



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving - PWGSC

Voir dans le document/

See herein

NA

Québec

NA

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Title - Sujet Ballistic Protection Plate Lightweight Standalone Specific Threat Ballistic Protection Plate	
Solicitation No. - N° de l'invitation W7701-217392/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client W7701-217392	Date 2022-08-31
GETS Reference No. - N° de référence de SEAG PW-\$QCL-054-18322	
File No. - N° de dossier QCL-0-43244 (054)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-09-14 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Boisclair, Daniel	Buyer Id - Id de l'acheteur qcl054
Telephone No. - N° de téléphone (418) 571-8051 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Title : Lightweight Standalone Specific Threat Plate – Generation C3

AMENDMENT 005

The purpose of this amendment is to:

- Answer questions from the industry;
 - Amend section 2.7 - Optional Virtual Bidders' Conference;
 - Amend Criterion RT7 - Employment Equity
 - Amend Attachment 2 to part 5 of the Bid Solicitation;
 - Amend section 7.3.3 - Visit Clearance Request for Employees.
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1. Answer questions from the industry in accordance with section 2.4 - Enquiries - Bid Solicitation:

To ensure consistency and quality of information provided to bidders, significant enquiries received and the replies to such enquiries will be provided simultaneously to bidders to which the bid solicitation has been sent, without revealing the sources of the enquiries.

Here are the questions which we have received until now:

Question #15: At Part 3 - Bid Preparation Instructions, Section IV: Additional Information, under article (a), it is mentioned that "*Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.*"

- a. Can the government confirm what names they are looking for?

Answer #15: Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.

If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information.

Question #16: At Part 3 - Bid Preparation Instructions, section 3.1.3 - Bidder's Proposed Sites or Premises Requiring Safeguarding Measures, under article 3.1.3.2, it is mentioned that "*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.*". We are a distributor for the manufacturer of the product, and by default we are considered the bidder.

- a. Can the government confirm use of our manufacturers security officer we be sufficient to meet this requirement?

Answer #16: If your organization is registered at Public Services and Procurement Canada's Contract Security Program, they must have appointed a Company Security Officer (CSO). Also, at Part 7 - Resulting Contract Clauses, section 7.3.1.1 - Security Requirements for Canadian Supplier, article 1., it is mentioned that "*The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, with approved Document safeguarding at the level of SECRET...*". This means that your organization requires a minimum of 2 Alternate Company Security Officers (ACSOs) at each of your secure work sites. Therefore, your manufacturers security officer cannot be use and your organization will need to comply with the security requirements in the RFP before award of a contract.

Question #17: With reference to Part 4 - Evaluation Procedures and Basis of Selection, section 4.1.1.1.1 Bidders Experience, we are a distributor for the plate manufacturer and by default considered to be the bidder.

- a. Can the government confirm that a combination of distributor and manufacturer experience would be permitted?

Answer #17: As mentioned at section 4.1.1.1.1 - Bidder Experience, article 3., the Bidder's subcontractors experience will be considered as long as the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

Question #18: At Attachment 1 to Part 4 of the Bid Solicitation, section 2. - Technical / Management Point Rated (RT) Criteria, at Table 6 – Point-Rated Technical (RT) Criteria, Criterion RT3, more information is required to obtain maximum score for providing proposed methodology. Reducing areal density with no restriction on thickness is much different then reducing both. Designing a lightweight plate with specific threat protection is much different than designing a lightweight plate that must pass NIJ standards. Can the government elaborate on their requirement? If not can the government adjust their scoring to methodology used for the existing plate sent as samples?

Answer #18: Department of National Defence (DND) understands that, given that the list of threats will only be communicated upon contract award, bidders are limited in the amount of details they can provide regarding their approach and methodology. DND does not expect the proposal to describe the complete and detailed roadmap to the development of the C3 armour plate. However, the proposal should describe the methodology that will be actioned once the list of threats will be revealed, and the technologies that will be considered. The methodology may therefore include conditional steps, gates or decision points that will be influenced by the nature of the communicated threats. As the question points out, designing a plate against special threats is much different than designing a lightweight plate to meet NIJ Standard. This type of considerations may be part of the bidders proposed methodology.

Scoring of RT3 will take into account how bidders approached this problem and defined a general methodology given the current unknowns.

Please note that Table A1.1: Plate Dimensions and Mass by Size from Appendix 1 to Annex A does restrict thickness and areal density for the new C3 plate. Also, there is information given at Annex A - Statement of Work - Phase 1, section 3.0 - Background, that does provide some information on the considered threats that should help the bidders to further narrow down their proposition:

"DND presently uses Generation C2 armour system, which consists of an armour plate used in conjunction with an NIJ Level II soft body armour. The armour system provides protection against several rounds not defined in the NIJ 0101.06 Standard (often referred to as Level III+), but excluding armour piercing (AP) rounds that correspond to a level IV. DND seeks to significantly reduce the mass of the Generation C2 armour system in order to decrease the weight burden of its soldiers, while maintaining the same ballistic performance. However, the Generation C3 must be a standalone armour plate."

DND considers that the information provided in the solicitation document is sufficient to produce a proposal which would describe the bidder's approach to the stated problem.

Question #19: At Attachment 1 to Part 4 of the Bid Solicitation, section 2. - Technical / Management Point Rated (RT) Criteria, at Table 6 – Point-Rated Technical (RT) Criteria, Criterion RT4, more information is required to propose a methodology.

Answer #19: Please see Answer #18 to Question #18.

DND considers that the information provided in the solicitation document is sufficient to produce a proposal which would describe the bidder's approach to the stated problem.

Question #20: At Attachment 1 to Part 4 of the Bid Solicitation, section 2. - Technical / Management Point Rated (RT) Criteria, at Table 6 – Point-Rated Technical (RT) Criteria, Criterion RT5, more information is required to propose an accurate work plan. Would a work plan for the plate samples submitted be sufficient for this requirement without being penalized in the scoring?

Answer #20: No. The purpose of the initial 12 armour plate samples requested at Attachment 1 to Part 4 of the Bid Solicitation is to evaluate the current capability of potential contractors to produce and supply armour plates offering an decent protection level, at an acceptable areal density and size. DND does not expect that bidders will have to develop a new product to fulfill that requirement. This is very different to articulating a methodology for the development of a new product where the specific threat list is not yet known.

Please see Answer #18 to Question #18.

DND considers that the information provided in the solicitation document is sufficient to produce a proposal which would describe the bidder's approach to the stated problem.

Question #21: At Part 7 - Resulting Contract Clauses, section 7.7.2 - Travel and Living Expenses, it is mentioned that "*Canada will not pay any travel or living expenses associated with performing the Work.*". However, at Attachment 1 to Part 3 of the Bid Solicitation, section Price Breakdown, article (d) requests that we provide that information.

- a. Can the government confirm which is correct?

Answer #21: Canada will not pay any travel or living expenses associated with performing the Work since it must be included in the firm all-inclusive prices submitted at Attachment 1 to Part 3 of the Bid Solicitation. The Price Breakdown section describe what should be include and detail in your Total Bid Price in Table 1 - Financial Bid Presentation Sheet.

Question #22: At Annex A - Statement of Work - Phase 1, 2.0 - Purpose, more information is required because it is difficult to prepare an accurate response without knowing the starting point. The purpose states "... *The new standalone armour plates must have a significantly reduced mass compared to the Generation C2 of the Lightweight In-Conjunction Specific Threat Plate (armour system) while maintaining the same ballistic performances.*".

- a. What is the current mass?
- b. What is significant defined as?
- c. What is the current ballistic performances?

Answer #22: The list of ammunition used in the ballistic requirement of the C2 system is the same as the one used for the C3 (this RFP) plate requirement. This list will only be communicated upon contract award for security reasons. The technical details of the currently fielded plate also cannot be communicated for security reasons. In Annex A - Statement of Work - Phase 1, section 3.0 – Background, the C2 system is referred to a NIJ "Level III+" system that excludes armour piercing (AP) rounds corresponding to a NIJ level IV.

As a starting point, the bidders should consider the requirements of Table A1.1: Plate Dimensions and Mass by Size from Appendix 1 to Annex A and may consider that meeting these requirements will already result in a plate with reduced mass for a standalone system.

2. At Part 2 - Bidder Instructions, section 2.7 - Optional Virtual Bidders' Conference:

DELETE:

Delete section 2.7 in its entirety

The Bidders' Conference is cancelled.

3. At Attachment 1 to Part 4 of the Bid Solicitation, section 2. - Technical / Management Point Rated (RT) Criteria, at Table 6 – Point-Rated Technical (RT) Criteria, criterion RT7:

DELETE:

Delete criterion RT7 in its entirety

REPLACE BY:

RT7	<p>Employment Equity</p> <p>The purpose of this social criterion is to increase the number of resources designated by the Employment Equity Act (https://lois-laws.justice.gc.ca/eng/acts/e-5.401/index.html) in key positions on the project team for the realization of the Phase 1 of the SOW. To be considered, these resources must be part of one or many of the following groups: women, indigenous peoples, persons with disabilities and members of visible minorities.</p> <p><u>Background</u></p> <p>As per their Mandate Letter (https://pm.gc.ca/en/mandate-letters/2019/12/13/archived-minister-public-services-and-procurement-mandate-letter), the Minister of Public Services and Procurement Canada (PSPC) is responsible for “continu[ing] the modernization of procurement practices so that they are simpler, less administratively burdensome, user-friendly, deploy modern comptrollership, encourage greater competition and include practices that support our economic policy goals, including innovation, as well as green and social procurement.”</p> <p>In order to modernize procurement processes, the Government of Canada uses government procurement to advance other environmental, social, economic or innovation objectives.</p> <p>The socio-economic pillar of procurement modernization is intended to develop initiatives to increase the diversity of bidders on government contracts and improve socio-economic outcomes, particularly for businesses owned or managed by Canadians from under-represented groups, such as women, indigenous peoples, persons with disabilities and members of visible minorities.</p> <p>This project aims to encourage the participation of resources designated by the Employment Equity Act in the project team in a company providing Research and Development (R&D) services.</p> <p><u>Information to be provided</u></p> <p>The Bidder should identify the resources designated by the Employment Equity Act who hold key positions among the ones on the project team of the Phase 1 of the SOW by providing the team member information in the <i>Annex F, Certification Form - Inclusion of Resources Designated by the Employment Equity Act</i>.</p> <p>Only the information that has been collected on a voluntary basis and provided at Annex F will be considered for the evaluation of this criterion.</p>
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<p><u>Evaluation scale</u></p> <p>2 resources: 10 points 1 resource: 5 points 0 resource: 0 point</p> <p>The score awarded per qualified resource and designated by the Employment Equity Act is 5 points per resource. A maximum of 10 points may be awarded to bidders who provide the information required for this criterion, i.e. a maximum of two resources.</p>
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4. At Part 7 - Resulting Contract Clauses, section 7.3.3 - Visit Clearance Requests for Employees:

DELETE:

Delete section 7.3.3 in its entirety

REPLACE BY:

If applicable and immediately after contract award, the supplier will be required to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery.

Suppliers can consult the ISS Web site on visit clearances at: <https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/chap8-eng.html>.

5. At Attachment 2 to Part 5 of the Bid Solicitation:

DELETE:

Delete Attachment 2 to Part 5 of the Bid Solicitation in its entirety

REPLACE BY:

APPLICATION FOR REGISTRATION (AFR) FORM

The *Application for Registration (AFR) Form* appended to the bid solicitation package is to be inserted at this point and forms part of this document. If applicable, please complete this form and submit with your bid.

****ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME****



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

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

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

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

General Instructions:

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

Section A - Business Information

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

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

 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
 - Ownership structure chart is mandatory
 - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.

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

 - Evidence of legal status, ie. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
 - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
 - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

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

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

Section B - Security Officers

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

Section C - Officers

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

Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

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

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

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

Section G - Certification and Consent

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



CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

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

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION B – SECURITY OFFICERS

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

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

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

For Document Safeguarding Capability ONLY:

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

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

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

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

Please complete for each level of ownership

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

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION E-2 - OWNERSHIP LEVEL 2

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

Ownership of entries listed in E-1 (Level 2)

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

SECTION E-3 - OWNERSHIP LEVEL 3

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

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

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

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

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

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

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

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

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature