, letters and forms, etc.

## **13 LOCATION OF WORK**

- 13.1 The Work accomplished as a result of this SOW will be carried out between the Contractor's facility and at the halon bank storage facility located at CFB Borden, Ontario, Canada, as appropriate.



## **13.2 ACCESS TO HALON BANK STORAGE FACILITY**

- 13.2.1 The following procedure must be followed when routine access by the Contractor to the halon bank storage facility is required:
- A. Forty-eight (48) hour email to the TA to request approval for the site visit; and
  - B. A DND/CAF representative will unlock the hangar, monitor the Contractor's work, and lock the hangar upon completion of the work.
- 13.2.2 The Contractor must submit an Inspection Report at the end of each day spent at the halon bank storage facility and submit it to the TA for review. The report must include the following:
- A. Date of Work activity;
  - B. The names of the individuals representing the Contractor;
  - C. A short description of all the Work activities that took place;
  - D. The number of hours of Work accomplished; and
  - E. A record of the information on the transfer and weigh-in of the halon.
- 13.2.3 No deviation from the preceding procedure will be considered except for during the event of an emergency.
- 13.2.4 No weighing of halon during the recurring six (6) month inspection (Section 5.6 of this SOW) at the halon bank storage facility at CFB Borden will take place without the presence of the DND/CAF representative. Both parties must witness and agree on the weight prior to recording this weight on the Inspection Report.

**APPENDIX A**

**ADM (IE) INSTRUCTION 01/03 HALON MANAGEMENT  
POLICY - 2003**

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**ADM(IE) INSTRUCTION 01/03 HALON MANAGEMENT POLICY - 2003****BACKGROUND**

1. Since the development of the original Halon policy the roles of the various agencies have changed. This updated instruction has been developed to reflect those changing roles. Halon suppressants were the fire-extinguishing agents of choice within the Department of National Defence (DND) and Canadian Forces (CF) since the early seventies. Halogenated fire extinguishing agents have extremely effective fire suppression properties and they do not pose unacceptable health risks to involved personnel, particularly in occupied spaces, nor do they have adverse effects on the protected equipment. A properly designed Halon based automatic fire suppression system, coupled with proper fire detection; alarm and control units can virtually guarantee protection from fire. However, Halon fire extinguishing agents are classified as Stratospheric Ozone Depleting Substance (ODS). The adverse impact on the environment is a critical consideration in their use.

2. In 1987, Canada was one of the first countries to sign the Montreal Protocol on Substances that Deplete the Ozone Layer. The Protocol, which took effect in 1989, provided a basis for the reduction of consumption of certain identified ozone-depleting substances including Halons. Since 1994 the production and importation of Halon ceased in compliance with the Montreal Protocol. DND/CF has been proactive in the management of Halons with a plan of recovering, recycling and reclaiming Halon. All unnecessary Halon was removed and the use restricted to ships, combat vehicles, and aircraft for operational purposes only.

**AIM**

3. The aim of this document is to provide policy and guidelines on the management of Halons within the DND/CF.

**DEFINITIONS**

4. Terminology used within this document is defined as follows:
- a. Critical Uses of Halon. Are in locations/operations where Halon must remain because of a life safety risk, a weight/space limitation such as the limited space problem associated with aircraft engine nacelles or the weight/ballast requirements of ships. Present critical use of Halon is restricted to the DND/CF operational fleets.
  - b. Halons. Refers to Halon fire suppressant agents. The three most commonly used Halons used within DND/CF are:
    - (1) Halon 1211 - customarily used as a liquid streaming type, in portable extinguishers;
    - (2) Halon 1301 - traditionally used for total flooding systems that can be automatically or manually activated to protect lives and valuable equipment; and

- (3) Halon 1011 - used in aircraft engine compartments, normally manually operated from the flight deck.
- c. Halon Replacements. Are extinguishing agents that have fire-extinguishing properties similar to that of Halon.
- d. Halon Alternatives. Are any type of fire suppressant and delivery system that, while not necessarily equaling the effectiveness of Halon are, as determined from a fire risk analysis, an acceptable protection for a given hazard.
- e. Bridging Agents. Are any fire suppressants agents which are safe to use and which can replace Halon in existing systems, Halon replacements, alternatives, and Bridging Agents must have a zero ozone depleting potential (ODP) and the lowest global warming potential (GWP) technically and economically feasible.

### ***POLICY OBJECTIVE***

5. The intention of this policy is to ensure the use of Halon in DND/CF is consistent with the Federal Halocarbon Regulations (FHR) and the Ozone Depleting Substances Regulations (ODSR) (<http://www.ec.gc.ca/ozone/en/index.cfm>) and is based on the following:
- a. ensuring that deactivation of the suppression systems in infrastructure is complete. The system components were to be removed by target date of March 2001. Any systems still in place that do not have an exemption will require immediate removal and replacement with an approved system. Costs will be borne by the Wing/Base;
- b. ensuring that Halon extinguishers and fitted systems presently in use can only be used in critical use applications on DND/CF operational fleets. If not otherwise specified, the Canadian Forces Fire Marshal (CFFM) is the approving authority within DND/CF for use of all Halon portable extinguishers and systems. Other authorities may include those applicable to the specific user; such as aircraft covered under the Aeronautics Act, which may specifically state that Halon is the only acceptable extinguishing agent to be used. The current FHR details the restriction with respect to new or replacement systems using Halon;
- c. providing and maintaining a Halon bank located at CFB Borden to ensure an adequate supply of Halon stocks to support operational fleet systems. This Halon will be held in approved storage tanks for use in replenishment of DND/CF portable and fitted system cylinders as required. No new Halon will be purchased;

- d. ensuring that the criteria are established for the training and qualifications of DND/CF and contractor service technicians who work on DND/CF fire suppression systems;
- e. monitoring the research and development of alternative fire protection systems, including replacements and Bridging Agents, and conducting technological reviews for establishing acceptable alternatives;
- f. establishing a Halon Alternatives Performance Evaluation (HAPE) Committee to be chaired by the CFFM on an as required basis. The objective of this committee is to ensure that there is a coordinated effort of land, maritime and air staff equipment program managers for common resolutions in all matters pertaining to Halon, Halon replacements, investigation of potential alternatives, and to ensure that DND/CF is kept current on initiatives and programs that are or may be beneficial to DND/CF;
- g. establishing reporting and investigation procedures, which will ensure that mechanical, procedural, and/or engineering deficiencies that have or may lead to Halon releases are detected and corrected. Where possible, the SPILLNET program (<http://10.234.16.23/spillnet/default.asp>) shall be used in the reporting of all incidents involving the release of Halons. It is realized that some operational environments may require the use of alternate methods of reporting, however the requirement to report will still remain in effect;
- h. establishing an inventory of all holdings;
- i. de-activating firing mechanisms for fitted Halon systems in armoured vehicles while not deployed on operations as per [CANLANDGEN 008](#) disseminated in 2000. De-activation refers to any instance where the cylinders or bottles cannot be activated by the system. The full bottles may still remain in the vehicle but are not connected to the system; and
- j. ensuring that equipment maintenance instructions are updated as required by the users to accommodate legal requirements for the inventory, tracking, maintenance and inspection of their Halon fire extinguishing systems.

## **HALON POLICY – GENERAL**

6. The Canadian Forces Fire Marshal has the responsibility for the overall management of any Halon in use as a fire-extinguishing agent within the DND/CF. Other authorities may include those applicable to the specific user; such as aircraft covered under the Aeronautics Act, which may specifically state the Halon is the only acceptable extinguishing agent to be used. Because there are invariably detrimental effects from any Halon release to the atmosphere, this DND/CF Halon Management Policy not only initiates steps to ensure that Halon becomes a controlled substance within DND/CF, but also includes a program to prevent inadvertent releases.

7. Military and civilian personnel employed by DND/CF and tasked with the inspection and

testing of Halon systems shall follow ULC/ORD 58.18-1993, entitled "The Servicing of Halon Extinguishing Systems", environmental awareness training is also recommended as detailed in Environmental Directive 4003-05 Annex B. Certain MOC's such as 500 series technicians are qualified via their trades training in the inspection and maintenance of systems associated with the fleet including removal and replacement of Halon cylinders and extinguishers, but they are not authorized to carry out recharge, recycling, or other maintenance of the system that requires removal of the Halon, this shall only be carried out by a contractor as mentioned in paragraph 6.

8. It is very possible that a company is fully ULC listed and qualified to deal with services related to Halon but not to the rest of the installation (i.e. sensors and detectors, fire alarm panel and activating devices). In order to prevent accidental discharges it is essential that maintainers of fire suppression equipment and systems be aware of the specific procedures to follow when modifying, decommissioning, testing and maintaining any fire suppressant systems and/or fire detection and alarm panels. If there are any doubts as to the exact task or the qualifications and training of the personnel doing the work, contact Command or CFFM staff who will provide assistance where required.

### ***HALON POLICY FOR PORTABLE FIRE EXTINGUISHERS AND FITTED SYSTEMS ON OPERATIONAL FLEETS***

9. Halon extinguishers and fitted systems can only be used in critical use applications on DND/CF operational fleets. To enable the CFFM to track a critical use application, a DND internal use permit must be completed as per the application form provided at Annex B. The permit must be renewed at five-year intervals. The application must demonstrate that:

- a. the Halon extinguisher is necessary for the health or safety of personnel;
- b. it is critical for the Department to meet its operational requirements;
- c. there are no technically and economically feasible alternatives or substitutes available that are also acceptable from the standpoint of environment and health that are consistent with regulatory regimes; and
- d. all economically feasible steps have been taken to minimize the essential use and any associated atmospheric emission of Halon.

10. The issuance or purchase of new Halon fire extinguishing systems or cylinders is prohibited unless a "Internal Use Permit" has been granted. All permits must be certified by the Technical Authority for the specific user and signed off as per the form at Annex B. The Halon Manager (CFFM 2-2) must approve the recharge of cylinders or extinguishers using Halon 1301, 1211 or 1011. When Halon is to be removed, recharged or replaced, only Halon from the DND/CF Halon bank located at CFB Borden is to be used after approval is obtained.

11. Training of personnel using a Halogenated-extinguishing agent is prohibited. CO<sub>2</sub> is an acceptable alternative for training purposes.

12. The proving/testing of any Halon suppression systems with any Halon discharge is prohibited. A permissible alternative test is the enclosure integrity verification done in accordance with the National Fire Protection Association recommendations (NFPA-12A-1992).

### **HALON REPLACEMENTS, ALTERNATIVES AND/OR BRIDGING AGENTS**

13. Currently there are no acceptable fire-extinguishing products available that can be considered a direct replacement for Halon in all applications. There are agents that will extinguish some types of fires but could be used as a replacement only in specifically defined applications and hazard protection. Halon replacements, alternatives, and bridging agents must have a zero ozone depleting potential (ODP) and the lowest global warming potential (GWP) technically and economically feasible. Some of these agents require further testing and/or research to establish their toxicity to humans and any deleterious effects to the equipment being protected. Alternatives are being developed on an ongoing basis and if an alternative is found that is considered suitable for use in military equipment, and the alternative agent has not already been certified as acceptable, then the CFFM office will be available to assist in determining if the alternative is suitable for the application for which it is being considered as a replacement.

14. Halon replacements for future installations of fire suppression systems can be recommended by the CFFM but are subject to approval by the applicable Technical Authority as safe to use and in conformance with present Environmental Acts and Legislation. In some cases using proven and reliable fire protection measures such as sprinklers may provide adequate protection. Also, expanding or enhancing the detection part of the system by adding properly applied early warning smoke, aspirating and other types of detectors can considerably improve the existing fire protection systems. Any replacement or alternative fire protection system should ideally use an extinguishing agent that offers fire extinguishing efficiency, low toxicity, non-conductivity and cleanliness, and not be damaging to the environment. All these possible options should be considered prior to selecting an alternative agent/fire protection method.

### **CONTRACTING BETWEEN DND/CF AND PRIVATE INDUSTRY**

15. Any DND/CF organization with an existing contract and any new contract between DND/CF, and a private industry involving the use of Halon shall:

- a. provide a copy of the contract to CFFM, together with a copy of the valid ULC certification for the appropriate service category (i.e. ULC/ORD-C1058.5 1993, entitled *Halon Recovery and Reconditioning Equipment* and ULC/ORD-C1058.18- 1993, entitled *The Servicing of Halon Extinguishing Systems*); and
- b. include in the contract the following clause: "The contractor shall only obtain recycled Halon 1301, 1211 or 1011 from the DND/CF Halon Bank to replace any Halon used for DND/CF purposes. The contractor shall fax a quarterly statement of work to the Project Manager for Halon, CFFM 2-2 at (613) 992-3349 showing the amount of Halon used and/or recovered and other maintenance performed on the

Halon cylinder and/or extinguisher. The DND/CF Halon Bank will provide the tank(s) to be used to store any recovered Halon. Requests for Halon tanks or agent shall be requested from the CFFM 2-2 by fax at (613) 992-3349 or by contacting (613) 995-9564 to obtain an email address.

## **HALON RELEASE REPORTING PROCEDURES**

16. All Halon releases, leaks and discharges regardless of size, including any discharges due to fire, shall be reported within 24 hours from when the release is detected using SPILLNET, which provides DND/CF with a national inventory of reportable releases. If a leak or loss of Halon that has not been previously reported is detected during maintenance or inspections' regardless of whether the person doing the maintenance or inspection caused the leak or loss, it is to be reported and the appropriate person(s) notified at the unit level (i.e. Environmental Officer). The following link <http://www.ec.gc.ca/ozone/fhr-rfh/english/> provides further information on reporting procedures for Halocarbon releases for amounts specified in the FHR. Halon based fire extinguishers and systems are included in the definition of Halocarbons and are therefore applicable under the FHR with respect to reporting procedures.

17. Summary Investigation - Human Error Releases Over 10 Kg. In the case of an accidental leak/discharge that exceeds 10 kg with the cause identified as human error, the originator shall initiate a summary investigation and forward final results to NDHQ/CFFM.

18. Halocarbon Releases Over 100 Kg. In the event of a release of 100 kg or more of a Halocarbon, the owner shall submit the reports found at: <http://www.ec.gc.ca/ozone/fhr-rfh/english/fhr2.htm> - release to the Minister.

- a. within 24 hours after the day on which the release is detected, a verbal or written report, or an electronic report in a format acceptable to the Minister, that indicates the type of Halocarbon released and the type of system from which it was released; and
- b. within 14 days after the day on which the release is detected, a written report, or an electronic report in a format acceptable to the Minister, that indicates the information set out in item 6 of Schedule 3 (<http://www.ec.gc.ca/ozone/fhr-rfh/english/fhr3.htm> - S3).

**Copies of this report shall also be forwarded to NDHQ/CFFM/DGE.**

19. Environment Canada Semi-Annual Report. Bases/Wings/Formations must include all Halon releases of 10-100 kg in its semi-annual Halocarbon reports to Environment Canada Regional Offices. The semi-annual reports shall include the following minimum information:

- a. name and address of owner;
- b. type and quantity of Halon released;



- c. date of release;
- d. type of system and equipment data circumstances; and
- e. circumstances leading to the release, corrective action, and actions to prevent subsequent releases.

20. The semi-annual reports, for the periods covering 1 January to 30 June and 1 July to 31 December must be submitted to Environment Canada by no later than 30 January and 30 July respectively. Copies of all semi-annual reports shall be forwarded to NDHQ/DGE Info CFFM.

### **REQUESTING A RECHARGE FOR HALON FIRE EXTINGUISHERS**

21. Halon cylinders removed from service are to be returned to the contractor who is authorized by the CFFM to recover, recycle, reclaim, recharge, hydrostatic test and maintain cylinders and extinguishers or store any Halons. The movement of extinguishers or cylinders for these purposes will only be granted after requesting an "Authority to Ship" from the CFFM office. Bottles used on aircraft are managed through an R&O contractor who is authorized by CFFM to carry out this work as required. To request recharges for Halon extinguishers a routine/unclassified message/fax/e-mail shall be sent to NDHQ/CFFM 2-2. Upon receipt of the request, an authority to ship will be issued. The request shall include the following minimum information:

- a. type of Halon;
- b. serial number of cylinder;
- c. cylinder weight empty, weight of lost Halon, full weight of cylinder;
- d. maintenance required to be carried out, i.e. recharge, recycle, disposal of cylinder. etc; and
- e. return shipping address if the cylinder or extinguisher is required to be returned to the sending unit.

### **SERVICE LOGS**

22. In accordance with Federal Halocarbon Regulations, service logs shall be maintained for all Halon fire extinguishing systems. A tool to assist in the administration of service logs is the Halocarbon Management System. The Halocarbon Management System is an Intranet database application located in the Defence Information Network, DIN, at <http://10.234.16.23/halocarbons/>. The Halocarbon Management System will assist DND/CF personnel in complying with the requirements of the Federal Halocarbon Regulations. The Halocarbon Management System will allow DND/CF to maintain inventories of all equipment and systems containing Halocarbons, maintain service logs for these systems and equipment, and facilitate the reporting of all Halocarbon releases.

### **RESPONSIBILITIES FOR HALON MANAGEMENT**

The various agencies and their responsibilities for the total management of Halon within DND/CF are outlined in Annex A. All DND/CF personnel accountable for Halon fire extinguishing systems are responsible for complying with these policy requirements.

Annexes – not included:

Annex A      Responsibilities for Halon Management  
Annex B      Application for DND Halon Permit

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## **APPENDIX B**

### **SAMPLE SERVICE LOG**



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## **APPENDIX C**

### **SHIPPING AUTHORITY FORM**



National Défense  
Defence nationale

## Halon Shipping Authority Form

Date Issued:

Reference:

Shipped from:

The required information must be entered in the table(s) below WRT to the cylinder (S) or Extinguisher (S) prior to shipping including maintenance to be completed. The completed form must then be returned to the Project manager for approval.

Reason for Shipping:

Maintenance to be completed:

Halocarbon Type	Serial Number	Size of Cylinder(L)	Labeled Weight(KG)	Actual Weight(KG)	Halon Weight(KG)	Hydro Date
Halon 1301						
Halon 1301						

Ensure all safety caps and discharge port caps are installed prior to shipping.

Should additional information be required, please contact the Halon Project Manager.

Originator address and POC:

Shipping Recipient address and POC:

POC:

POC:

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## **APPENDIX D**

### **HALON CYLINDER REQUISITION FORM**



## Halon Cylinder Requisition Form

Date Issued:

Reference:

Shipped from:

-----  
The required information must be entered in the table(s) below WRT to the cylinder (S) or Extinguisher (S) prior to shipping including maintenance to be completed. The completed form must then be returned to the Project manager for approval.

Reason for Shipping:

Maintenance to be completed:

Halocarbon Type	Serial Number	Size of Cylinder(L)	Labeled Weight(KG)	Actual Weight(KG)	Halon Weight(KG)	Hydro Date
Halon 1301						
Halon 1301						

Ensure all safety caps and discharge port caps are installed prior to shipping.

Should additional information be required, please contact the Halon Project Manager.

Originator address and POC:

Shipping Recipient address and POC:

POC:

POC:

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## **APPENDIX E**

### **GINGE KERR TESTING PROCEDURES**



**Canadian National Defence Department**  
**Ginge Kerr 45 & 67.5 L Halon Cylinder Valve Pressure Testing Procedures**

This specification has been created to minimize, if not eliminate, halon leakage on recharged Ginge Kerr cylinders.

1. Before the nitrogen pressure testing occurs on the heads the following parts require replacement:

1.1. Valve Stem Piston that includes:

1.1.1. Upper chamber stem o-ring;

1.1.2. Upper disc o-ring;

1.1.3. Upper disc/stem o-ring;

1.1.4. Lower chamber stem o-ring;

1.1.5. Lower disc/stem o-ring; and

1.1.6. Lower disc rubber seat.

1.2. These parts are very difficult to obtain and in some cases no longer manufactured by Ginge Kerr or their distributors therefore, they will be supplied from another manufacturer which specializes in o-ring products for the purpose of rebuilding the discharge head assemblies. Complete specifications on head assembly, working pressures and the chemical properties of the halon to be the basis of suppliers o-ring and parts substitutes.

1.3. Actuator Port Torque Spec:

1.3.1. Cone valve seat; and

1.3.2. Cone housing washer (torque to 23 – 25 Nm).

1.4. Gauge Port Torque Spec:

1.4.1. Cone valve seat; and

1.4.2. Cone housing washer (torque to 23 – 25 Nm).

1.5. Bleeder Port Torque Spec:

1.5.1. Cone valve seat; and

1.5.2. Cone housing washer (torque to 10 – 15 Nm).

- 1.6. Burst Plug Torque Spec:
  - 1.6.1. Burst disc pressure foil (135 bar);
  - 1.6.2. Burst plug inner pressure foil washer (torque to 32 – 34 Nm); and
  - 1.6.3. Burst plug housing washer (torque to 32 – 34 Nm).
- 1.7. Head Bass Collar:
  - 1.7.1. Collar o-ring.
2. The following nitrogen pressure tests (3) shall be performed on each head at 42 bar plus 10% for a duration of 2 hours. Reference Figure 1 Concept Cylinder Control Head.
  - 2.1. Pressurize the valve between the base collar (E) and the lower valve stem disc rubber seat (A) determining possible leakage from the discharge port (D);
  - 2.2. Pressurize the valve between the pressure gauge port (C) and the upper valve stem disc o-ring (F) determining possible leakage from the discharge port (D); and
  - 2.3. Pressurize the valve between the bleeder port (B) and the upper valve stem disc o-ring (F) determining possible leakage from the upper chamber stem o-ring (G).
3. The following are the assurance provisions and compliances on completion of tests conducted:
  - 3.1. To supply a detailed pressure test report as to the results;
  - 3.2. To perform a halon leak test on recharged cylinders as per manufacturers specification, once at 24 hours and one at 48 hours attaching signed off tags by the inspector conducting task;
  - 3.3. Recommend that on the reinstallation of any cylinders that a final halon leak check be conducted before and after accessories are attached. There remains a possibility of leakage when personnel are installing the manual actuators and or gauge assemblies once piping is attached.

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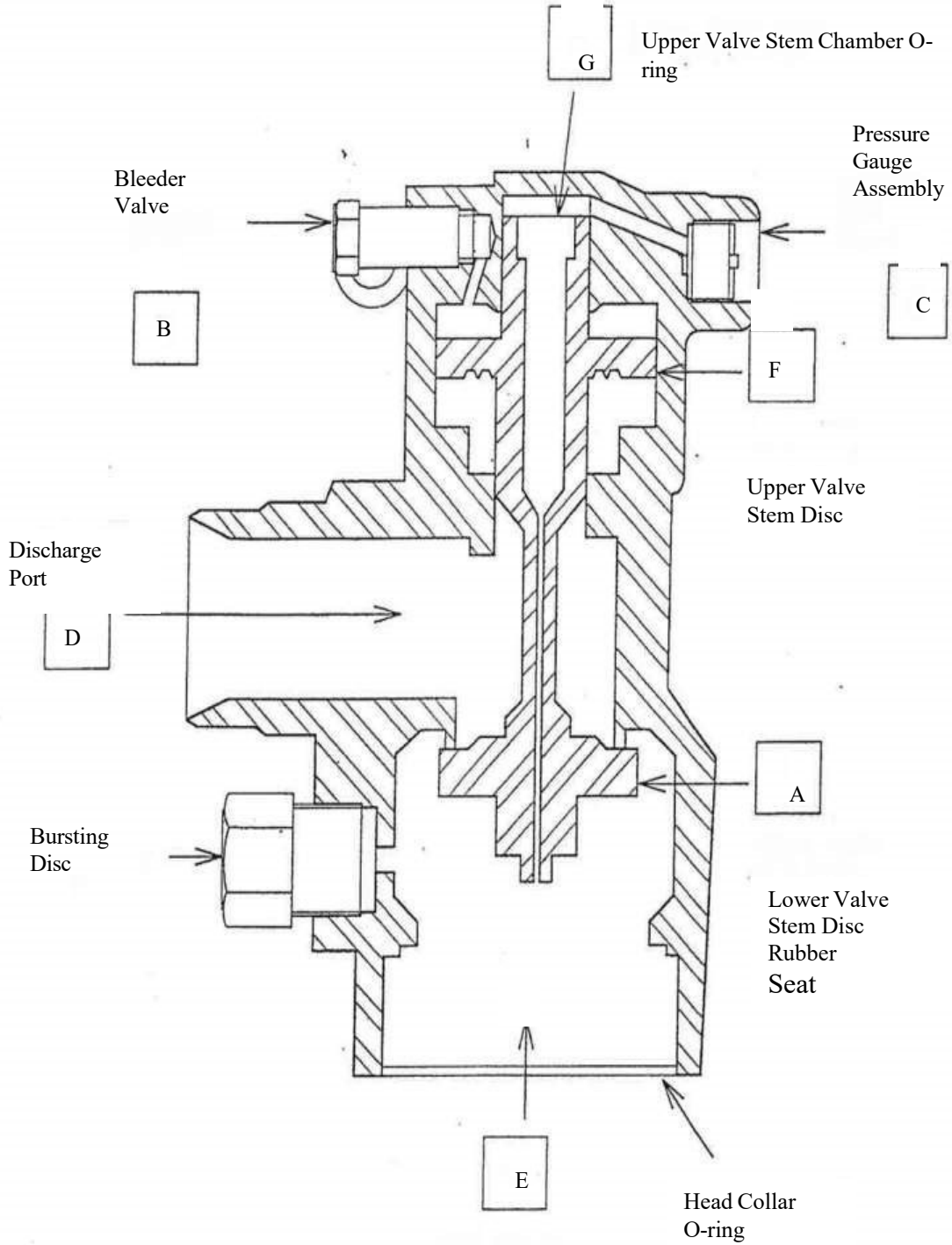
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## **APPENDIX F**

### **CONCEPT CYLINDER CONTROL HEAD**

**Figure 1 Concept Cylinder Control Head**



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## **APPENDIX G**

### **DND626 TASK AUTHORIZATION FORM**



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. - N° du contrat</p>
		<p>Task no. - N° de la tâche</p>
<p>Amendment no. - N° de la modification</p> <p>ORIGINAL</p>	<p>Increase/Decrease - Augmentation/Réduction</p>	<p>Previous value - Valeur précédente</p> <p>\$0.00</p>
<p>To - À</p>	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Delivery location - Établissement</p> <p>ACM (Mat) OGA EPM</p>	<p>Date _____ for the Department of National Defence pour le ministre de la Défense nationale</p>	
<p>Contract item no. N° d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
		<p>GST/HST TPS/TVH</p>
		<p><b>Total</b></p>
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the ONO 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire ONO 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>For the Department of Public Works and Government Services pour le ministre des Travaux publics et des services gouvernementaux</p>		

Instructions for completing  
DND 626 - Task Authorization

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

for the Department of National Defense  
Signature of the OND person who has delegated Authority for signing OND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAA 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task, using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments, per diem rates, labour category hourly rates, travel and living rates, firm price/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the OND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in Services.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of OND indicated on an amended OND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a OND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for OND sole approval of the OND 626 and a percentage for OND to approve amendments to the original OND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the CA Authority for tasks within the OND threshold, and by both OND and PWGSC for those tasks over the OND threshold.

Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches

**N° du contrat**  
Inscrivez le numéro du contrat de TPSCG en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expécitez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale  
Signature du représentant du MON auquel on a délégué le pouvoir d'approbation, en ce qui a trait à la signature du formulaire OND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le PAA 1.4). Note: la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez PET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez-les collectivement ou s'appliquent à la soumission pour la tâche à accomplir (par exemple, forfaits sur les étapes, franchises, taux quotidiens ou taux horaire établi selon la catégorie de main d'œuvre, frais de déplacement et de séjour, prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire OND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

**TPST/VH**  
Mentionnez le montant de la TPST/VH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MON, formulaire OND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire OND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSCG**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSCG. On inscrira dans le formulaire OND 626 un plafond précis qui ne pourra être approuvé que par le MON et un pourcentage selon lequel le MON pourra approuver des modifications au formulaire OND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSCG pour examen et signature avant qu'on autorise l'entrepreneur à débuter les travaux.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MON, pour les tâches dont le coût est inférieur au plafond établi par le MON, et par le MON et TPSCG pour les tâches dont le coût dépasse le plafond établi par le MON.

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## **APPENDIX H**

### **GOVERNMENT OWNED CONTRACTOR CUSTODY MATERIEL REPORT**



DEPARTMENT OF NATIONAL DEFENCE	MINISTÈRE DE LA DÉFENSE NATIONALE
<u>Instructions to complete the workbook</u>	<u>Directives pour compléter le classeur</u>
<b>Part A</b>	<b>Partie A</b>
<b>General</b>	<b>Général</b>
The following should <b>not</b> be reported:	On <b>ne doit pas</b> déclarer ce qui suit :
<ul style="list-style-type: none"> <li>Inventory that is reported in either DRMIS or CAMMS</li> <li>Equipment loaned from DND</li> <li>Whole capital assets (e.g., vehicles, test equipment, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>L'inventaire consigné dans le SIGRD ou dans le CAMMS</li> <li>L'équipement prêté par le MDN</li> <li>Les immobilisations globales (p. ex. des véhicules, de l'équipement d'essai, etc.)</li> </ul>
<b>Specific Columns</b>	<b>Colonnes particulières</b>
<ul style="list-style-type: none"> <li>A "<u>Company</u>": Enter the company name.</li> <li>B "<u>Contract Number</u>": Enter the contract number.</li> <li>C "<u>NATO Stock Number</u>": Provide valid 13-digit NSN number if available (no alphabet permitted). Please ensure that the NSN provided is that of the item on the listing and not a higher assembly.</li> <li>D "<u>Item/Part Number</u>": An alternate part number or manufacturer part number.</li> <li>E "<u>Item Description</u>": Enter a description.</li> <li>F "<u>Equipment Platform</u>": Equipment platform the inventory item supports.</li> <li>G "<u>Quantity</u>": Only inventory with a quantity greater than zero at 31 March 2023 must be reported.</li> <li>H "<u>Unit of Measure</u>": Each, litre, etc.</li> <li>I "<u>Unit Cost</u>": A unit price must be identified for each item <b>and must be greater than zero.</b></li> <li>J "<u>Extended Value</u>": Formula that calculates quantity x unit cost.</li> <li>K "<u>Currency</u>": Indicate the currency from the drop-down list.</li> <li>L "<u>Program Under Which the Inventory is Held</u>": Government Furnished Overhaul Spares (GFOS) or Accountable Advance Spares (AAS) or Bonded Stock.</li> <li>M "<u>Repairable</u>": Enter "Y" for repairable and "N" for consumable.</li> </ul>	<ul style="list-style-type: none"> <li>A « <u>Société</u> » : Indiquer le nom de la société.</li> <li>B « <u>Numéro de contrat</u> » : Indiquer le numéro de contrat.</li> <li>C « <u>Numéro de nomenclature (NNO)</u> » : Indiquer le numéro de 13 chiffres s'il est disponible. S'il vous plaît assurez-vous que le NNO fourni est celui de l'équipement sur la liste et non pas celui de l'ensemble supérieur.</li> <li>D « <u>Numéro d'article/de pièce</u> » : Un autre numéro de pièce ou numéro de pièce du manufacturier.</li> <li>E « <u>Description de l'article</u> » : Fournir une description.</li> <li>F « <u>Plateforme</u> » : La plate-forme d'équipement que l'article supporte.</li> <li>G « <u>Quantité</u> » : Seul l'inventaire avec une quantité supérieure à zéro au 31 mars 2023 doit être déclaré.</li> <li>H « <u>Unité de mesure</u> » : Chaque, litre, etc.</li> <li>I « <u>Coût unitaire</u> » : Un coût unitaire doit être identifié pour chaque article <b>et doit être supérieur à zéro.</b></li> <li>J « <u>Valeur prolongée</u> » : Formule qui calcule quantité x coût</li> <li>K « <u>Devise</u> » : Indiquer la devise à partir de la liste déroulante.</li> <li>L « <u>Programme dans lequel l'inventaire est détenu</u> » : Pièces de révision fournies par l'État (PRFE), pièce de rechange faisant l'objet d'avances comptables ou Bonded Stock.</li> <li>M « <u>Bien réparable</u> » : Indiquer « Y » s'il s'agit d'un bien réparable ou « N » s'il s'agit d'un bien renouvelable.</li> </ul>
<b>Part B</b>	<b>Partie B</b>
<ul style="list-style-type: none"> <li>Enter amounts in column C.</li> <li>Please ensure that repairable and consumable inventory are identified appropriately on Part A and reported separately for Part B. The inventory values must be as at 31 March 2023.</li> <li>The sum of the two closing inventory amounts (repairable and consumable) as at 31 March 2023 for Part B must be equal to the sum of the itemized listing provided through Part A as at 31 March 2023.</li> <li>Report in one currency only and specify the currency if it is not Canadian.</li> </ul> <p>Please ensure the opening balance of repairable and consumable inventory as at 1 April 2022 are identified appropriately on Part B and matches the closing balance of prior year 31 March 2022 as reported in prior year's submission of Part B.</p>	<ul style="list-style-type: none"> <li>Entrez les montants dans la colonne C.</li> <li>Veillez vous assurer que les biens réparables et renouvelables sont indiqués clairement dans la partie A et qu'ils sont consignés séparément dans la partie B. On doit utiliser les valeurs d'inventaire telles qu'elles apparaissent au 31 mars 2023.</li> <li>La somme des deux montants de l'inventaire de fermeture (biens réparables et renouvelables), telle qu'elle apparaît au 31 mars 2023 dans la partie B, doit correspondre à la somme des éléments énumérés dans la partie A, tels qu'ils apparaissent au 31 mars 2023.</li> <li>Utilisez une seule devise dans votre rapport et si la devise n'est pas canadienne, précisez de quelle devise il s'agit.</li> </ul> <p>■ Veillez vous assurer que le solde d'ouverture des stocks de produits réparables et consommables au 1er avril 2022 est identifié de manière appropriée dans la partie B et qu'il correspond au solde de clôture du 31 mars 2022 de l'année précédente tel qu'indiqué dans la partie B de l'année précédente.</p>
<b>Part C</b>	<b>Partie C</b>
Provide responses in column C.	Indiquez les réponses dans la colonne C.



**PART B – Repairable Template & Consumable Template**

<b>Repairable Template / Gabarit des biens réparables</b>	
<b>Input/Output Repairable Inventory Report / Rapport d'inventaire des entrées et sorties des biens réparables</b>	
<b>For the year ending 31 March 2023 / Pour l'exercice se terminant le 31 mars 2023</b>	
Opening Inventory as at 1 April 2022 / Stock d'ouverture au 1er avril 2022 :	[ ]
Plus: Cost of Goods Purchased or Acquired / Plus : Coût des biens achetés ou acquis :	[ ]
Minus: Consumption/Removals / Moins : Consommation/Retraits :	[ ]
Closing Inventory as at 31 March 2023 / Stock de clôture au 31 mars 2023 :	\$ -
<b><u>Notes / Remarques:</u></b>	
A separate Input / Output inventory report is required for consumable inventory and repairable inventory.	
Un rapport distinct de l'inventaire des entrées et sorties est requis pour les biens renouvelables et les biens réparables.	

<b>Consumable Template / Gabarit des biens renouvelables</b>	
<b>Input/Output Consumable Inventory Report / Rapport d'inventaire des entrées et sorties des biens</b>	
<b>For the Year Ending 31 March 2023 / Pour l'exercice se terminant le 31 mars 2023</b>	
Opening Inventory as at 1 April 2022 / Stock d'ouverture au 1er avril 2022 :	[ ]
Plus: Cost of Goods Purchased or Acquired / Plus : Coût des biens achetés ou acquis :	[ ]
Minus: Consumption/Removals / Moins : Consommation/Retraits :	[ ]
Closing Inventory as at 31 March 2023 / Stock de clôture au 31 mars 2023:	\$ -
<b><u>Notes / Remarques:</u></b>	
A separate Input / Output inventory report is required for consumable inventory and repairable inventory.	
Un rapport distinct de l'inventaire des entrées et sorties est requis pour les biens renouvelables et les biens réparables.	

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## PART C

Additional Information / Renseignements supplémentaires		
		Response / Réponse
Description of the activities performed under the Repair & Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (i.e. R&O on Hercules engines).	Description des activités effectuées en vertu du ou des contrat(s) de réparation et révision (R et R) soutenu(s) par l'inventaire détenu, si ces détails ne figurent pas dans la partie A du tableau de ventilation (c.-à-d. les contrats de R et R effectués sur les moteurs Hercules).	
How often is a stocktaking performed on the contractor holdings of DND owned inventory?	À quelle fréquence effectue-t-on la prise de l'inventaire du MDN?	
What is the date of last stocktaking?	À quelle date remonte la dernière prise d'inventaire?	
What accounting method is used by the contractor to value the inventory reported (FIFO, LIFO, historical cost or moving weighted average)?	Quelle méthode de comptabilisation est utilisée pour évaluer l'inventaire (méthode du premier entré, premier sorti [PEPS], méthode du dernier entré, premier sorti [DEPS], coûts d'origine, moyenne mobile pondérée)?	
Is this a sub-contractor to another company? If so, who?	L'entrepreneur est-il sous-contractant d'une autre société? Si oui, laquelle?	
DND and Contractor points of contact for the inventory report as at 31 March 2023.	Points de contact des entrepreneurs et du MDN pour l'inventaire déclaré au 31 mars 2023.	
<b>NOTES</b>	<b>REMARQUES</b>	
1: inventory reports will be subject to audit by the Office of the Auditor General (OAG) and internal audits	1. Les rapports d'inventaire seront soumis à une vérification par le Bureau du vérificateur général (BVG) et à des vérifications internes.	

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## ANNEX B

### BASIS OF PAYMENT

#### 1.1 Initial Contract Period:

During the initial period of the Contract, the Contractor will be paid the following firm hourly and unit rates to perform all the Work in relation to the Contract.

#### Initial Contract - Year 1 (Date of Contract Award – 31 July 2023)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

#### Initial Contract - Year 2 (01 August 2023 – 31 July 2024)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

#### Initial Contract - Year 3 (01 August 2024 – 31 July 2025)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

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**Initial Contract - Year 4 (01 August 2025 – 31 July 2026)**

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

**Initial Contract - Year 5 (01 August 2026 – 31 July 2027)**

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)

Note 1: Including overhead and profit for repair, installation, removal, inspection, evacuation, retrofit of Halon systems.

Note 2: Overtime is defined as regular hrs multiplied by 1.5.

Note 3: Shipping expenses are paid at actual cost with a 0% mark-up.

**1.1.1 Other Material Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 20% mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Yearly Cost: \$200,000.00 (Applicable Tax Included)  
Total Estimated Cost: \$1,000,000.00 (Applicable Tax Included)

Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)

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## 1.2 Option to Extend the Contract – Option Period 1

During Option Period 1 of the Contract, the Contractor will be paid the following firm hourly and unit rates to perform all the Work in relation to the Contract.

### Option Period 1 – Year 1 (01 August 2027 – 31 July 2028)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

### Option Period 1 – Year 2 (01 August 2028 – 31 July 2029)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)

Note 1: Including overhead and profit for repair, installation, removal, inspection, evacuation, retrofit of Halon systems.

Note 2: Overtime is defined as regular hrs multiplied by 1.5.

Note 3: Shipping expenses are paid at actual cost with a 0% mark-up.

#### 1.2.1 Other Material Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 20% mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Yearly Cost: \$200,000.00 (Applicable Tax Included)  
Total Estimated Cost: \$400,000.00 (Applicable Tax Included)

Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)

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### 1.3 Option to Extend the Contract – Option Period 2

During Option Period 2 of the Contract, the Contractor will be paid the following firm hourly and unit rates to perform all the Work in relation to the Contract.

#### Option Period 2 – Year 1 (01 August 2029 – 31 July 2030)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

#### Option Period 2 – Year 2 (01 August 2030 – 31 July 2031)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)

Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)

Note 1: Including overhead and profit for repair, installation, removal, inspection, evacuation, retrofit of Halon systems.

Note 2: Overtime is defined as regular hrs multiplied by 1.5.

Note 3: Shipping expenses are paid at actual cost with a 0% mark-up.

#### 1.3.1 Other Material Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 20% mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Yearly Cost: \$200,000.00 (Applicable Tax Included)

Total Estimated Cost: \$400,000.00 (Applicable Tax Included)

Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)

Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)



#### 1.4 Option to Extend the Contract – Option Period 3

During Option Period 3 of the Contract, the Contractor will be paid the following firm hourly and unit rates to perform all the Work in relation to the Contract.

##### Option Period 3 – Year 1 (01 August 2031 – 31 July 2032)

Category	Unit	Estimated Quantity	Unit Price	Total	Total with Tax (%)
Recover, recycle and store Halon 1211	lbs	1100	\$ ____	\$ ____	\$ ____
Recover, recycle and store Halon 1301	lbs	28000	\$ ____	\$ ____	\$ ____
Technical Maintenance of Halon Facility	Hours	1100	\$ ____	\$ ____	\$ ____
Maintenance of Halon Cylinders and Valves	Hours	1800	\$ ____	\$ ____	\$ ____

Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)

**Note 1: Including overhead and profit for repair, installation, removal, inspection, evacuation, retrofit of Halon systems.**

**Note 2: Overtime is defined as regular hrs multiplied by 1.5.**

**Note 3: Shipping expenses are paid at actual cost with a 0% mark-up.**

##### 1.4.1 Other Material Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred for the purchasing of valves needed to performance the Work described under the Statement of Work. These expenses will be paid at actual cost with a 20% mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated Yearly Cost: \$200,000.00 (Applicable Tax Included)  
Total Estimated Cost: \$200,000.00 (Applicable Tax Included)

Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)  
Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)

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**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat W8482-229390
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	DND	2. Branch or Directorate / Direction générale ou Direction ADM(MAT)
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 Perform periodic maintenance and leak testing of Halocarbon bottle and systems.		
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 checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W8482-229390
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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:  No  Yes  
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:  No  Yes  
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"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat W8482-229390
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

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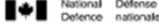
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**ANNEX D**

**DND626 TASK AUTHORIZATION FORM**

 <p><b>TASK AUTHORIZATION</b> <b>AUTORISATION DES TÂCHES</b></p>		Contrat no. - N° du contrat
		Task no. - N° de la tâche
<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		
Amendement no. - N° de la modification ORIGINAL	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente \$0.00
To - À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prérez d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
<p>Q/R description - Espécifs à AOM (M&amp;P) OGA/EPN</p>	<p>Date _____</p> <p>for the Department of National Defence pour le ministre de la Défense nationale</p>	
<p>Q/R completion date - Date de livraison/achèvement</p>		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the OND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire OND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>For the Department of Public Works and Government Services pour le ministre des Travaux publics et services gouvernementaux</p>		

OND 626 (01-05)

Design: Forms Management 903-4020  
Conception: Gestion des formulaires 903-4020

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### Instructions for completing DND 626 - Task Authorization

### Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

for the Department of National Defence.  
Signature of the ONO person who has delegated Authority for signing ONO 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PMA 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**NP du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**NP de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**NP de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédié à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale.  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation, since qui a trait à la signature du formulaire ONO 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le PMA 1.4). Note : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list there the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category/hourly rates; travel and living rates; firm pricing/costing price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the ONO 626 Task form.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, numérotez-les celles qui s'appliqueront à la soumission pour la tâche à accomplir (par exemple, acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond, etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négociées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire ONO 626.

**Cost**  
The cost of the Task broken out into the individual costed items in Services.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

**GST/HST**  
The GST/HST cost as appropriate.

**TPS/TVA**  
Mentionnez le montant de la TPS/TVA, s'il y a lieu.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of ONO indicated on an amended ONO 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a ONO 626, including all amendments, may not exceed the funding limit identified in the contract.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire ONO 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire ONO 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for ONO sole approval of the ONO 626 and a percentage for ONO to approve amendments to the original ONO 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Né s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire ONO 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire ONO 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the CR Authority for tasks within the ONO threshold, and by both ONO and PWGSC for those tasks over the ONO threshold.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

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## **ANNEX E to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

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## ANNEX F to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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



## ANNEX G

### CANADIAN SECURITY PROGRAM FORM

#### 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 \(tpsgc-pwgsc.gc.ca\)](http://tpsgc-pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](http://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](mailto: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 \(IISD\)](#) 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.

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### 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 - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b> Sole proprietor Partnership Corporation  Private  Public  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



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### 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			

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**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)



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CCC No./N° CCC - FMS No./N° VME

**FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM**

Recommendations

Recommended by e-signature

Approved by e-signature