



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

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Land Projects and Communication System Support
Division/Div des projets terrestres et support de
systèmes de communication
11 Laurier St. / 11, rue Laurier
8C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet LC4ISR ISTAR LC4ISR ISTAR	
Solicitation No. - N° de l'invitation W8486-200731/E	Amendment No. - N° modif. 007
Client Reference No. - N° de référence du client W8486-200731	Date 2022-06-23
GETS Reference No. - N° de référence de SEAG PW-\$\$RA-055-28525	
File No. - N° de dossier 055ra.W8486-200731	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-07-15 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Abdulkadir, Nadir	Buyer Id - Id de l'acheteur 055ra
Telephone No. - N° de téléphone (819) 664-8121 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Note: Amendment 006, as originally published on June 16, 2022 has been deactivated due to an error. However, the same amendment is being reissued under amendment 007.

The purpose of this amendment is to:

1. Extend the draft RFP closing date.
2. Publish Annex B and Appendix B1.
3. Publish two new Appendices under Annex C to advise bidders of revised Security Clearance Process.
4. Modify Part 6 – Section 1.2.
5. Publish additional questions for Industry's written feedback.
6. Advise bidders of potential revised insurance limits as well as supplemental wording.

The following shall form part of the RFP:

1. The draft RFP closing date is shown on the main page of the draft RFP.

2. Publish the following Annex and Appendix, as attached herewith.

- Annex B – Basis of Payment (BoP)
- Appendix B1 – Price Proposal and Financial Bid Evaluation

3. Under List of Annexes, Annex C – Security Requirement Check List (SRCL)

INSERT the following:

Appendix C2 – Contract Security Program's Application for Registration form (PSPC 471)

Appendix C3 – Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

4. Under Part 6 – Security, Financial and Other Requirements, Section 1 – Security Requirements

DELETE Part 6 – Section 1.2 in its entirety.

INSERT the following:

- 1.2 Bidders are reminded to obtain the required security clearance promptly. **Bidders who do not hold a valid organization security clearance must provide with their bid, a completed Contract Security Program's Application for Registration form (PSPC 471) which can be found in Appendix C2.** 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.

5. Additional questions for Industry's written feedback are appended herein below in this document.

6. The Final RFP may have supplemental wording and revised insurance limits for the Errors and Omissions Liability Insurance Clause and Commercial General Liability Insurance Clause.

All other terms and conditions of the draft RFP remain unchanged.

Bidders are requested to provide written responses to the following Questions by the Draft RFP Closing Date.

- Q1. Canada is aiming at strengthening relationships with its first nation population. There are a number of known indigenous firms that could provide quality material or subcontracted services. How much would industry be willing to commit to providing work via material or subcontracted services to indigenous firms?
- Q2. Canada is committed to focusing on diversity and inclusion. How would industry propose supporting a diverse and inclusive work force?
- Q3. Canada is committed to its targets of reducing greenhouse gas emission by 40% of that of 2005, by 2030, for infrastructure. How will industry meet or exceed this environmental objective for the System of Systems Engineering and Integration Facility?
- Q4. Does industry see any challenges with the Basis of Payment approach of implementing the DND 626 Task Authorization process understanding the work will be conducted in an agile environment? Please explain.
- Q5. Each of the four (4) functional groupings will have an element of core work costs. What does industry estimate the total cost per year (including Option Periods) based on the Statement of Works that have been released? Please explain. To note, a value can be provided for one or more of the functional groupings.
- Q6. If Canada considers implementing holdbacks on any of the contracts what would be industry's recommendation(s) for it to be released?

Note: Bidders may choose to ignore any question/s that do not apply to this RFP.

Bidder's Questions as of 14 June 2022

Q1. **Reference:** Annex F – Compliance Matrix and Technical Bid Evaluation Criteria – MT1, 1.1, iii.

Question: Technical Bid Evaluation Criteria MT1 requires Bidders to identify three (3) separate projects that demonstrate proven experience necessary to provide the services specified in the SOW for the provision of ISTAR Sustainment Services. Sub-requirement 1.1, iii requires that At least one (1) of the three (3) referenced projects must have at a minimum of (5) years duration.

Canada is requested to confirm that contracts with a period of performance duration of five (5) years that are ongoing at the time of RFP release qualify as proven experience candidates against the MT1, 1.1, iii requirement.

A1. Yes, a contract with a performance period of five (5) years that is still on-going at the time of RFP publishing date will qualify for the Mandatory Proven Experience. As a matter of fact, all three referenced projects **can be ongoing at the time of RFP publishing date** in accordance with MT1,1.1 ii. Basically, all three referenced projects may have different performance period but at least one must be of a minimum five-year period.

ANNEX B

LAND COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS, INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE

ISTAR

SUSTAINMENT SERVICES

BASIS OF PAYMENT

1. DEFINITIONS

- 1.1. **Fixed Hourly Rate** means a fixed hourly labour rate to be charged for each hour worked and prorated for any period less than an hour.
- 1.2. **Laid-Down Cost** is the cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax.
- 1.3. **Markup** is defined as the difference between the Contractor's laid-down cost for a product and its resale price to Canada, Goods and Services Tax and/or the Harmonized Sales Tax excluded. Mark-up includes applicable purchasing expense, internal handling and general and administrative expenses, plus profit.
- 1.4. **Fixed Price** is a method of pricing in which the total amount payable is a fixed lump sum or is an amount determinable in accordance with fixed unit prices.
- 1.5. **Ceiling Price** is a method of pricing in which the maximum amount of money to be paid to the Contractor for the prescribed work as established in the contract. When a ceiling price is used in a contract, the Contractor is not entitled to additional compensation. A ceiling price is used when the level of effort or quantity can be realistically estimated, and there is full agreement between the parties as to what constitutes the prescribed work.
- 1.6. **Limitation of Expenditure Price** is a method in which the maximum amount of money that may be paid to a Contractor for the prescribed work. The limitation of expenditure is normally used in service requirements where the level of effort cannot be accurately estimated at the outset. At the client's request, the contracting authority will amend the contract to provide additional funds or request the Contractor to complete the work to the extent that the allocated funding permits.
- 1.7. **Level of Effort** is defined as the total number of hours allocated to either expend on a task or complete a task that may include one or multiple labour categories.
- 1.8. **General and Administrative Expenses** are defined as the estimated general and administrative expenses are a percentage of material, labour and overhead costs.
- 1.9. **Fully Loaded Labour Rate** is defined as a rate that includes General and Administration expenses, overheads and profit, however, it excludes applicable taxes.
- 1.10. **Materials**, including raw materials, parts and equipment, purchased or manufactured by the Contractor specifically for the Contract.

2. GENERAL

This missing pricing information shall be incorporated at the contract award stage in accordance with the financial bid selected for a contract award.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid as per the following paragraphs.

3. LABOUR CATEGORIES DEFINITIONS

- 3.1 **Junior Co-Op Student** is defined as a resource who must be pursuing a college certification or a bachelor’s degree from an accredited college or university in a relevant field and is within the first two years of the program.
- 3.2 **Senior Co-Op Student** is defined as a resource who must be pursuing a college certification or a bachelor’s degree from an accredited college or university in a relevant field and is within the third to fourth years of the program. Co-Op Students perusing a master’s degree are considered as senior resource.
- 3.3 **Junior resource** is defined as a resource who must have a minimum two (2) years of relevant experience in the specified field within the last five (5) years. For all Engineering and Architect categories a resource must also have a bachelor’s degree in Science, Technology, Engineering or Mathematics (STEM).
- 3.4 **Intermediate resource** is defined as a resource who must have a minimum five (5) years of relevant experience in the specified field within the last ten (10) years. For all Engineering and Architect categories a resource must also have a bachelor’s degree in STEM.
- 3.5 **Senior resource** is defined as a resource who must have a minimum seven (7) years of relevant experience in the specified field within the last ten (10) years. For all Engineering and Architect categories a resource must also have a bachelor’s degree in STEM.
- 3.6 **Certified TEMPEST Professional I** is defined as a resource who has successfully completed the government-administered exam and received the Certification as a TEMPEST Professional Level I.
- 3.7 **Certified TEMPEST Professional II** is defined as a resource who has successfully completed the government-administered exam and received the Certification as a TEMPEST Professional Level II.

4. CORE WORK

- 4.1 Upon satisfactorily delivering the Core Management Work and the Core Engineering Management Work, the Contractor will be paid the Fixed Monthly Fee in accordance with Table 1 below.

Table 1 – Core Work

Core Work		
Fixed Monthly Fee		
Firm Period	Year 1	As per the bid
	Year 2	As per the bid

	Year 3	As per the bid
	Year 4	As per the bid
	Year 5	As per the bid
	Year 6	As per the bid
Option Period 1	Year 7	CPI
	Year 8	CPI
Option Period 2	Year 9	CPI
	Year 10	CPI
Option Period 3	Year 11	CPI
	Year 12	CPI

5. ADDITIONAL WORK REQUIREMENTS

- 5.1 Payment for Additional Work Requirements will be made in accordance with the Progress Payment provisions of the Contract. Canada will make monthly payments for Additional Work Requirements as follows:
- a. Labour charges for authorized Work must be based on Fixed Hourly Labour Rates, in accordance with Table 2 below, Goods and Services Tax or Harmonized Sales Tax extra as applicable.
 - b. The Contractor will be paid Mark-up charges on its Laid-down cost for authorized acquisition of material, rental and maintenance of the material, the Contractor will be paid for its cost reasonably and properly incurred in the performance of the Work plus a mark-up, in Table 3 below, Goods and Services Tax or Harmonized Sales Tax extra as applicable.
 - i. The Contractor will be reimbursed all transportation and Shipping costs without any allowance for profit and/or administrative overhead. Goods and Services Tax or Harmonized Sales Tax extra as applicable.
 - ii. Shipping and Transportation charges must be shown as separate item on the Contractor's invoice.
 - iii. The charges for the material, rental and maintenance will be charged in the year in which they were delivered.
 - c. The Contractor will be paid Mark-up on its Laid-down Cost reasonably and properly incurred for authorized sub-contracted services, in accordance with Table 4. Goods and Services Tax or Harmonized Sales Tax are extra, as applicable.
 - i. Should the Contractor subcontract any of the Resource Categories that are covered by the BoP, the Contractor will be paid the Labour Rates in accordance with the Contract.
 - d. The Contractor will be reimbursed for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C, D and E of the [National Joint Council Travel Directive](#). All travel must have prior authorization of the Technical Authority.

5.2 Payment for AWR will be subject to 10% Holdback.

Table 2--Fixed Hourly Labour Rates

Resource Category	Resource Level	Fixed Hourly Labour Rates						
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Option Years
A- Project Administrator	1. Junior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	2. Intermediate	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	3. Senior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
B- Project Manager	4. Junior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	5. Intermediate	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	6. Senior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
C- Hardware Engineer	7. Junior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	8. Intermediate	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
	9. Senior	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	As per the bid	CPI
D- Hardware Technician	10. Junior	As per	As per	As per	As per	As per	As per	CPI

		<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	
	11. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	12. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
E- Software Developer	13. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	14. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	15. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
F- Firmware Developer	16. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	17. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	18. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
G- ILS Specialist	19. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	20. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	21. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
H- Test Engineer	22. Junior	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	CPI

		<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	
	23. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	24. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
I- Test Technician	25. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	26. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	27. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
J- CM-DM Specialist	28. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	29. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	30. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
K- Quality Management Specialist	31. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	32. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	33. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
L- Human Factor Specialist	34. Junior	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	CPI

		<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	
	35. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	36. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
M- Tech Writer	37. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	38. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	39. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
N- Illustrator Specialist	40. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	41. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	42. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
O- Field Support Specialist	43. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	44. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	45. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
P- IT Specialist	46. Junior	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	CPI

		<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	
	47. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	48. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
Q- E3 Specialist	49. Junior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	50. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	51. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
R- Intermediate Systems Engineer	52. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	53. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
S- Intermediate Software Architect	54. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	55. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
T- Intermediate Firmware Architect	56. Intermediate	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
	57. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
U- Intermediate Training Instructor	58. Intermediate	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	<i>As per</i>	CPI

		<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	<i>the bid</i>	
	59. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
V- Senior system Engineering Manager	60. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
W- Senior System Architect	61. Senior	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
X- Certified TEMPEST Professional I	62.	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
Y- Certified TEMPEST Professional II	63.	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	CPI
Z- Co-op Student – Software Development	64.	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>CPI</i>
AA- Co-op Student – Engineering	65.	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>As per the bid</i>	<i>CPI</i>

Table 3 – Material Mark-up Percentage

Material Mark-up		
Item	Activity	Mark-up For Firm and Option Periods (Percentage)
1	Material	<i>As per the bid</i>

Table 4 – Sub-Contracted Services Mark-up Percentage

Sub-Contracted Services Mark-up
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Item	Activity	Mark-up For Firm and Option Periods (Percentage)
1	Sub-Contracted Services	<i>As per the bid</i>

ITEM 6 - ECONOMIC PRICE ADJUSTMENT FOR OPTION PERIODS

- 6.1 Adjusted Prices and Labour Rates for the Option Periods will be incorporated in this document prior to exercising the options. The Labour Rates and Prices for the period of contract shall provide the baseline for the Labour Rates and Prices for Option Periods 1 to 5.
- 6.2 The Labour Rates and Prices for Option Period 1 shall be the average of the Firm Period, which will be used as the baseline for escalation Labour Rates and Prices in the contract, to be escalated or de-escalated by no more than a percentage equal to Canada's Consumer Price Index (CPI) increase or decrease, as applicable, for the one-year period ending two months prior to the contract's anniversary date. The Contractor will continue to be paid on the current rates until the new rates have been agreed upon between the Contractor and Canada. All ongoing tasks will be reconciled once closed.
- 6.3 The Labour Rates and Prices for Option Period 2 shall be the average of the Firm Period, which will be used as the baseline for escalation Labour Rates and Prices in the contract, to be escalated or de-escalated by no more than a percentage equal to Canada's Consumer Price Index (CPI) increase or decrease, as applicable, for the one-year period ending two months prior to the contract's anniversary date. The Contractor will continue to be paid on the current rates until the new rates have been agreed upon between the Contractor and Canada. All ongoing tasks will be reconciled once closed.
- 6.4 The Labour Rates and Prices for Option Period 3 shall be the average of the Firm Period, which will be used as the baseline for escalation Labour Rates and Prices in the contract, to be escalated or de-escalated by no more than a percentage equal to Canada's Consumer Price Index (CPI) increase or decrease, as applicable, for the one-year period ending two months prior to the contract's anniversary date. The Contractor will continue to be paid on the current rates until the new rates have been agreed upon between the Contractor and Canada. All ongoing tasks will be reconciled once closed.
- 6.5 The CPI to be used for Rates and Prices calculation will be the annual average for "All Items including major components and special aggregates, Canada – Not seasonally adjusted, which is published by Statistics Canada.
- 6.6 The Labour Rates and Prices for all Option Periods will be escalated or de-escalated on yearly basis regardless the length of the Option Periods. The Contractor will continue to be paid on the current CPI rate until the new rate has been finalized.



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

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

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

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

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](#) 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.



CONTRACT SECURITY PROGRAM (CSP)

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.



CONTRACT SECURITY PROGRAM (CSP)

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.



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

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

SECTION A - BUSINESS INFORMATION	
1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <ul style="list-style-type: none"> <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



CONTRACT SECURITY PROGRAM (CSP)

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

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

Please complete for each level of ownership

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

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

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			



CONTRACT SECURITY PROGRAM (CSP)

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

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

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

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

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

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

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature

Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

The Contract Security Program's (CSP) Application for Registration (AFR) form is used to collect detailed information on your organization's structure, ownership and legal status. This step-by-step guidance will assist you with the completion of the AFR, which is required for the security screening of your organization.

Section A – Business information

Box 1: Enter the legal name of your organization. This would be the legal name that is registered with federal, provincial or territorial authorities.

Box 2: If your organization has a business name that is different than its legal name, enter it here. Otherwise, leave this box blank.

Box 3: Indicate your business type and provide supporting documentation to prove that your organization is legally registered to do business in Canada.

If you check sole proprietor, it means that you are the owner of a registered business, who acts alone, and has no partners. In this case, you must provide the most recent copy of your provincial certificate. The exact term of this document varies by province. For example, in Ontario it is called a Master Business Licence.

If you check partnership, it means that your organization is a partnership. In this case, you must provide a copy of your partnership agreement and partnership registration documentation, as well as ownership structure chart.

If you check corporation, it means that your organization is incorporated at the federal, provincial or territorial level. In this case, you must provide a copy of the most recent certificate and Articles of Incorporation. You must also specify whether your corporation is private or public.

Note: if you are the sole owner of an incorporated business and act alone with no partners, you are still considered a corporation. Do not, in this case, check sole proprietor.

For all other types of business you check "other" and specify the type (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.). To substantiate the type of organization, you must provide evidence of legal status such as acts, charters, bands etc., and an ownership structure chart and a management structure chart.

Box 4: Provide a brief description of your organization's general business activities. For example, if you are a consultant, you must briefly describe the type of consultancy work you do.

Box 5: Provide your organization's Procurement Business Number (PBN), if you have one. A PBN is not mandatory to register with the CSP. However it is used when needed to positively identify organizations with similar names or that may have amalgamated.

Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

A PBN is required to do business with the federal government. It is based on your Canada Revenue Agency business number and uniquely identifies your organization in Public Services and Procurement Canada's (PSPC) procurement and payment systems. If you do not have a PBN, leave this field blank. To obtain a PBN, your organization needs to register in the PSPC's Supplier Registration Information System. Visit [Register as a supplier](#) for more information.

Box 6: Self-identify if you are a diverse supplier. This includes businesses owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Box 7: Enter the physical address of your head office. Virtual locations, mail boxes, receiving offices or coworking spaces etc. will not be accepted.

Box 8: Enter the physical address of your organization's principal place of business if it is different than head office. The business must be located and operated in Canada only. This is also where you must provide the physical address of any additional sites that require a [document safeguarding capability](#).

Box 9: Enter the mailing address of your head office if it is different than its physical address.

Box 10: Enter your organization's website if applicable.

Boxes 11 and 12: Enter the telephone number and fax number of your head office including the country code and any extension number. If your organization does not have a fax, leave box 12 blank.

Box 13: Enter the total number of employees in your organization.

Box 14: Enter the approximate number of employees who will require access to sensitive information, assets or worksites to perform work on the government contract.

Section B – Appointment of security officers

Organizations screened by the CSP must appoint a company security officer (CSO) and alternate company security officer (ACSO). The only type of businesses not required to appoint an ACSO are sole proprietors.

It is important to identify the appropriate individuals you intend to nominate as your organization's CSO and ACSO(s). These individuals will be responsible for organization and personnel security.

Being a CSO can be demanding and time consuming. When identifying the CSO of your organization, it is very important to keep in mind what it takes to be effective in the role. You must also ensure that the individual in question has the capacity to invest the required time to fulfill their obligations. As such, it is vital to identify the appropriate individuals.

Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

Security officers must meet all of the following criteria:

- be an employee of the organization;
- physically located in Canada;
- a Canadian citizen or on a case by case basis, a permanent resident of Canada; and
- security screened at the same level as the organization (in some cases the ACSO(s) may require a lower level).

The CSO should also be:

- a person of trust
- knowledgeable about all activities of the organization related to federal government contracts
- directly accessible to senior members of the organization
- able to influence an organization's internal policies and procedures

The CSO plays a vital role in the organization's ability to meet the security requirements of federal government contracts. They are the official point of contact with the CSP and are responsible to notify the CSP of any changes within the organization. Additionally, they are accountable to the program for all contract security matters. The ACSO shares the responsibilities of the CSO and replaces them as required.

To see the full list of CSO and ACSO responsibilities, please consult [Annex A: Guidelines on company security officer and alternate company security officer responsibilities](#) of the Contract Security Manual.

Information that must be entered in Section B:

Identify the individual you intend to appoint as your organization's CSO and those you intend on appointing as ACSOs.

Complete the table accordingly and make sure to identify at least one ACSO at the facility where the CSO is located.

If your organization requires [document safeguarding capability](#) (DSC) at one or more sites, ensure to identify at least 2 security officers per site and to indicate the physical address of these sites. This is required as DSC is site-specific and two security officers are needed where sensitive documents will be safeguarded. If you run out of rows, provide on a separate sheet of paper attached to the form, all the required information on the additional alternates.

Section C – Officers

List all of your organization's officers, including those in management and leadership roles, as well as executives, managing partners and authorized signatories that are responsible for the day to day operations of its business.

In addition to their position titles, you must provide their names, their citizenship and the country where their true, fixed, principal and permanent home is located, even if currently residing elsewhere. If you run out of rows, provide on a separate sheet of paper attached to the form, all the required information for the additional officers.

Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

As supporting documentation, you must provide a management structure chart to demonstrate the reporting structure.

Note: Sole proprietors are **not** required to provide a management structure chart since they are the sole officer of their organization.

Section D – Board of Directors

List information on all members of your organization's board of directors. Be sure to indicate all board titles including the chairperson if there is one. If your organization does not have a board of directors, do not leave this section blank. Simply indicate Not Applicable in the first row.

For each row you complete, make sure to complete all the columns. If you run out of rows, provide the required information on a separate sheet of paper attached to the form.

Section E - Ownership information

Section E relates to your organization's ownership. You must complete this section regardless of the percentage of ownership. If you leave this section blank, the form will be returned to you.

This section includes tables for up to three levels of ownership. If your organization has more than three levels of ownership, you must provide all the required information for each additional level on a separate sheet of paper attached to the form.

As supporting documentation, you must provide an organizational or legal chart that includes the percentages of ownership.

Note: Sole proprietors are not required to provide an organization or legal chart, however, they must still complete this section.

Subsection E-1

List all of your organization's direct owners. You must also indicate which entities hold a valid facility security clearance from the CSP or from another country.

If your organization is a publicly traded corporation, you must also provide the stock symbol and stock market.

Subsection E-2

Provide the ownership information for each direct owner you listed in subsection E-1. In other words, you must list the direct owners of your organization's direct owners, and complete all the required fields.

If your organization only has one level of ownership, indicate Not Applicable in the first row and move on to the next section of the form.

Guidance on completing the Contract Security Program's Application for Registration form (PSPC 471)

If your organization has more than one direct owner, you must provide all the required information on these additional owners on a separate sheet of paper, attached to the form.

Subsection E-3

Provide the organization's third level of ownership. This is where you must provide information on the direct owners of the entities you listed in subsection E-2. If your organization does not have a third level of ownership, indicate Not Applicable in the first row and move on to the next section of the form.

Section F – Justification

This section must only be completed by organizations that are undergoing a renewal process.

List all of your organization's active federal contracts, subcontracts, leases, supply arrangements, standing offers and purchase orders that have security requirements. In the table, you must provide all the required information for each procurement vehicle, including the name of the contracting department, the contracting officer's contact information, the security level, for example, Protected B or Reliability Status, and the expiry date.

The CSP requires this information to validate that it has copies of your procurement vehicles on file, and to obtain as needed, those that may be missing from the program's system of records.

Section G - Certification and consent

This section must be completed, signed and dated by one of the officers listed in Section C.

The signature must either be signed by hand or a valid e-signature. Script fonts will not be accepted.