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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the security requirement check list and the Electronic Payment Instruments.

### **1.2 Summary**

This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit Public Works and Government Services Canada (PWGSC) to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

#### **1.2.1 Requirement**

PWGSC requires multiple security services for crown-owned, leased, and third party managed assets, multi-tenant buildings, and other PWGSC assets such as, but not limited to, engineering assets, bridges, dams, heating plants, and PWGSC-controlled underground infrastructure located

across Canada through Standing Offer (SO) agreements with commercial entities. These are provided through the following workstreams:

1. Workstream 1: Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Typical Office building
2. Workstream 2: Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Engineering Assets
3. Workstream 3: Departmental Threat and Risk Assessments
4. Workstream 4: Security Consultation Services
5. Workstream 5: IT Emanation Security Services

PWGSC is identified as an internal enterprise service provider for base building security of assets under its custodial responsibility, contract security and IT security in support of providing and managing certain government-wide applications, as well as being responsible for their own internal security.

- 1.2.2** PWGSC intends to issue multiple SOs for the required services to be provided in Canada as a result of this solicitation. Up to three (3) Standing Offers (SOs) per workstream in each region may be issued. However, in the event that no supplier is qualified for a specific workstream in a particular region, SOs from a neighboring region/s may be used to cover the required work.

The offeror may submit an offer for one or more of the workstreams for one or more of the regions identified within the RFSO.

These Standing Offers are applicable to the following regions in Canada:

- National Capital Region
- Quebec Region
- Atlantic Region
- Ontario Region
- Western Region
- Pacific Region

This RFSO will be resulting in National Master Standing Offers (NMSOs) valid for three (3) years + 2 options years.

This requirement is for all departments. PWGSC and client authorized to issue call-ups.

- 1.2.3** PWGSC intends to put in place Standing Offers with the highest ranking Offerors based on an ideal business distribution percentage.

**Ideal business distribution for each workstream per region**

<b>Offerors</b>	<b>Ideal Business Distribution – 3 Offerors retained</b>	<b>Ideal Business Distribution – 2 Offerors retained</b>	<b>Ideal Business Distribution – 1 Offeror retained</b>
1 <sup>st</sup> Ranked	40%	60%	100%
2 <sup>nd</sup> Ranked	35%	40%	-
3 <sup>rd</sup> Ranked	25%	-	-
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- 1.2.4** The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.
- 1.2.5** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.6** This RFSO allows offerors to use the CPC Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.
- 1.2.7** The Phased Bid Compliance Process applies to this requirement.

**1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

#### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2022-03-29\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Note: For offerors choosing to submit using Canada Post Corporation's (CPC) Connect service for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.pareceptiondessousmissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pareceptiondessousmissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Facsimile number: 819-997-9776

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the offer be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications  
Section IV: Additional Information

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer 1 hard copy *and 1 soft copy on USB key.*

Section II: Financial Offer 1 hard copy *and 1 soft copy on USB key.*

Section III: Certifications 1 hard copy *and 1 soft copy on USB key.*

Section IV: Additional Information 1 hard copy *and 1 soft copy on USB key.*

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the RFSO.

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

- 3) Unless otherwise noted, Offerors are encouraged to submit offers electronically. If hard copies are required, Offerors should:
- a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Multiple Offers Per Project Stream Per Region**

An offer must respond to all the requirements of this RFSO. The Offeror may submit an offer on one or more of the Project Streams. The Offeror may submit offers in one or multiple regions identified within the RFSO. However, an Offeror cannot submit a second offer in any same project stream in the same Region.

One legal entity may participate in the submission of:

- (i) one offer from the legal entity alone, or
- (ii) one offer from the legal entity and one offer submitted in a joint venture, or
- (iii) two offers submitted in joint venture.

More than two offers generated from the same legal entity is not permitted in response to this solicitation. If a legal entity participates in more than two offers, Canada will choose in its discretion which two offers to consider. If a legal entity chooses to participate in two offers, each bid must be a physically separate document, clearly marked as a separate offer. Each offer will be evaluated independently without regard to other offers submitted and, therefore, every offer submitted must be complete.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete ATTACHEMENT 1 to PART 3 Electronic Payment Instruments, to identify which ones are accepted.

If ATTACHEMENT 1 to PART 3 - 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.

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

#### **Section IV: Additional Information**

**3.1.3** In Section IV of their offer, offerors should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the offeror to enter into communications with Canada with regards to their offer, and any contract that may result from their offer;
4. for Part 2, article 3, Former Public Servant, of the Request for Standing Offer: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 1, Security Requirement, of the Request for Standing Offer:
  - a) Employee information security;
6. Offerors who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a. the name of each member of the joint venture;
  - b. the Procurement Business Number of each member of the joint venture;
  - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - d. the name of the joint venture, if applicable.
7. The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

**3.1.4 Offeror's Proposed Sites or Premises Requiring Safeguarding Measures**

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

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

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

Solicitation No. - N° de l'invitation  
EP829-211919/A  
Client Ref. No. - N° de réf. du client  
20211919

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP829-211919

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

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## **ATTACHEMENT 1 to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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

### **4.1 Evaluation Procedures**

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.
- c) The Phased Bid Compliance Process applies to this requirement.

#### **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 (2022-03-29) 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 Public Works and Government Services.
- (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 Technical Evaluation

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. The evidence provided by the offeror may be verified by the Crown. Failure by the offeror to provide the required evidence or in the event where the evidence cannot be verified or the service found to be unsatisfactory, the offer shall be considered non-responsive and no further consideration will be given to the Offeror.

##### 4.1.2.1 Mandatory Technical Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Refer to Attachment 1 to Part 4.

##### 4.1.2.2 Joint Venture Experience

- a) Where the Offeror is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: An offeror is a joint venture consisting of members L and O. A request for standing offer requires that the offeror demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the offeror has previously done the work. This offeror can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is offering.

- b) A joint venture offeror may rely on the experience of one of its members to meet any given technical criterion of this request for standing offer.

Example: An offeror is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the offeror have 3 years of experience providing maintenance service, and (b) that the offeror have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the offeror cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this request for standing offer. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the offeror is requested to indicate which joint venture member satisfies the requirement. If the offeror has not identified which joint venture member satisfies the requirement, the Standing Offer Authority will provide an opportunity to the offeror to submit this information during the evaluation period. If the offeror does not submit this information within the period set by the Standing Offer Authority, its offer will be declared non-responsive.

Example: An offeror is a joint venture consisting of members A and B. If a request for standing offer requires that the offeror demonstrate experience providing resources for a minimum number of 100 billable days, the offeror may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or

- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any offeror with questions regarding the way in which a joint venture offer will be evaluated should raise such questions through the Enquiries process as early as possible during the request for standing offer period.

#### 4.1.2.3 Reference Checks

Reference checks for the purpose of this evaluation are used to verify and validate the offeror's response. In the event of contradiction between the information provided by the reference and the one provided by the offeror, the information provided by the reference will be retained for evaluation purposes. If the information provided by the offeror cannot be verified or validated, the information will not be evaluated and the offer will receive a score of not met the criteria in question. Crown references will be accepted.

#### 4.1.3 Financial Evaluation

Offerors must complete and submit a Financial Offer in the Basis of Payment detailed in Annex B for the Region(s) and Project Stream(s) for which they are offering. Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

#### 4.2 Basis of Selection- Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offers which receive the three (3) lowest evaluated prices for each workstream in each region will be recommended for issuance of a Standing Offer.

Only offers which receive the three (3) lowest prices for each workstream in each region will be recommended for issuance of a Standing Offer. The Work will be divided in the following proportion: 40%, 35% and 25% from the lowest prices to the highest.

In the event fewer than three (3) Offeror are successful, the undistributed % of business will be redistributed amongst the offerors being recommended as follows:

#### Ideal business distribution for each workstream per region

Offerors	Ideal Business Distribution – 3 Offerors retained	Ideal Business Distribution – 2 Offerors retained	Ideal Business Distribution – 1 Offeror retained
1 <sup>st</sup> Ranked	40%	60%	100%
2 <sup>nd</sup> Ranked	35%	40%	-
3 <sup>rd</sup> Ranked	25%	-	-
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA

### **Mandatory Technical Criteria – Offeror**

Each offer will be reviewed for compliance with the Technical Criteria for each of the Workstreams

The offer must meet the mandatory technical criteria specified below per workstream. The offeror must provide the necessary documentation to support compliance with this requirement. Offers which fail to meet the mandatory technical criteria per workstream will be declared non-responsive.

An Offeror can be issued a Standing Offer consisting of one (1) or more of the Workstreams identified below in one (1) or more regions depending on its submission.

Each mandatory technical criterion should be addressed separately.

The Phased Bid Compliance Process (PBCP) applies to all mandatories in all the workstreams.

**Relevant Experience** is defined as experience related to work as described in Annex A – Statement of Work

No.	Mandatory Technical Criterion	Offer preparation Instruction	MET	NOT MET	Cross Reference to Proposal (please demonstrate experience in this column)
<b>WORKSTREAM 1</b>					
<b>Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Typical Office building</b>					
<b>MT1</b> Offeror's Experience and Past Performance	The Offeror must provide evidence of its recent years' experience and past performance by referencing 2 recent, completed, or ongoing projects references for Workstream 1.  *Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.	The Offeror must provide for each project the following information: 1. Name of client organization or Company. 2. Name and title of client contact who can confirm the information presented in the offer; 3. Telephone and e-mail address of client contact. 4. Performance period of the project (indicate year, month and day) 5. Scope of service(s) rendered.			
<b>MT2</b> Health and safety certifications	To access the site, or part of the site, the contractor(s) requires	a. A copy of up-to-date Workplace Hazardous Materials Information System (WHMIS) certification to be			

	valid health and safety certifications from a recognized organization, and in compliance with provincial requirements from where the asset is located.	included in the submission for this Standing Offer (SO).  b. A copy of the certification/training completion of working at heights, confined spaces, fall protection or equivalent to be included in the submission for this Standing Offer (SO).			
<b>MT3</b> Professional Designation, Certification, Experience, and Education	The Offeror must Demonstrate:  a. Certified Protection Professional designation or equivalent OR;  b. Have a minimum of 10 years, acquired from January 2010 up to solicitation closing date, of relevant security work experience on threat and risk assessments with validation of knowledge approved by the Technical Security Authority (TSA) from PWGSC.	a. A copy of the certification will be included in the submission for this Standing Offer (SO).  b. A listing of previous experience should be included in the submission for this Standing Offer (SO).			

No.	Mandatory Technical Criterion	Offer preparation Instruction	MET	NOT MET	Cross Reference to Proposal (please demonstrate experience in this column)
<b>WORKSTREAM 2</b>					
<b>Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Engineering Assets</b>					
<b>MT1</b> Offeror's Experience and Past Performance	The Offeror must provide evidence of its recent years' experience and past performance by referencing 2 recent*, completed, or ongoing projects references for	The Offeror must provide for each project the following information:  1. Name of client organization or Company.  2. Name and title of client contact who can			

	<p>Workstream 2.</p> <p>*Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.</p>	<p>confirm the information presented in the proposal.</p> <p>3. Telephone and e-mail address of client contact.</p> <p>4. Performance period of the project (indicate year, month and day)</p> <p>5. Scope of service(s) rendered.</p>			
<b>MT2</b> Health and safety certifications	<p>To access the site, or part of the site, the contractor(s) requires valid health and safety certifications from a recognized organization, and in compliance with provincial requirements from where the asset is located.</p>	<p>a. A copy of up-to-date Workplace Hazardous Materials Information System (WHMIS) certification to be included in the submission for this Standing Offer (SO).</p> <p>b. A copy of the certification/training completion of working at heights, confined spaces, fall protection or equivalent to be included in the submission for this Standing Offer (SO).</p>			
<b>MT3</b> Professional Designation, Certification, Experience, and Education	<p>The Offeror must Demonstrate:</p> <p>a. Certified Protection Professional designation or equivalent OR;</p> <p>b. Have a minimum of 10 years, acquired from January 2010 up to solicitation closing date, of relevant security work experience on threat and risk assessments with validation of knowledge approved by the Technical Security Authority (TSA) from PWGSC.</p>	<p>a. A copy of the certification will be included in the submission for this Standing Offer (SO).</p> <p>b. A listing of previous experience should be included in the submission for this Standing Offer (SO).</p>			

No.	Mandatory Technical Criterion	Offer preparation Instruction	MET	NOT MET	Cross Reference to Proposal (please
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					demonstrate experience in this column)
<b>WORKSTREAM 3</b>					
<b>Departmental Threat and Risk Assessments</b>					
<b>MT1</b> Offeror's Experience and Past Performance	The Offeror must provide evidence of its recent* years' experience and past performance by referencing 2 recent, completed, or ongoing projects references for Workstream 3.  *Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.	The Offeror must provide for each project the following information: <ol style="list-style-type: none"> <li>1. Name of client organization or Company.</li> <li>2. Name and title of client contact who can confirm the information presented in the proposal.</li> <li>3. Telephone and e-mail address of client contact.</li> <li>4. Performance period of the project (indicate year, month and day)</li> <li>5. Scope of service(s) rendered.</li> </ol>			
<b>MT2</b> Health and safety certifications	To access the site, or part of the site, the contractor(s) requires valid health and safety certifications from a recognized organization, and in compliance with provincial requirements from where the asset is located.	<ol style="list-style-type: none"> <li>a. A copy of up-to-date Workplace Hazardous Materials Information System (WHMIS) certification to be included in the submission for this Standing Offer (SO).</li> <li>b. A copy of the certification/training completion of working at heights, confined spaces, fall protection or equivalent to be included in the submission for this Standing Offer (SO).</li> </ol>			
<b>MT3</b> Professional Designation, Certification, Experience, and Education	The Offeror must Demonstrate:  <ol style="list-style-type: none"> <li>a. Certified Protection Professional designation or equivalent OR;</li> <li>b. Have a minimum of 10 years, acquired from January</li> </ol>	<ol style="list-style-type: none"> <li>a. A copy of the certification will be included in the submission for this Standing Offer (SO).</li> <li>b. A listing of previous experience should be included in the submission for this Standing Offer (SO).</li> </ol>			

	2010 up to solicitation closing date, of relevant security work experience on threat and risk assessments with validation of knowledge approved by the Technical Security Authority (TSA) from PWGSC.				
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No.	Mandatory Technical Criterion	Offer preparation Instruction	MET	NOT MET	Cross Reference to Proposal (please demonstrate experience in this column)
<b>WORKSTREAM 4 Security Consultation Services</b>					
<b>MT1</b> Offeror's Experience and Past Performance	The Offeror must provide evidence of its recent* years' experience and past performance by referencing 2 recent, completed, or ongoing projects references for Workstream 4.  *Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.	The Offeror must provide for each project the following information: 1. Name of client organization or Company. 2. Name and title of client contact who can confirm the information presented in the proposal. 3. Telephone and e-mail address of client contact. 4. Performance period of the project (indicate year, month and day) 5. Scope of service(s) rendered.			
<b>MT2</b> Health and safety certifications	To access the site, or part of the site, the contractor(s) requires valid health and safety certifications from a recognized organization, and in compliance with provincial requirements	a. A copy of up-to-date Workplace Hazardous Materials Information System (WHMIS) certification to be included in the submission for this Standing Offer (SO).			

	from where the asset is located.	b. A copy of the certification/training completion of working at heights, confined spaces, fall protection or equivalent to be included in the submission for this Standing Offer (SO).			
<b>MT3</b> Professional Designation, Certification, Experience, and Education	The Offeror must Demonstrate:  a. Certified Protection Professional designation or equivalent OR;  b. Have a minimum of 10 years, acquired from January 2020 up to solicitation closing date, of relevant security work experience on threat and risk assessments with validation of knowledge approved by the Technical Security Authority (TSA) from PWGSC.	a. A copy of the certification will be included in the submission for this Standing Offer (SO).  b. A listing of previous experience should be included in the submission for this Standing Offer (SO).			

No.	Mandatory Technical Criterion	Offer preparation Instruction	MET	NOT MET	Cross Reference to Proposal (please demonstrate experience in this column)
<b>WORKSTREAM 5 IT Emanation Security Services</b>					
<b>MT1</b> Offeror's Experience and Past Performance	The Offeror must provide evidence of its recent years' experience and past performance by referencing 2 recent*, completed, or ongoing projects references for Workstream 5.  *Recent, completed or	The Offeror must provide for each project the following information: <ol style="list-style-type: none"> <li>1. Name of client organization or Company.</li> <li>2. Name and title of client contact who can confirm the information</li> </ol>			

	ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.	presented in the proposal. 3. Telephone and e-mail address of client contact. 4. Performance period of the project (indicate year, month and day) 5. Scope of service(s) rendered.			
<b>MT2</b> Health and safety certifications	To access the site, or part of the site, the contractor(s) requires valid health and safety certifications from a recognized organization, and in compliance with provincial requirements from where the asset is located.	a. A copy of up-to-date Workplace Hazardous Materials Information System (WHMIS) certification to be included in the submission for this Standing Offer (SO).  b. A copy of the certification/training completion of working at heights, confined spaces, fall protection or equivalent to be included in the submission for this Standing Offer (SO).			
<b>MT3</b> Professional Designation, Certification, Experience, and Education	The Offeror must Demonstrate:  a. IT Security Professional Certificate or  b. Certified Protection Professional designation with 5 years of IT Emanation Security experience OR  c. Have a minimum of 10 years, acquired from January 2010 up to solicitation closing date, of relevant IT security work experience on	a. A copy of the certification will be included in the submission for this Standing Offer (SO).  b. A copy of the certification will be included in the submission for this Standing Offer (SO).  c. A listing of previous experience should be included in the submission for this Standing Offer (SO).			

Solicitation No. - N° de l'invitation  
EP829-211919/A  
Client Ref. No. - N° de réf. du client  
20211919

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP829-211919

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

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	threat and risk assessments with validation of knowledge approved the Technical Security Authority (TSA) from PWGSC.				
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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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.

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Security Requirements – Required Documentation**

In accordance with the [requirements of 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>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors 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 extensions granted by the Contracting Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.4 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.4.1 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

#### **5.2.4.2 Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

SACC *Manual* clause [M9033T](#) (2011-05-16) Financial Capability

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of SECRET, with approved Document Safeguarding at the level of Protected B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of Protected B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Industrial Security Manual* (Latest Edition).

#### 7.2.2 Offeror's Sites or Premises Requiring Safeguarding

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

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

7.2.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

[2005 \(2022-01-28\)](#) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E entitled "Quarterly Usage Report". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional \_\_\_\_\_ period, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority \_\_\_\_\_ days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Audrey Paquin  
Title: A/Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting Directorate  
Telephone: 613-295-8826  
E-mail address: [audrey.paquin@tpsgc-pwgsc.gc.ca](mailto:audrey.paquin@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

## 7.6 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: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

## 7.8 Call-up Procedures

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User.

### 1. Ideal Distribution

Work will be called-up as follows:

a. The Project Authority will establish the scope of work and milestone schedule to be performed for each Project Stream in each Region. For each individual call-up, firms under a specific Project Stream in each Region will be considered using a computerized distribution system. This system will track all call-ups assigned to each firm and will maintain a running total of the Value of Business Distributed for each Project Stream in each Region. The system will contain for each firm an Ideal Business Distribution percentage for each project stream in each region which has been established as per the table below:

#### Ideal business distribution for each project stream per region

Offerors	Ideal Business Distribution – 3 Offerors retained	Ideal Business Distribution – 2 Offerors retained	Ideal Business Distribution – 1 Offeror retained
1 <sup>st</sup> Ranked	40%	60%	100%
2 <sup>nd</sup> Ranked	35%	40%	-
3 <sup>rd</sup> Ranked	25%	-	-
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other Offerors will be selected for the next call-up.

b) The Offeror will be provided the scope of services and will submit a proposal to the Project Authority in accordance with the fixed hourly rates established under the Standing Offer. The Offeror's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services.

2. Any proposed changes to the scope of work are to be discussed with the Project Authority but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

3. The Offeror will be authorized in writing by the Project Authority or the Standing Offer Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

#### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000 (Applicable Taxes included).

#### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005 \(2022-01-28\)](#), General Conditions - Standing Offers - Goods or Services;
- d) the general condition [2035 \(2022-05-12\)](#), Higher Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex c, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable.*)

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.12.2 SACC Manual Clauses**

#### **7.12.2.1 Status of Availability of Resources – Standing Offer**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the Standing Offer.

### **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

### **7.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

### **7.15 Administration of a Standing Offer**

#### **7.15.1 Conditions of Holding a Standing Offer**

The Offeror acknowledges that it is a condition of this Standing Offer that:

- The Offeror and its members or partners, as applicable, must continue to meet all the qualification requirements described in RFSO while it has a Standing Offer.

- The Offeror or its partners, as applicable, will not publish or make available any promotional/marketing literature associated in any way with this Standing Offer without the prior approval of the Standing Offer Authority;
- all certifications made in the Offeror's original Offer be true on the date of this Standing Offer and remain true throughout the Standing Offer Period. The Offeror acknowledges that Canada is entitled to verify these certifications throughout the Standing Offer Period; and;
- The Offeror must obtain and maintain all permits, licences and certificates of approval required by any applicable federal, provincial or municipal legislation that are required to perform any resulting contracts and pay any charges imposed by such legislation or regulations. Upon request, the Offeror must provide a copy of any such permit, licence, or certificate to the Standing Offer Authority.

Canada may verify compliance with these conditions at any time during the Standing Offer and failure to meet any of these conditions constitutes grounds for setting aside authority to use this Standing Offer.

#### **7.15.2 Withdrawal of Authority to use Standing Offer**

- a. Canada may, at any time, withdraw authority from the Identified User and/or its Identified Users to use the Standing Offers.
- b. Canada may also, at any time, withdraw authority from Identified User and/or its identified Users to use this Standing Offer if the Offeror breaches the terms of this Standing Offer or any contract resulting from the SO.

#### **7.15.3 Termination of Individual Call-up made under this Standing Offer**

If a call-up made under this SO is terminated, such termination does not affect the Standing Offer. The Offeror acknowledges, however, that a default under any contract made under this Standing Offer may result in the set-aside of this Standing Offer, at the discretion of the Standing Offer Authority.

#### **7.16 Recommended Environmental Properties Behaviour**

Paper consumption:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
  - (a) Recycle unneeded printed documents (in accordance with Security Requirements).

Travel requirements:

- a. Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- b. Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- c. Use of public/active transit where feasible.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

-Subsection 22.6 and 22.7 of [2035](#), General Conditions - Higher Complexity, are amended as follows:

6. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, the Contractor must at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the PWGSC Contract Security Manual and its supplements and any other instructions issued by Canada.

7. If the Contract, the Work, or any information referred to in subsection 1 is identified as TOP SECRET, SECRET, CONFIDENTIAL, PROTECTED, COSMIC TOP SECRET, NATO SECRET, NATO CONFIDENTIAL, or NATO RESTRICTED by Canada, representatives of Canada are entitled to inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract. The Contractor must comply with, and ensure that any subcontractor complies with, all written instructions issued by Canada dealing with the material so identified, including any requirement that employees of the Contractor or of any subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (*fill in end date of the period*).

### **7.4 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: 2012-2 of the Treasury Board Secretariat of Canada.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The Contractor will be paid firm hourly rates specified at Annex B - Basis of Payment for work performed in accordance with the Contract. Customs duties are included and applicable Taxes are extra.

### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (To be determined at issuance of a Call-up)\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.5.3 Method of Payment

#### 7.5.3.1 Multiple payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

### 7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

[C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

[C2605C](#) (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

[A9116C](#) (2007-11-30), T1204 Information Reporting by Contractor

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor), apply to and form part of the Contract

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor), apply to and form part of the Contract.

### 7.5.5 Discretionary Audit

[C0705C](#) (2010-01-11), Discretionary Audit

### 7.5.6 Electronic Payment of Invoices – Call-up

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)

### 7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_ (*Insert the name of the organization*)  
\_\_\_\_\_ (*Insert the address of the organization*)

### 7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.8 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](#)".

## 7.9 Performance evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the services shall be evaluated by Canada. The evaluation includes all or some of the following criteria: Design, Quality of Results, Management, Time and Cost. Should the Contractor's performance be considered unsatisfactory, the Contractor may be declared ineligible for future contracts. The form PWGSC-TPSGC 2913-2 ([http://publiservice-app.pwgsc.gc.ca/forms/pdf/2913\\_2.pdf](http://publiservice-app.pwgsc.gc.ca/forms/pdf/2913_2.pdf)). RP Professional Services - Contractor Performance Evaluation Report, is used to record the performance.

## 7.10 Standard of Care

In performing the services, the Contractor shall provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of similar services at the time when and at the location in which the services are provided.

## 7.11 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

## 7.12 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

## 7.13 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

## ANNEX A

### STATEMENT OF WORK

#### 1. SCOPE

This requirement is for the provision of multiple security services for crown-owned, leased, and third party managed assets, multi-tenant buildings, and other PWGSC assets such as, but not limited to, engineering assets, bridges, dams, heating plants, and PWGSC-controlled underground infrastructure located across Canada.

##### 1.1 Objective

To establish a Standing Offer issued to multiple contractors for the provision multiple security services for crown-owned, leased, and third party managed assets, multi-tenant buildings, and other PWGSC assets such as, but not limited to, engineering assets, bridges, dams, heating plants, and PWGSC-controlled underground infrastructure located across Canada.

Standing Offer was deemed to be the most appropriate procurement tool in order to ensure quality, value, flexibility and efficiency in work delivery to support the federal government across the country. The contractors selected will provide services, as specified in Section 3. Requirements, by workstream and by geographical location.

These services are provided through the following workstreams:

1. Workstream 1 : Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Typical Office building (FSA-TRA & SDB TOB);
2. Workstream 2: Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Engineering Assets (FSA-TRA & SDB EA);
3. Workstream 3: Departmental Threat and Risk Assessments (DTRA);
4. Workstream 4 : Security Consultation Services (SCS);
5. Workstream 5:IT Emanation Security Services (E&ITSS).

#### Workstream 1 (WS1 - FSA-TRA & SDB TOB)

##### Facility Security Assessments – Threat and Risk Assessments of typical office buildings (FSA-TRA – TOB)

A written report obtained through the completion of an assessment of the base building facility. The work will be performed for buildings of categories 1, 2 and 3 as detailed in the Base Building Security Standard (BBSS) ([see Appendix 4.1](#)).

##### Security Design Brief of typical office buildings (SDB-TOB)

Projects will consists of a SDB written report obtained through the completion of an assessment of facilities and/or custodial spaces

## **Workstream 2 (WS2 - FSA-TRA & SDB EA)**

### **Facility Security Assessments – Threat and Risk Assessments of Engineering Assets (FSA-TRA EA)**

A written report obtained through the completion of an assessment of the base building asset. The work will be performed for buildings of categories 4 as detailed in the (BBSS) ([see Appendix 4.1](#)).

### **Security Design Brief of Engineering Assets (SDB EA)**

Projects will consists of security consultation services. The contractor will provide a written report summarizing the security services delivered on behalf of PWGSC.

## **Workstream 3 (WS3 - DTRA)**

### **Departmental Threat and Risk Assessments (DTRA)**

Written reports obtained through the completion of an assessment that identifies real and perceived threats and vulnerabilities against PWGSC's employees, assets, information and facilities specific to the department, its programs and/or services. These reports must also take into consideration the likelihood of their occurrence and their potential impact on departmental operations on a national scale.

## **Workstream 4 (WS4 - SCS)**

### **Security Consultation Services (SCS)**

Projects will consists of security consultation services. The contractor will provide a written report summarizing the security services delivered on behalf of PWGSC.

## **Workstream 5 (WS5 - E&ITSS)**

### **IT Emanation Security Services (IT ESS)**

A written report obtained through the completion of an assessment of the emanation security safeguards of the facility.

With the exception of the Security Consultation Services(WS4), there is no physical corrective work to be performed at the site.

This Standing Offer is applicable to the following regions in Canada:

- National Capital Region
- Quebec Region
- Atlantic Region
- Ontario Region
- Western Region

-Pacific Region

## 1.2 Context / Background

According to Treasury Board Secretariat (TBS) of Canada's *Policy on Government Security (PGS)*, PWGSC is identified as an internal enterprise service provider for base building security of assets under its custodial responsibility, contract security and information technology (IT) security in support of providing and managing certain government-wide applications, as well as being responsible for their own internal security. To accomplish this PWGSC must:

- Identify, assess and monitor threats, vulnerabilities and risks to which its assets are exposed and must document requirements for ensuring their protection throughout their life cycle, commensurate with identified security requirements and threats, and in accordance with applicable legislation, policies, contracts, agreements and understandings.
- Additionally, PWGSC also has a responsibility to establish a department wide process to monitor department-specific threats, vulnerabilities, and risks. Implementing and maintaining this department wide process is undertaken by departmental Threat and Risk Assessments on its programs and services. These analyses will provide a holistic approach in identifying and analyzing key threats, vulnerabilities, and risks to PWGSC programs and services in support of the protection of information, personnel, and assets.

For all **WS-All**, the Statement of Work (SOW) for this SO describes the expected requirements for eventual call-ups against the standing offer (SOWCASO). The SOWCASO will provide additional details of the project dependent on workstream selected. This includes information such as the description of services required, project requirements and expectations, building names and address, special requirements, additional expectations, terms, conditions, contacts, etcetera.

## WS1 and WS2

Implementing and maintaining base building security safeguards is undertaken within the Facility Security Assessment and Authorization (FSA&A) process. An FSA&A is the new terminology by TBS (Directive on Security management, Appendix C, 2.5) and is a foundational lifecycle approach that is an umbrella function of which TRA's are a subset. The Facility security Assessment (FSA) portion is the process of evaluating security controls to establish the extent to which they are implemented correctly, operating as intended, and achieving the desired outcome with respect to meeting defined security requirements. These include, but are not limited to: Threat Assessment, Threat and Risk Assessment, Vulnerability Assessment, Security Design Brief, Security inspections. Security assessment supports authorization by helping to provide assurance regarding the achievement of security objectives. The Authorization portion is the process of rendering a security risk management decision and to explicitly accept the related residual risk, based on the results of security assessment activities. Authorization activities are conducted by individuals with the required delegated authority, in accordance with documented process and criteria, and based on security assessment results.

For PWGSC base building security, an FSA-TRA is a Threat and Risk Assessment employing the Royal Canadian Mounted Police (RCMP) Harmonized Threat and Risk Assessment methodology. PWGSC relies on FSA-TRA's to determine base building safeguards for assets it administers as a custodian department.

### **WS3**

SDB reports will contain integrated security designs and security-related equipment installations with drawings and minimum requirement. Consideration and inclusion of the Facility Security Assessment and Authorization (FSAA/TRA) recommendations (if available) is expected. The report must include detailed identification of security measures including instructions, locations, processes, identification of minimum and of enhanced safeguards based on RCMP guidelines, and as required, recommendations on appropriate software. The SDB provides clear details as to how the safeguards will be applied and what those safeguards will accomplish once they are in place. This can include standardize international certifications, safety or security ratings, measurements, capacity or capabilities, visual aspects, auditory aspects, weight, etcetera. These measures need to meet GC requirements for safety, security and design specifications as well as approval and availability in Canada. The information should be sufficient to provide the Property Facility Management Teams or the installing contractor clear terms of reference for installation and/or implementation.

### **WS4**

The SO for SCS will be applicable to a broad selection of PWGSC projects. As the internal enterprise service security providers, PWGSC security projects have a mandate to protect all GC assets whether physical or virtual. This protection in turn, safeguards the occupants and maintains order throughout the PWGSC portfolio. These SCS will include reviewing, monitoring, coordination and implementation of the physical security solutions for various new and rehabilitated projects and assets. The contractor may also be required to provide security project management services, as directed by the Technical Security Authority (TSA). Security project management services may include design, validation, and verification of security design as well as implementing security designs for architectural and personnel-related security solutions and programs. The SCS Contractor must ensure security projects meet the Client's needs, as stated in the various Government of Canada technical and functional guides and in the SOWCASO.

Many SCS requirements will come from the Facility Security Assessment and Authorization (FSAA/TRA) and/or from the Security Design Brief processes. Additionally, for WS4, if required in the project SOWCASO, the contractor will be responsible for and requested to implement security safeguard, corrective actions and recommendations.

### **WS5**

Implementing and maintaining IT emanation security is undertaken by a threat and risk assessment process that determines, advises, and identifies the appropriate countermeasures to minimize the loss of classified information through compromising emanations or a technical attack.

#### **1.3 Terminology**

##### **BBSS: Base Building Security Standard**

Standard written and released by PWGSC to provide guidance to define base building security services provided by PWGSC to the RPS Portfolio as part of the PWGSC responsibilities outlined in the Treasury Board Secretariat (TBS) [Policy on Government Security \(PGS\)](#) )

##### **CASO: Call-up against standing offer**

An order issued under the authority of a duly authorized user against a particular standing offer. It denotes acceptance of the Standing Offer to the Extent of the goods or services being ordered and serves as a notification to the supplier detailing the required goods to be delivered or services to be

rendered. A separate contract is entered into each time a call-up is made against a standing offer.

**DSM: Directive on Security Management**

A TBS directive that aims to achieve efficient, effective and accountable management of security within departments and agencies.

**FSA-TRA: Facility Security Assessment (Threat and Risk Assessment)**

Review of an asset's security posture to identify vulnerabilities and threats against it and provide recommendations to resolve the gaps using a systemic approach.

**FSA&A: Facility Security Assessment and Authorization**

An FSA&A is the new terminology by TBS (Directive on Security management, Appendix C, 2.5) and is a foundational lifecycle approach that is an umbrella function of which TRA's are a subset. The Facility security Assessment (FSA) portion is the process of evaluating security controls to establish the extent to which they are implemented correctly, operating as intended, and achieving the desired outcome with respect to meeting defined security requirements. These include, but are not limited to :Threat Assessment, Threat and Risk Assessment, Vulnerability Assessment, Security Design Brief, security inspections. Security assessment supports authorization by helping to provide assurance regarding the achievement of security objectives. The Authorization portion is the process of rendering a security risk management decision and to explicitly accept the related residual risk, based on the results of security assessment activities. Authorization activities are conducted by individuals with the required delegated authority, in accordance with documented process and criteria, and based on security assessment results.

**GC: Government of Canada**

The governing body of the nation of Canada, headed by elected officials that make decisions, propose new laws and provide direction and services for Canadians in a parliamentary democracy.

**HTRA methodology: Harmonized threat and risk Assessment Methodology**

Methodology developed by the Communications Security Establishment Canada (CSEC) and the Royal Canadian Mounted Police (RCMP) to consolidate a variety of prior guidelines with the objective of creating a consistent risk analysis methodology for both information technology security (IT Security) and physical security.

**NCR : National Capital Region**

The seat of the Government of Canada and its surrounding area. See Description of National Capital Region geographic area in [National Capital Act](#).

**PA: Project Authority/Project Manager:**

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 project content of the Work under the Contract. For the purpose of this statement of work the PA is identified as RPS representative.

**PFM:Property Facility Manager**

Manages the delivery of services in a portfolio of assets, properties and facilities in coordination with other Sectors of the Real Property Services (RPS) Branch and other Branches of the Department which provide services such as architectural and engineering, environmental, project management, real estate, accommodation management telephone and telecommunications, in order to meet and/or exceed client's requirements for the delivery of real property management services. This applies to Leased assets, Crown owned and managed or managed by a service provider or owned by another Government Department (OGD).

**PA/TSA: Project Authority / Technical Security Authority**

Joint responsibility by the project authority and the technical security authority.

**PGS: Policy on Government Security**

Policy document that provides direction to manage government security in support of the trusted delivery of GC programs and services, the protection of information, individuals and assets, and provides assurance to Canadians, partners, oversight bodies and other stakeholders regarding security management in the GC.

**PWGSC: Public Works and Government Services Canada**

Federal department that serves federal departments and agencies as their central purchasing agent, real property manager, treasurer, accountant, pay and pension administrator, integrity adviser and linguistic authority.

**RCMP: Royal Canadian Mounted Police**

A government agency that reports to the Minister of Public Safety and that provides national police services.

**RPS : Real Property Services**

A PWGSC service that manages one of the largest and most diverse portfolios of real estate in the country and is the GC's real property expert. Through its real property business line, PWGSC provides federal departments and organizations with affordable, productive work environments, a full range of real property services, as well as strategic and expert advice that supports the GC in the delivery of programs to Canadians.

**SEMS : Security and Emergency Management Sector**

PWGSC's sector that is responsible for security and emergency program management oversight, support, advice, guidance and monitoring with respect to: information assurance; individual security screening; Information Technology (IT) security; physical security; security in contracting; obtaining security services from other organizations; sharing information and assets with other governments and organizations; security awareness; security training; security incident management; protection of employees from workplace violence; security inspections; administrative investigations related to security incidents; security in emergency and increased threat situations; emergency and business continuity planning; coordination and dissemination of information during emergency response and recovery; base-building security; as well as security and intelligence analysis linked to PWGSC's operational mandates.

**SO: Standing Offer**

An offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required.

### **SOW: Statement of Work**

A document that stipulates the deliverables or services required to fulfill a contract, and it defines the task to be accomplished or services to be delivered in clear, concise and meaningful terms.

### **SOWCASO : Statement of work for call-up against standing offer**

Statement of work that provides additional instructions, specifications and knowledge on a previously established call-up against standing offer.

### **TSA: Technical Security Authority**

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 security content of the work under the contract. For the purpose of this statement of work the TSA is identified as security expert on base building security from PWGSC under the CSO's authority.

### **TBS: Treasury Board Secretariat**

The Treasury Board of Canada Secretariat provides advice and makes recommendations on how the government spends money on programs and services, how it regulates and how it is managed.

### **TRA: Threat and Risk Assessment**

Process that identify and categorize information and related assets according to their sensitivity, assess the threats and vulnerabilities that could affect the delivery of a program, service, or assets, determine the level of risk based on current safeguards and vulnerabilities, and recommend safeguards that will mitigate risk to an acceptable level.

## **6. APPLICABLE DOCUMENTS**

### **2.1 References:**

The reference documents are listed in order of anticipated usefulness. Safety regulations always take precedence. The contractor must refer to and apply all related acts, regulations, policies, directives, standards and guidelines prescribed by the TSA as reference to undertake the required work. This includes but are not limited to:

### **WS-ALL**

- The Communications Security Establishment and Royal Canadian Mounted Police  
[-Harmonized Threat and Risk Assessment Methodology](https://cyber.gc.ca/en/guidance/harmonized-tra-methodology-tra-1)  
<https://cyber.gc.ca/en/guidance/harmonized-tra-methodology-tra-1>
- The PWGSC Base Building Security Standard
- RCMP – Technical Security Guides, Policies and Tools  
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/index-eng.htm>
- Policy on Government Security  
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>
- The Directive on Security Management  
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32611>

- Building Emergency and Evacuation Directive  
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32630>
- National Building Code of Canada.  
[http://www.nrc-cnrc.gc.ca/eng/publications/codes\\_centre/2010\\_national\\_building\\_code.html](http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2010_national_building_code.html)
- National Fire Code of Canada.  
[http://www.nrc-cnrc.gc.ca/eng/publications/codes\\_centre/2010\\_national\\_fire\\_code.html](http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/2010_national_fire_code.html)
- The Public Services and Procurement Canada's Industrial Security Manual.  
<http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/index-eng.html>
- The Natural Resources Canada *Canadian Climate Change Report* –  
<https://www.nrcan.gc.ca/maps-tools-publications/publications/climate-change-publications/canada-changing-climate-reports/canadas-changing-climate-report/21177>
- The provincial labour code and *Canada Labour Code*  
<https://laws-lois.justice.gc.ca/eng/acts/l-2/> \
- Other related Policies, Standards, Directives and applicable provincial Codes and Regulations identified in the SOW for the call-up against SO specifically required for the location.

## WS1 & WS2

- RCMP G1-Guide to the Preparation of Physical Briefs  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-005-eng.htm>
- RCMP – Technical Security Guides, Policies and Tools  
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/index-eng.htm>
  - G1-001 - Security Equipment Guide\*  
[https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home\\_e.htm](https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm)
  - G1-004 - Construction of a Special Discussion Area (08/1998)\*  
[https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home\\_e.htm](https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm)
  - G1-005 - Preparation of Physical Security Briefs (01/2000)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-005-eng.htm>
  - G1-006 - Identification Cards / Access Badges (07/2006)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-006-eng.htm>
  - G1-009 - Transport and Transmittal of Protected and Classified Information (12/2006)\*  
<https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/g1-009-eng.htm>
  - G1-013 - Security Control Room Space Requirements (09/2006)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-013-eng.htm>
  - G1-024 - Control of Access (08/2004)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-024-eng.htm>
  - G1-025 - Protection, Detection and Response (12/2004)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-025-eng.htm>
  - G1-026 - Application of Physical Security Zones (09/2005)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>
  - G1-028 - Security Use of Mobile Shelving (09/2005)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-028-eng.htm>
  - G1-031 - Physical Protection of Computer Servers (03/2008)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-031-eng.htm>
  - G13-01 - Secure Storage Room Guide (07/2013)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g13-01-eng.html>

- G13-02 - Secure Demising Wall Guide (07/2013)  
<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/g13-02-eng.html>
- Guide to the Management of real Property  
<https://www.canada.ca/en/treasury-board-secretariat/services/federal-real-property-management/guide-management-real-property.html>
- Fit-up Standards

\*Will be provided through a secure source following the reward of contract

## **WS5**

- Emanation Security (EMSEC) guidance publication  
<https://cyber.gc.ca/en/guidance/emission-security-emsec-guidance-itsg-11a>

## **2. REQUIREMENTS**

### **3.1 Work Breakdown structure**

#### **WS1, WS2, WS3 & WS5**

The Contractor must conduct an assessment of the named asset in any resulting SOWCASO in accordance with the Directive on Security Management:

- 1 Review the established scope of work for the standing offer and the SOWCASO for the assessment and the assets.
- 2 Determine the threats to the assets and assess the likelihood and impact of their occurrence and consequence to the asset.
- 3 Assess the risk based on the adequacy of existing safeguards and vulnerabilities.
- 4 Propose recommendations for new, modified, or removal of obsolete safeguards, if necessary, to mitigate unacceptable risk.
- 5 Identify existing residual risk prior to implementation of recommendations, and the projected residual risk that will exist following implementation of recommendations.
- 6 Based on the direction provided in the SOWCASO, use the latest HTRA methodology and/or the PWGSC Template provided with the SOWCASO, to prepare a report that includes the asset identification such as general information, identification of levels of threats and vulnerabilities, and consolidated recommendations for corrective work.

#### **WS4**

The contractor provides security consultation services and/or project management services for an asset or project as detailed in the SOWCASO. The contractor must perform, but is not limited to, the following functions:

1. Develop and document the Security Requirements necessary to adequately secure the site, building, assets and information from internal and external threats;
2. Develop a security-focused Concept Design for the site describing the Client security requirements and any enhancements required by the Client;
3. Develop a Concept of Operations document detailing operational and security-related site-specific activities. Note that the Security Requirements, Concept Design and Concept of Operations

documents must remain valid and will be adopted in the building design as fit-up plans evolve into tender documents;

4. The Security Contractor must ensure that the Integrated Security System (ISS) Detailed Design satisfies the client's Security Requirements, Concept Design and Concept of Operations when preparing the Scope of Work for the fit-up plans;
5. Develop a Functional Specification and Detailed Design for the non-ISS-related equipment and facilities required for the site;
6. Ensure that the physical security measures and electronic security system, are proven effective, and will satisfy the Security Requirements, Concept Design, Concept of Operations, and Detailed Design once implemented;
7. Ensure the security design and implementation results in an operationally secure site prior to occupancy;
8. Ensure the proposed security solutions (architecture, technology and personnel) meet the security requirements of the site. To accomplish this, the SCS Contractor must execute the following tasks:
  - 8.1 Manage the execution of this work, including:
    - 8.1.1 ensuring knowledge of current acts, regulations, policies, directives, standards, guidelines and security best practices. This includes staying informed of any modernizations or changes to the information.
    - 8.1.2 the development of a project plan to respond to the overall project objectives and schedule;
    - 8.1.3 participating in project team meetings (as determined by the PA), and;
    - 8.1.4 conducting site visits as required. Cost incurred in the performance of this task will be paid in accordance with Annex B – Basis of Payment.
  - 8.2 Review existing security threat-risk assessment, security design brief, functional requirements, policies, procedures, architectural concept drawings and functional programs.
  - 8.3 Interview stakeholders to validate architecture, technology and personnel and operational requirements.
  - 8.4 Develop a security Requirements Document which will include a description of:
    - 8.4.1 the security architecture, technology and personnel requirements,
    - 8.4.2 the proposed mitigation measures identified by the Security Contractor.
  - 8.5 Develop a security Concept of Operations document in conjunction with the Architectural submissions. Such Concept of Operations document should include
    - 8.5.1 a description of the tenants' planned use of the site,
    - 8.5.2 the flow of personnel, visitors and contractors onto (and within) the site, as well as
    - 8.5.3 a description of how the security solution would be configured and used (e.g., access control policies, Closed Circuit Video Equipment (CCVE) presets and views, monitor displays, personnel staffing plan, etc.).
  - 8.6 Prepare a Concept Design (drawings & system description) which addresses the identified requirements, conforms to Client standards and plans, and is consistent with the intended use of the site. The Concept Design will include, but is not be limited to:
    - 8.6.1 Architecture: site hardening, security lighting, windows, doors and door hardware, fences, gates, bollards, barriers, security posts, screening facilities;

- 8.6.2 Technology: access control, photo-identification, CCVE, intrusion detection, security intercom system integration, contraband detection, eavesdropping recognition;
- 8.6.3 Personnel: administration & organization, roles & responsibilities, screening, training, post-orders, policies & procedures;
- 8.6.4 A description of security operation and integration requirements.
- 8.7 Provide a Functional Specification Document for the non-ISS-related equipment and facilities required for the site.
- 8.8 Provide Detailed Design Documentation of the non-ISS-related equipment and facilities required for the site.
- 8.9 Establish a Rough Order Magnitude (ROM) estimate for the architectural, technology and personnel components described in the Concept Design.
- 8.10 Provide Architectural Coordination Services: review and provide comments on the iterative architectural, electrical, mechanical and security construction drawings, specifications and tender documents to validate that the Security Requirements have been met at each stage of the design process.
- 8.11 Provide Engineering Support Services: review architectural and contractor shop drawings and change orders to validate that the Security Requirements, Concept of Operations and Concept Design are being satisfied.
- 8.12 Review contractor commissioning plans and review commissioning test results to ensure the security solution satisfies the Security Requirements, Concept Design, Detailed Design and Concept of Operations.
- 8.13 Coordinate training and transition plans to ensure the security solution is fully operational at occupancy.

### **3.2 Preliminary Tasks**

#### **WS-ALL**

In executing this work, the Contractor must prepare for the activity by performing the following tasks:

- 1 Ensure all personnel assigned to the project meet the minimum security requirements stated in the Security Requirement Checklist, comply with [section 3.8.1](#) and are listed in the annually updated list of approved personnel.
- 2 Ensure all personnel assigned to the project are knowledgeable of current acts, regulations, policies, directives, standards, guidelines and security best practices. This includes staying informed of any modernizations or changes to the information.
- 3 Ensure that all personnel assigned to this project, are familiar with the Call-up and its SOW, the project SOW and identified references in [section 2.1](#).
- 4 When required, ensure all personnel meet the health and safety guidelines in [section 3.5.4 including submitting the certifications to the PA](#).
- 5 When required, ensure necessary personal protective equipment is valid and adequate.
- 6 Identify the Project Lead who will be responsible for the overall conduct of the project from the list of approved personnel and inform the PA.
- 7 Communicate with the PA and PA/TSA or other assigned personnel to review in detail all aspects of the project and the work to be conducted, including requesting available report template.

- 8 Request the documents for the project as per SOWCASO.
- 9 Request and review any existing, available documents, such as the current asset security documentation (if available), for relevant historical, contemporary data and recommendations; the various RCMP publications; Policies, Standards, Regulations, Codes and Directives.
- 10 Elaborate a project plan including the forecast activities, milestones, timelines and responsibilities, in accordance with the SOWCASO. Communicate the plan with the PA.
- 11 Attend initial, mid-project and closing meetings with PA, TSA, Property and Facility Management team, and other stakeholders.
- 12 Consult with the PA or other assigned personnel, and list the base building assets such as various buildings within the complex such as garage, sheds, workshops, and specific building internal assets such as Heating, Ventilation and Air Conditioning (HVAC), Water and sewers, electrical, life safety systems, etcetera as listed in the BBSS.
- 13 Arrange any escorts or special access required for this work as instructed in [section 3.5.2](#)
- 14 All work requiring access to the site must be performed during the regular hours of operation from 6 am to 6 pm, Monday to Friday, unless specifically requested by one of parties involved in site visit and excluding the silent hours night time visit.
- 15 Ensure that the appropriate measures are in place to safeguard information gathered or received in the conduct of this work as per the Contracting Security *Accessing and safeguarding information and assets* <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/lieux-travail-work-site-eng.html>;
- 16 Identify project limitations (i.e. denial of access, etcetera), the cause and the consequences to the report findings. List the limitations in the executive summary and in section 4.1.9 *Others* of the FSA-TRA report.

### 3.3 Specific tasks

In executing this work, the Contractor must conduct project activities in accordance with the industry's best practices by performing the following tasks:

#### WS-ALL

- 1 Advise the PA two (2) business day prior to the presence of the Contractor or staff at the site.
- 2 Complete site visits.
- 3 Inform PA of project status, obstacles and possible delays, documentation, etcetera.
- 4 Observe all safety and other regulations and procedures;
- 5 Observe and report on the conditions of the asset
- 6 Verify security compliance with reference documents listed in [section 2.1](#).
- 7 Interview identified stakeholders as per SOWCASO.
- 8 Consult with experts as required or identified in SOWCASO or meetings with PA and PA/TSA.
- 9 Propose detailed security safeguards that can be implemented to achieve an acceptable level of projected residual risk. The proposals will include, if required, the addition of new safeguards, the modification or removal of existing safeguards considered unnecessary or obsolete, or suggesting types of equipment, general positioning of physical equipment and proposing perimeters.
- 10 Comply with the deadlines and protocol identified in the project statement of work.

- 11 Provide project updates by email to the PA on the last working business day of the week ([see Appendix 4.4](#)).
- 12 Complete the documentation described in deliverables of this SO and the SOWCASO.

## WS1 & WS2

- 1 Use and rely on the *Blank Specimen - Facility Security Assessment Template* ([see Appendix 4.3](#)) as a guide to complete all sections of the report. The contractor should not be limited by, or to the information the template contains, in order to provide the most accurate and thorough report.
- 2 Identify in the report any security issues that may be apparent in the base building floor plan, security incident reports, or any other data previously collected (if applicable.);
- 3 Identify all threat events, including environmental changes, that may cause accidental and / or deliberate destruction, removal, modification, interruption of the facilities and its services, or disclosure of the facilities information.
- 4 Assess the likelihood of threat events and the impact of its occurrence on the facilities and the impact of its occurrence on the facilities based on the HTRA methodology listed in section 2.1.;
- 5 Identify all safeguards protecting the identified facilities.
- 6 Meet and interview identified stakeholders to determine base building security concerns and requirements. These stakeholders may include building representatives, tenant representatives, administration, technical and security personnel.
  - a. Contractor must document communications with the stakeholders and information collected. The collected raw data and information will be provided to the PA for documentation.
  - b. Contractor receives instructions from the PA. The PFM, Stakeholders and on site personnel may provide information but contractor will not omit or withhold information unless indicated by TSA.
- 7 Identify / Assess the interdependencies of tenant assets and their impact on base building assets.
- 8 Determine the vulnerabilities of each existing safeguard against the threat events and agents identified during the assessment based on the HTRA methodology listed in section 2.1.
- 9 Assess the level of risk and residual risk to which each identified asset is exposed, consider the likelihood of the threats and vulnerabilities identified during the assessment based on the HTRA methodology listed in section 2.1.
- 10 List all the above identified threats, risks, vulnerabilities and current safeguards.
- 11 Investigate how the base building can be made more resilient against the changing climate in its region based on the Canadian Climate Change Report predictions and adaptation models.
- 12 Conduct lighting inspection of all parking lots and of exterior, closed and underground areas, (after dark during normal environmental conditions) for both safety and security requirements. The information for each location must be clearly indicated in a visual and in a descriptive reference. This must include :
  - a. light meter readings (in lux) as well as detailed location and height of measurements of reading,
  - b. all the readings and the average for each point,
  - c. the contrast levels, and
  - d. if the lux level meets the safety requirements.

- 13 Identify the projected residual risks and the level, once all recommendations have been implemented.

### **WS3**

- 1 Identify in the report any security issues that may be apparent in Business Impact Analysis/Business Continuity Plan (BIA/BCP), major incident reports, or any other data previously collected.
- 2 Identify all threat events that may cause accidental and / or deliberate destruction, removal, modification, interruption or disclosure on PWGSC department, programs and/or services.
- 3 Assess the likelihood of threat events and the impact of its occurrence on its programs and services.
- 4 Identify all safeguards protecting the identified department, programs, services or specific groups within PWGSC.
- 5 Meet and interview identified stakeholders to determine departmental security concerns and requirements.
- 6 Identify / Assess the interdependencies of threats, assets and their impact on PWGSC's programs and services.
- 7 Determine the vulnerabilities of each existing safeguard against the threat events and agents identified during the assessment.
- 8 Propose detailed recommendations that can be implemented to achieve an acceptable level of residual risk.

### **WS4**

The Security Requirements, Concept Design, Detailed Design and Concept of Operations considers, to the greatest extent possible, the Client's existing operating procedures (to be provided by the Client).

The Security Contractor recommends solutions compatible with the Client's physical security programs and approaches, where possible and logical.

In defining the requirements, providing the concepts of operations and detailing the concept design, the Security Contractor must consider a number of factors, including but not limited to:

## Architecture

- A. Crime Prevention Through Environmental Design (CPTED)
- B. Site Hardening (specialty walls and doors, structural integrity, standoff distances, redundancy of building systems)
- C. Security Lighting
- D. Windows (glass types, bars, film, security shutters, blast curtains)
- E. Doors, Door Hardware
- F. Fences
- G. Gates
- H. Barriers (bollards, planters)
- I. Security Posts and Screening Facilities

## Technology

- A. Integrated Security System (ISS)
  - i. Access Control
  - ii. Photo Identification
  - iii. CCVE Surveillance
  - iv. Intrusion Detection
  - v. Security Intercom
  - vi. Other Innovative Security Technologies
- B. Other Systems
- C. Integration
- D. Eavesdropping Recognition (acoustics, TEMPEST)

## Personnel

- A. Administration & Organization
- B. Roles & Responsibilities
- C. Screening, Training
- D. Security Posts and Post Orders
- E. Policies & Procedures

## WS5

- 1 Identify in the report any security issues that may be apparent in the floor plans, IT schematics or any other data previously collected;
- 2 Identify all threat events that may cause accidental and / or deliberate disclosure of classified information via electronic emanation;
- 3 Assess the likelihood of threat events and the impact of its occurrence on emanations;
- 4 Identify all safeguards protecting the assets;
- 5 Meet and interview identified stakeholders to determine security concerns and requirements;
- 6 Identify / Assess the interdependencies of tenant threats, assets and their impact on emanation security (If applicable);
- 7 Determine the vulnerabilities of each existing safeguard against the threat events and agents identified during the assessment;

- 8 Assess the level of risk to which each identified asset is exposed, considering the likelihood of the threats and vulnerabilities identified during the assessment;

### **3.4. Deliverables**

#### **3.4.1 To be produced or delivered**

##### **A. Products**

###### **WS1,WS2, WS3 and WS5**

- 1 The contractor prepares, provides and delivers a report in accordance with the references of this SOW and the SOWCASO requirements.
- 2 The report and copies of the information collected from communications, site visit, interviews, questionnaires and other information associated to the site/project must be collected and given to the PA for project documentation and future reference. The contractor does not retain copies of the documentation and information captured throughout the assessment.

##### **B. Services**

###### **WS4**

During SCS, the contractor must deliver a high level of performance by meeting the following requirements:

1. Address Clients' needs for the duration of the project;
2. Adhere to design excellence, ensuring the use of quality materials and precise execution;
3. Recognize established Client Security methods and ensure integration in a coherent manner with the existing systems;
4. Meet or exceed current codes, security policies and standards;
5. Respond to the operational needs of the site and provide effective and continuous physical security for the occupants in the conduct of their business;
6. Integrate all security components and systems including architectural, mechanical, electrical, lighting, life safe systems, and IT infrastructure;
7. Ensure configurations which provide flexible, functional and efficient solutions based on the recommendations found in the TRA/FSAA, in keeping with Clients' standards and responsive to change, based on the Operational Readiness Levels; and
8. Engineer the solution to provide capacity for growth, capability and functionality.

The Security Contractor must:

1. Manage the quality of their work and that of other stakeholders, through a review of all documents provided by the PA/TSA or the SCS Contractor Team;
2. Ensure that all documents received, produced and/or reviewed by the PA/TSA or the SCS Contractor Team are stored, distributed and handled in accordance with best practices and security requirements;

3. Meet agreed-upon deliverable timelines, as set out in the Project Schedule and determined by the PA/TSA;
4. Provide a single point of contact to work with the Client;
5. Provide a schedule of interviews, workshops and review sessions, along with agendas and required participants, as required;
6. Produce regular and periodic status reports;
7. Provide project tracking, change control, documenting requested changes and issues management;
8. Convene regular meetings with the project team as identified in the SOWCASO for the project;
9. Prepare meeting minutes or summaries (as required in SOWCASO); and
10. Work with the ISS team and provide functional layouts to help facilitate the integration of both the physical and ISS related security components.
11. Prepare, provide and deliver an SCS report in accordance with the references of this statement of work and requirements and the project SOWCASO.
12. The reports and copies of the information collected from communications, site visit, interviews, questionnaires and other information associated to the site must be collected and given to the PA for project documentation and future reference.

### **3.4.2 Performance and quality measurement criteria**

#### **WS-ALL**

The report will be reviewed by the PWGSC PA, TSA and Property and Facility Management Team, to confirm validity of information. The lead contractor must be able to speak to the contents of the report, and provide further details as requested.

The contractor is not to perform any corrective actions in regards to this SO, however, urgent situations should immediately be signaled to the PA and Property and Facility Management Team.

### **3.4.3 Reporting Format**

#### Reports

- 1 The report must always be secured. When it is being transferred electronically, it must be protected from tampering by using encryption (MyKey) or Government of Canada approved, secure, cloud-based sharing service (eg. CentralCollab).
- 2 All versions of the report must be marked with the highest security level of information contained in the report or, as a minimum, "Protected 'B'" on top right corner of each page. This includes annexes, temporary image documents, supporting material, and etcetera.
- 3 Each page of the document must be numbered with its pagination and the total amount of pages. (eg.: p.12 of 62).
- 4 All SCS reports will be marked with a Client Proprietary notice following the table of contents, specifying the security nature related to communications, reproduction, disclosure, distribution, etc. This notice will be provided by the Client on project specific basis.
- 5 The report will identify the date and version of the report.

- 6 The report will use the metric system. When applicable, lengths will be in millimetres.
- 7 The final report will be signed by the contractor's Project Lead.

#### Draft Report

The Contractor must provide the draft reports in MS Word or similar word processing application. When submitting the draft report, pictures identified in the draft may be attached in a separate file to minimize the size of the document.

#### Final Report

The final PDF versions of the report must be signed by the lead contractor. It must be submitted in both PDF and MS Word file types and must include all colour pictures imbedded within the final signed by lead consultant PDF document.

### **3.5 Constraints**

#### **3.5.1 Language Requirement**

##### **WS-ALL**

While the majority of the services and deliverables will be in English, there is a need for French language services and deliverables. Services provided in the Quebec region must be available in French. The contractor will clearly identify the language capabilities in their submissions.

#### **3.5.2 Access**

##### **WS-ALL**

The contractor must inform the Base Building representative Property and Facility Manager/Property and Facility Officer (PFM/PFO) two business days (2) prior to attending the site, during work or silent hours.

Additionally, if the contractor requires the assistance of facility personnel to perform the site verification, the Contractor must request an escort five (5) business days prior to the visit by e-mail to the PFM/PFO and include the PA in CC.

#### **3.5.3 Travel**

##### **WS-ALL**

Refer to Section 4. Travel and living expenses of Annex B, Basis of payment.

#### **3.5.4 Occupational Health and Safety**

##### **WS-ALL**

1. The contractor respects the guidelines provided by the building escort during the site visit.
2. If and when required, ensure all personnel meet the health and safety guidelines including submitting the certifications to the PA ( e.g.: Working at height, Fall protection, Confined spaces, Workplace Hazardous Materials Information Systems (WHMIS).

3. Verify validity and adequacy of personal protective equipment.

### **3.5.5 Equipment and work material**

#### **WS-ALL**

The contractor provides all equipment and work material required to complete the project including, but not limited to, software, hardware, tools, large equipment, and safety equipment.

### **3.5.6 Media and external requests**

#### **WS-ALL**

The information collected through the assessment process is proprietary to PWGSC. As such, the Contractor will not respond to requests for project related information and/or questions from the media, parliamentary members or other individuals unless authorized by the PA or TSA. Inquiries are to be directed to PA or designated person immediately.

All deliverables will be provided to the PA as listed in the SOWCASO. The contractor will not release any information collected, reports, peripheral work products (including, contract terms, financial information, discussion material, project information) or final products to a third party without prior written authorization of the PWGSC TSA, PWGSC Chief Security Officer or their designate.

The report may not be used as an example in a reference of work.

### **3.5.7 Costs for Security Report**

#### **WS-ALL**

The contractor clearly identifies the anticipated costs of the SOWCASO in the response. The contractor must send PWGSC a contemplated change notice (CCN) prior to completing any additional work. PWGSC will review and, if approved, provide a change order (CO). PWGSC will not be responsible for any additional unapproved costs.

### **3.6 Support Provided by the Government of Canada**

#### **WS-ALL**

If available, PA/TSA will provide previous reports and data.

PA/TSA will provide copies of Government of Canada reference materials not available online, excluding:

- National Building Code of Canada;
- Legislation;
- Provincial regulations.

### **3.7 Response time**

#### **3.7.1 Response to the SOWCASO**

##### **WS-ALL**

The Contractor is required to respond to individual call-ups (as determined at the time of each individual call-up) according to the following:

1. For a normal requirement, the contractor must respond by e-mail within 3 business days;
2. For urgent requirements, the contractor must respond by e-mail within 2 business days.
3. Response must include:
  - a. the company name, address (with postal code) and phone number,
  - b. the name, phone number and email of the primary contact,
  - c. the company Procurement Business Number(PBN),
  - d. the names of project team with security clearance information,
  - e. identification of work to be provided, and
  - f. a detailed anticipated cost breakdown, with taxes listed in a separate line item.

#### **3.7.2 Reports Submission Schedule**

##### **WS1, WS2, WS3 and WS5**

In normal circumstances, the contractor meets the report submission schedule below.

1. The contractor attends a kick off meeting within ten (10) days of the contract being awarded.
2. The contractor produces and delivers a draft report to the PA within twenty-five (25) business days. The contractor performs the site verification prior to this initial draft. PWGSC will review the initial draft.
3. Once the contractor receives the comments from PWGSC, the contractor corrects the draft and submits this new second draft report within five (5) business days of receiving comments from PWGSC. Corrections include identified additions, deletions, and revisions as appropriate avoiding distortion of the true findings and content of identified, modified, removed safeguards provided in draft review by PWGSC or its designated representative. It is mandatory that all recommended additions, deletions, revisions, spelling and grammatical errors are corrected prior to submission of the final report.
4. The contractor produces and delivers the final report signed by the lead contractor within five (5) business days of receiving comments from PWGSC.
5. The contractor is available for clarification of the recommendations.

##### **WS4**

The contractor meets schedule below.

1. The contractor attends a kick off meeting within ten (10) days of the contract being awarded.
2. The contractor provides weekly information updates on the project to the PA. Information is sent by email ([see Appendix 4.4](#)).
3. The contractor answers questions or requests for clarification within 24 business hours.
4. All deliverables will be provided to the PWGSC PA. The contractor will not release the work products (including, contract terms, financial information, discussion material, project information) or final products to a third party without prior written consent by the PA/TSA or Clients' Chief Security Officer or their designate.

5. The contractor provides reports within the SOWCASO deadlines.

### 3.7.3 Communications with Project Authority

#### WS-ALL

The contractor provides:

1. a responses to telephone calls and emails within one business day (unless indicated otherwise);
2. project updates, by email ([see Appendix 4.4](#)), on the last business day of the week; and
3. immediate notification of dangerous or possibly compromising situations immediately.

### 3.8 Required Qualification

#### 3.8.1 Professional Designation, Certification and education

#### WS-ALL

1. If required, in order to access the site, or part of the site, the contractor(s) may be required to have a valid health and safety certifications from a recognized organization, and in compliance with provincial requirements from where the asset is located. All individuals working on this project may be required to complete specific training sessions prior to accessing the site or part of the site.
2. If required, consultants may have to sit, stand, climb, crawl, etc.
3. The lead security contractor assigned to this project must:
  - a. be familiar with using the RCMP HTRA methodology
  - b. remain proactively informed of new or modernized training, documentation, processes and security best practices, and
4. Experience or certification

#### WS1, WS2, WS-3, WS4

- a. Certified Protection Professional designation or equivalent; A copy of the certification will be included in the submission for this SO, OR
- b. have a minimum of 10 years of relevant security work experience on threat and risk assessments with validation of knowledge approved by PWGSC TSA. A listing of previous experience should be included in the submission for this SO

#### WS-5

- d. IT Security Professional Certificate ; A copy of the certification will be included in the submission for this SO or
- e. Certified Protection Professional designation with 5 years of IT Emanation Security experience; A copy of the certification will be included in the submission for this SO, OR
- f. have a minimum of 10 years of relevant IT security work experience on threat and risk assessments with validation of knowledge approved by PWGSC TSA. A listing of previous experience should be included in the submission for this SO.

## 4. APPENDIX

### 4.1 Building Categories

#### Level One - High Security Posture

National security and law enforcement facilities where the tenant departments and agencies assume

responsibilities for base building security. The Property and Facility Management (PFM) service line provides advice and guidance on site selection and design. It should be a single-occupancy building. Parliamentary Precinct offices and their support facilities are considered Level One - High Security Posture, because of their symbolic value to the nation, and the Property and Facility Management service line provides base building security for them as they are part of Public Services and Procurement Canada. The exceptions within the Parliamentary Precinct are the Centre, West and East Blocks where Parliamentary Protection Service (PPS) provides all of the security, including base building security.

**Level Two - Medium Security Posture**

National headquarters facility for departments and agencies with defined exterior perimeter and reception area covered by integrated security controls.

**Level Three - Basic Security Posture**

General offices with basic base building security to ensure a level of protection from criminal activity outside the building and in the public areas, as well as to ensure no unlawful access the building.

**Level Four - Federally-Controlled Critical Infrastructure**

Other buildings requiring a range of specific security controls, such as those for heating plants, dams, bridges and warehouses which are departmental assets under its custodial care. This also includes data storage centres managed by Shared Services Canada.

**4.2 Base Building Security Standard and Annexes**

See attached.

**4.3 Base Building FSA-TRA Report Template Guidebook Sample**

See attached.

**4.4 Template of Email Update for Contractors' Use**

Subject : 2021 FSA-TRA - #### Name Street, City, Province – Weekly update – (Information, For action,

Good day,

Here is an update for project 2021 FSA-TRA - #### Name Street, City, Province

Week	Date	Actions / Updates	Require from PWGSC	Comments

Solicitation No. - N° de l'invitation  
EP829-211919/A  
Client Ref. No. - N° de réf. du client  
20211919

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP829-211919

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX B**

### **BASIS OF PAYMENT**

See attached

Solicitation No. - N° de l'invitation  
EP829-211919/A  
Client Ref. No. - N° de réf. du client  
20211919

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP829-211919

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

See attached

## ANNEX D

### INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability – to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

### **Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

Solicitation No. - N° de l'invitation  
EP829-211919/A  
Client Ref. No. - N° de réf. du client  
20211919

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP829-211919

Buyer ID - Id de l'acheteur  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX E**  
**QUARTERLY USAGE REPORT**

See attached

## 1. Firm Hourly rates

### **Instructions: (all instructions to be deleted prior to issuance of Standing Offers)**

- a) *The offeror may submit an offer on one or more of the Workstream. The offeror may submit offers in multiple regions identified within the RFSO. Offerors interested in being a Standing Offer holder for any of the Workstreams in any of the regions must submit a financial grid for workstream in each region. The Offeror must clearly indicate which region the financial offer belongs to.*
- b) *In order to ensure that fair and competitive rates are received, the following requirement must be strictly adhered to: offerors must submit an hourly rate for each listed position. The hourly rate provided must be equal to or greater than the rate provided for the position listed below it. Hourly rates in subsequent years must be equal to or greater than the rates from previous year/s. The hourly rate for any given category cannot be \$0 or nil value.*
- c) *For the purpose of calculating the Weighted (W'ted) Rate, the Hourly Rate for each resource is multiplied by each allocated weight factor (%). See sample calculation below and apply the same principle to i, ii and iii. Weighted rate is for financial evaluation purposes only.  
Example: If the hourly rate is \$60 and weight factor is 10%, the weighted rate is \$60 x 10% = \$6.*
- d) *Each workstream will be evaluated independently from each region based on the total cost for 3 years + 2 option years identified in the financial offer.*

Firm All-inclusive Hourly Rate (including profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is less than 100 kilometres) in Canadian funds. Firm All-inclusive Hourly Rate will be used as the basis of payment for each call-up. The Contractor will be paid firm rates as follows, for work performed in accordance with the Contract. Applicable Taxes are extra. *(this paragraph must be included with basis of payment when issuing Standing Offers).*

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REGION:												
Workstream 1. Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Typical Office building		Year 1		Year 2		Year 3		Option Year 1		Option Year 2		
		Firm Hourly Rate (C)	Total BxC (D)	Firm Hourly Rate (E)	Total BxE (F)	Firm Hourly Rate (G)	Total BxG (H)	Firm Hourly Rate (I)	Total BxI (J)	Firm Hourly Rate (K)	Total BxK (L)	
Resources (A)	Weight Factor (B)											
Project Leader	35%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Senior Security Ressource	30%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intermediate Security Ressource	25%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Junior Security Ressource	10%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total weighted rates for all resources per year		100%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Combined weighted rates for Workstream 1 (Year 1 to Year 3 + Option year 1 and Option year 2)												\$

REGION:												
Workstream 2. Facility Security Assessment - Threat and Risk Assessment and Security Design Briefs of Engineering Assets		Year 1		Year 2		Year 3		Option Year 1		Option Year 2		
		Firm Hourly Rate (C)	Total BxC (D)	Firm Hourly Rate (E)	Total BxE (F)	Firm Hourly Rate (G)	Total BxG (H)	Firm Hourly Rate (I)	Total BxI (J)	Firm Hourly Rate (K)	Total BxK (L)	
Resources (A)	Weight Factor (B)											
Project Leader	35%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Senior Security Ressource	30%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intermediate Security Ressource	25%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Junior Security Ressource	10%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total weighted rates for all resources per year		100%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Combined weighted rates for Workstream 2 (Year 1 to Year 3 + Option year 1 and Option year 2)												\$

REGION: _____											
Workstream 3. Departmental Threat and Risk Assessments		Year 1		Year 2		Year 3		Option Year 1		Option Year 2	
		Firm Hourly Rate (C)	Total BxC (D)	Firm Hourly Rate (E)	Total BxE (F)	Firm Hourly Rate (G)	Total BXG (H)	Firm Hourly Rate (I)	Total BxI (J)	Firm Hourly Rate (K)	Total BxK (L)
Resources (A)	Weight Factor (B)										
Project Leader	35%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Senior Security Ressource	30%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intermediate Security Ressource	25%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Junior Security Ressource	10%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total weighted rates for all resources per year</b>		100%	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Combined weighted rates for Workstream 3 (Year 1 to Year 3 + Option year 1 and Option year 2)</b>											
\$											

REGION: _____											
Workstream 4. Security Consultation Services		Year 1		Year 2		Year 3		Option Year 1		Option Year 2	
		Firm Hourly Rate (C)	Total BxC (D)	Firm Hourly Rate (E)	Total BxE (F)	Firm Hourly Rate (G)	Total BXG (H)	Firm Hourly Rate (I)	Total BxI (J)	Firm Hourly Rate (K)	Total BxK (L)
Resources (A)	Weight Factor (B)										
Project Leader	35%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Senior Security Ressource	30%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intermediate Security Ressource	25%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Junior Security Ressource	10%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total weighted rates for all resources per year</b>		100%	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Combined weighted rates for Workstream 4 (Year 1 to Year 3 + Option year 1 and Option year 2)</b>											
\$											

REGION: _____											
Workstream 5.IT Emanation Security Services		Year 1		Year 2		Year 3		Option Year 1		Option Year 2	
Resources (A)	Weight Factor (B)	Firm Hourly Rate (C)	Total BxC (D)	Firm Hourly Rate (E)	Total BXE (F)	Firm Hourly Rate (G)	Total BXG (H)	Firm Hourly Rate (I)	Total BxI (J)	Firm Hourly Rate (K)	Total BxK (L)
Project Leader	35%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Senior Security Ressource	30%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Intermediate Security Ressource	25%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Junior Security Ressource	10%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total weighted rates for all resources per year</b>	<b>100%</b>	<b>\$</b>	<b>\$</b>								
<b>Combined weighted rates for Workstream 5 (Year 1 to Year 3 + Option year 1 and Option year 2)</b>										<b>\$</b>	<b>\$</b>

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

**3. Disbursements** - separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted under any resulting contract.

**4. Travel and living expenses**

The following is the Travel & Living Clause that is applicable for Call-ups issued under a Region:

For Work to be performed at the individual work location within a Region, the following travel conditions are applicable:

The closest distance from the individual work location to either the Contractor's regional (satellite) offices, or the PWGSC regional offices, will be applied. The most cost effective means of travel will be used for authorizing and calculating travel cost.

1. For services within 100 kilometers (km), Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - 1.1. services provided within 100 km of the Contractor's regional offices, PWGSC regional offices, or the Contractor's place of business; and
  - 1.2. any travel between the Contractor's place of business and the Contractor's regional offices or PWGSC regional offices.

Example: 1) Individual work location is located in Leduc, Alberta; Contractor's regional Office is Gibbons, Alberta; PWGSC regional office is Gibbons, Alberta. There is no travel cost as the work location for both the Contractor and PWGSC regional office is within 100 km.

Example: 2) Individual work location is located in Edmonton, Alberta; Contractor's regional Office is Calgary, Alberta; PWGSC regional office is Edmonton. There is no travel cost as the work location and PWGSC regional office is within 100 km.

2. For Services provided outside 100 km, the Contractor will be reimbursed for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers," rather than those referring to "employees. Canada will not pay the Contractor any incidental expense allowance for authorized travel.

Example: 1) Individual work location is located in Shilo, Manitoba; Contractor's regional Office is Winnipeg, Manitoba; and PWGSC regional office is Calgary. The calculation of travel cost will be based on Contractor's regional Office in Winnipeg, Manitoba, as it is the most cost effective means of travel.

Example: 2) Individual work location is located in Calgary, Alberta; Contractor's regional Office is Regina Saskatchewan; PWGSC regional office is Edmonton. The calculation of travel cost will be based on PWGSC's regional Office Edmonton, as it is the most cost effective means of travel.

3. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

4. All travel must have the prior authorization of the Identified User. The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit. Travel Time: The Contractor will not be paid any firm hourly rates for travel time.



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



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 / Non  Yes / Oui

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

**Quarterly Usage Report - Annex E**  
 EP829-211919/A  
**GENERAL INSTRUCTIONS**

**Introduction**

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

**Response Due Date**

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

Quarter	Period to be Covered	Due on or before
1st	October 1 to December 31	January 15
2nd	January 1 to March 31	April 15
3rd	April 1 to June 30	July 15
4th	July 1 to September 30	October 15

**Returning the Completed Report**

Please e-mail the completed report to [audrey.paquin@tpsgc-pwgsc.gc.ca](mailto:audrey.paquin@tpsgc-pwgsc.gc.ca)

*Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.*

**Complete All Questions**

Contractor must complete all applicable portions of the report.

**Currency**

Please state all monetary values in Canadian dollars (CDN).

**Changing the Format**

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to [audrey.paquin@tpsgc-pwgsc.gc.ca](mailto:audrey.paquin@tpsgc-pwgsc.gc.ca)

**Questions**

Should you need further clarification, please forward your question by e-mail to [audrey.paquin@tpsgc-pwgsc.gc.ca](mailto:audrey.paquin@tpsgc-pwgsc.gc.ca)

**Summary of Table**

Field	Description
<b>Call-up number</b>	Unique number for the contract, as identified on page 1 of the contract.
<b>Call-up Amendment number</b>	The number of the call-up amendment, such as: amendment 1, amendment 2, etc.
<b>Issuance date of the Call-up</b>	Date that the Call-up/amendment is issued to the supplier.
<b>Start date</b>	Date the resource/services started engagement
<b>End date</b>	Date the resource/services ended (or will end) engagement/completion date
<b>Project Description</b>	Brief description of the work contracted.
<b>Client Department/Contact Information</b>	Information should include the contact name, e-mail and telephone number
<b>Call-up Value (or amendment value)</b>	The value of the call-up (Applicable Taxes inc), as identified on page 1 of the call-up. Or the increase or decrease value for the amendment
<b>Notes</b>	Indicate any comments or notes, if necessary

Annex E  
**Quarterly Usage Report**  
 EP829-211919

SO N°:		Period to be covered: _____									
SO Title :		PWGSC SO Authority: Audrey Paquin									
Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)			
1								\$			
2								\$			
3								\$			
4								\$			
5								\$			
6								\$			
7								\$			
8								\$			
9								\$			
10								\$			
11								\$			
12								\$			
13								\$			
14								\$			
15								\$			
16								\$			
17								\$			
18								\$			
19								\$			
20								\$			
21								\$			
22								\$			
23								\$			
24								\$			
25								\$			
26								\$			
<b>Total value of call-up for this quarter (i)</b>								\$			
<b>Cumulative call-ups for previous periods (ii)</b>								\$			
<b>Total value of call-up to date = (i) + (ii)</b>								\$			

Prepared by: *(Insert company name and individual's name preparing this report)*