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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, and the Security Requirements Checklist.

1.2 Summary

The rapid emergence and spread of COVID-19 is a global concern, with extensive impacts and implications for Canada's population health, and society. The Public Health Agency of Canada (PHAC) must respond to this pandemic event as it is a threat to the Canadian public nationally and abroad. In that context, PHAC is working in collaboration with the Canada Border Services Agency (CBSA) to find external support to help with receipt, processing, storing, and tracking of travellers information obtained from international airports in Canada. This includes the management of COVID declaration forms (i.e. Traveler Contact Information Forms (TCIF)).

The work to be conducted is detailed in Annex A, Statement of Work. The contract period will start on the Date of Contract Award and end July 31 2024 with two (2) additional one (1) year option periods. The Contractor must be available to work off-site at their own facilities.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to mira.abdillahi2@hc-sc.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to



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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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



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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 The bid must be separated as follows:

Section I: Technical Bid: One electronic copy by email;
Section II: Financial Bid: One electronic copy by email;
Section III: Certifications: One electronic copy by email.

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 Pricing Schedule.

Section III: Certifications

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



ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data

The Bidder must complete this pricing schedule and include it in its financial bid once completed.

All prices must be quoted in Canadian funds.

1. Initial Contract Period – Contract Award to July 31st, 2024

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$
Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$
Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$



Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx. 10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$
5 additional airports at approx. 10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$
Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$

Notes:

1. Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.

2. Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Initial Contract Period: **Bidder to update** (*Applicable Taxes extra.*)

2. Option Periods

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.



2.1 Option Period 1 – August 1st, 2024 – July 31st, 2025

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$
Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$
Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx.10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$



5 additional airports at approx.10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$
Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$

Notes:

- Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.
- Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Option Period 1: Bidder to update (Applicable Taxes extra.)

2.2 Option Period 2 – August 1st, 2025 – July 31st, 2026

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$



Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$
Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx.10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$
5 additional airports at approx.10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$
Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$



Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$

Notes:

1. Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.
2. Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Option Period 2: Bidder to update (*Applicable Taxes extra.*)

3. Total Estimated Contract Price

Period	Estimated Contract Price
Total Estimated Cost Initial Contract Period	Bidder to update
Total Estimated Cost Option Period 1	Bidder to update
Total Estimated Cost Option Period 2	Bidder to update
TOTAL ESTIMATED PRICE	Bidder to update



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.2. Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

The evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit (70%) and Price (30%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 50 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 125 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.71$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.71
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by résumés and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). For experience requirements where a minimum duration of time is required to be demonstrated (e.g. *"must have a minimum of eight (8) cumulative years of audit experience..."*), in the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and résumé evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in b. above, the résumés and supporting documentation will be accepted as evidence.

Bidders should provide any required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Criterion Description	Bidder Information Requirement	Cross Reference to Bidder's Proposal
MM1	All services and communications, written or verbal, are provided in both official languages where required	The Bidder must provide reference letters attesting that the Bidder is able to communicate in both official languages.	
MM2	The Bidder must demonstrate that he has five (5) years of professional experience in the last ten (10) years at the time of bid closing in scanning paper	Bidder must demonstrate five (5) years professional experience in the last ten (10) years at the time of bid closing, scanning paper forms for the purposes	



Number	Criterion Description	Bidder Information Requirement	Cross Reference to Bidder's Proposal
	forms for the purposes of converting paper to digital images for a municipal, provincial or federal organisation.	<p>of converting paper to digital images for a municipal, provincial or federal organisation.</p> <p>The sum of all examples must equal to or exceed five (5) years.</p> <p>Each example must have a continuous work effort duration of six (6) months or longer.</p> <p>For each organization, the Bidder must provide:</p> <ul style="list-style-type: none"> • Client organization name and address; • Client contact information; • Project/Program name; • Description and objective of the project/program including volumes; of forms/documents processed; • Bidder's responsibilities; and • Start and completion dates (duration (MM/YYYY)). 	
MM3	The Bidder must demonstrate that they have five (5) years professional experience in the last ten (10) years at the time of bid closing, providing single key entry of information from paper forms to a digital system for a municipal, provincial or federal government organisation.	<p>Bidder must demonstrate five (5) years professional experience in the last ten (10) years at the time of bid closing, providing single key entry of information from paper forms to a digital system for a municipal, provincial or federal government organisation.</p> <p>The sum of all examples must equal to or exceed five (5) years.</p> <p>Each example must have a continuous work effort duration of six (6) months or longer.</p> <p>For each organization, the Bidder must provide:</p> <ul style="list-style-type: none"> • Client organization name and address; • Client contact information; • Project/Program name; • Description and objective of the project/program including volumes; of forms/documents processed; • Bidder's responsibilities; and 	



Number	Criterion Description	Bidder Information Requirement	Cross Reference to Bidder's Proposal
		<ul style="list-style-type: none"> Start and completion dates (duration (MM/YYYY)). 	
MM4	<p>The Bidder must demonstrate their capacity to process high volumes of forms (in excess of 300 000 forms yearly (at least 400/day)) with a service delivery time of 48 hours.</p> <ul style="list-style-type: none"> 	<p>Bidder must demonstrate capacity to process high volumes of forms (in excess of 300 000 forms yearly (at least 400/day)) with a service delivery time of 48 hours.</p> <p>The Bidder to must provide examples of professional work experience processing high volumes of forms For each example, the Bidder must provide:</p> <ul style="list-style-type: none"> Client organization name and address; Client contact information; Project/Program name; Description and objective of the project/program including volumes; of forms/documents processed; Bidder's responsibilities; and Start and completion dates (duration (MM/YYYY)). 	
MM5	<p>The Bidder must demonstrate that they have the capacity to pick up the paper forms from the Government of Canada representative at the following airports using a secure courier (including chain of custody tracking and reporting for each pickup/ delivery request) on a daily basis (including weekends and holidays)</p> <p>Vancouver International Airport (YVR) Calgary International Airport (YYC) Toronto Pearson International Airport (YYZ) Montréal-Pierre Elliott Trudeau International Airport (YUL)</p>	<p>The Bidder must provide a list of airports from where they can pick up the paper forms using a secure courier (and demonstrate chain of custody tracking and reporting for each pickup/ delivery request) on a daily basis (including weekends and holidays):</p> <p>List of airports must include the following: Vancouver International Airport (YVR) Calgary International Airport (YYC) Toronto Pearson International Airport (YYZ) Montréal-Pierre Elliott Trudeau International Airport (YUL)</p>	
MM6	<p>The Bidder must demonstrate that it has existing equipment and software to deliver the requirements in the Statement of Work.</p>	<p>The Bidder must demonstrate that it has existing equipment and software to deliver the requirements in the Statement of Work. The system must be flexible to accept routine form changes,</p>	



Number	Criterion Description	Bidder Information Requirement	Cross Reference to Bidder's Proposal
		<p>have Bar Coding capability that is web-enabled and be capable of providing reports and form customization in both official languages.</p> <p>Bidder must provide a description of existing equipment and tools intended to perform the work.</p>	
MM7	<p>The Bidder must demonstrate their ability to provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, labels and packaging as may be required to effectively provide the necessary storage (and traceability) services to each airport (up to 20 locations nationally) or Government of Canada offices as requested.</p>	<p>The Bidder must demonstrate their ability to provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, labels and packaging as may be required to effectively provide the necessary storage (and traceability) services to each airport (up to 20 locations nationally) or Government of Canada office as requested.</p> <p>Bidder to provide confirmation of supplies, minimum volume estimates and a list of airports where materials could be delivered.</p>	

1.2 Rated Criteria

Number	Rated Requirement	Maximum Available Points	Weight	Bidder Information	Cross Reference to Bidder's Proposal
RM1	<p>Beyond MM2, the Bidder should demonstrate they have professional experience within the last fifteen (15) years, scanning paper forms for the purposes of converting paper to digital images for a municipal, provincial or federal organization.</p>	<p>Min. 5 Max. 30</p>		<p>The Bidder should demonstrate that they have professional experience within the last fifteen (15) years at the time of bid closing, scanning paper forms for the purposes of converting paper to digital images for a municipal, provincial or federal organization.</p> <p>Each example must have a continuous work effort duration of six (6) months or longer.</p>	



Number	Rated Requirement	Maximum Available Points	Weight	Bidder Information	Cross Reference to Bidder's Proposal
				<p>< 5 years = 5 point 5 < 7 years = 10 points 7 < 10 years = 20 points >10 years = 30 points</p> <p>For each organization, the Bidder should provide:</p> <ul style="list-style-type: none"> • Client organization name and address; • Client contact information; • Project/Program name • Description and objective of the project/program; • Bidder's responsibilities; and • Start and completion dates (duration (MM/YYYY)). 	
RM2	Beyond MM3, the Bidder should demonstrate they have professional experience within the last fifteen (15) years at the time of bid closing, single key entry of information from paper forms to a digital system for a municipal, provincial or federal organization.	Min. 5 Max. 30		<p>The Bidder should demonstrate they have professional experience within the last fifteen (15) years at the time of bid closing, single key entry of information from paper forms to a digital system for a municipal, provincial or federal organisation.</p> <p>Each example should have a continuous work effort duration of six (6) months or longer.</p> <p>< 5 years = 5 point 5 < 7 years = 10 points 7 < 10 years = 20 points >10 years = 30 points</p> <p>For each organization, the Bidder should provide:</p> <ul style="list-style-type: none"> • Client organization name and address; • Client contact information; • Project/Program name • Description and objective of the project/program; 	



Number	Rated Requirement	Maximum Available Points	Weight	Bidder Information	Cross Reference to Bidder's Proposal
				<ul style="list-style-type: none"> Bidder's responsibilities; and Start and completion dates (duration (MM/YYYY)). 	
RM3	The Bidder should demonstrate they have professional experience providing inventory management services and reports (including inventory, billing, adhoc or user defined reports) to a municipal, provincial or federal organization.	Min. 5 Max. 30		<p>The Bidder should provide examples of work experience providing inventory management services and reports (including inventory, billing, adhoc or user defined reports) to a municipal, provincial or federal organisation.</p> <p>Examples must also include information management activities (consolidating, reconciling and quality control of large data sets).</p> <p>Each example should have a continuous work effort duration of six (6) months or longer.</p> <p>< 5 years = 5 points 5 < 7 years = 10 points 7 < 10 years = 20 points >10 years = 30 points</p> <p>For each organization/project, the Bidder should provide:</p> <ul style="list-style-type: none"> Client organization name and address; Client contact information; Project/Program name Description and objective of the project/program; Bidder's responsibilities; and Start and completion dates (duration (MM/YYYY)). 	
RM4	The Bidder should demonstrate that they can pick up the paper forms from the Government of	Min: 10 Max. 20		Using the list of potential airports listed in Annex A Statement of Work Appendix B, the Bidder	



Number	Rated Requirement	Maximum Available Points	Weight	Bidder Information	Cross Reference to Bidder's Proposal
	<p>Canada representative at international airports across Canada using a secure courier (including chain of custody tracking and reporting for each pickup/ delivery request) on a daily basis (including weekends and holidays) in addition to those listed in MM#5</p>			<p>should identify which airports they can pick up the paper forms using a secure courier (and demonstrate chain of custody tracking and reporting for each pickup/ delivery request) on a daily basis (including weekends and holidays).</p> <p>1 point per airport identified with the exception of the four already listed in MM5.</p>	
<p>RM5</p>	<p>The Bidder should demonstrate the capacity to store the original paper files (approx. 300 000 forms) within a secure Protected-B facility. The storage system must support inventory control, tracking and timely document retrieval. Bidder to provide a description of storage capacity, storage facility and records management practices.</p> <p>0 points = No description provided 5 points = Description provided is incomplete. The description does not provide any details to demonstrate the Supplier's capacity to securely store and retrieve approx. 300 000 documents 10 points = Description provides details but does not fully demonstrate the</p>	<p>Min. 5 Max. 15</p>		<p>The Bidder should demonstrate the capacity to store the original paper files (approx. 300 000 forms) within a secure Protected-B facility with inventory control, tracking and timely document retrieval practices.</p> <p>Bidder to provide a description of storage capacity, storage facility and records management practices.</p>	



Number	Rated Requirement	Maximum Available Points	Weight	Bidder Information	Cross Reference to Bidder's Proposal
	Supplier's capacity to securely store and retrieve approx. 300 00 documents 15 points= Description provided demonstrates the Supplier's capacity to securely store and retrieve approx. 300 000 documents				
Total Min points: 30 Total Max points : 125					



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications and Additional Information Required with the Bid

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" at the time of contract award.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the date of contract award, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) 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 personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed from the Date of Contract Award July 31, 2024.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the



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extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mira Abdillahi
Telephone: (613) 941-2107
E-mail address: mira.abdillahi2@hc-sc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be inserted at contract award)

Name:
Telephone:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

(To be inserted at contract award)

Name:
Title:
Organization:
Telephone:
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 Payment

7.7.1 Basis of Payment – Firm Price



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In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$([To be inserted at contract award](#)). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Method of Payment

[H1008C](#) Monthly Payment (2008-05-12)

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed
2. Invoices must be distributed as follows:
 - a. a copy of the release document and any other documents as specified in the Contract; One (1) copy must be forwarded to the Project Authority and p2p.invoices-factures@hc-sc.gc.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ([insert the name of the province or territory as specified by the Bidder in its bid, if applicable](#)).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List; and
- (f) the Contractor's bid dated ([to be updated at contract award](#))

7.12 Insurance

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



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7.13 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](#)".



ANNEX "A" STATEMENT OF WORK

1. TITLE

Processing of the Paper Traveller Contact Information Forms

2. SCOPE

2.1. Introduction

The rapid emergence and spread of COVID-19 is a global concern, with extensive impacts and implications for Canada's population health, and society. The Public Health Agency of Canada (PHAC) must respond to this pandemic event as it is a threat to the Canadian public nationally and abroad. In that context, PHAC is working in collaboration with the Canada Border Services Agency (CBSA) to find external support to help with receipt, processing, storing, and tracking of traveller information obtained from international airports in Canada. This includes the management of COVID declaration forms (i.e. Traveller Contact Information Forms (TCIF)).

2.2. Objectives of the Requirement

PHAC requires the services of a contractor to receive, collect, process, manage and store COVID declaration forms originating from various ports of entry (specifically airports) across Canada.

2.3. Background of the Requirement

The Government of Canada (GoC) had originally restricted international arrivals of travellers to specific international airports, however, as the COVID-19 Emergency Orders in Council under the [Quarantine Act](#) have been amended, additional airports and ports of entry have opened up to International and cross-border travellers, resulting in a collection of forms across Canada and in some cases in locations where PHAC does not have a presence.

When the travellers arrive at a point of entry, they complete and return a traveller form to the Canada Border Service Agency (CBSA) representative(s) (if ArriveCAN has not or cannot be completed and the desktop application is not used) who in turn provide the forms to the PHAC representative.

The traveller forms are then provided (physically or electronically) by PHAC or CBSA to The Contractor for digital entry. The entire process including storage and retrieval considerations, and in particular the keying in of the information from the forms is labour intensive and the GoC requires support.

Two processes are currently in practice and will be maintained: The forms are collected from travellers by the CBSA, scanned and sent to a 3rd party location, where the digital image is used by the contractor to enter data into a structured file format to be transmitted back to the PHAC; and/alternatively, forms are picked up by the contractor using a secure courier (i.e. secure chain of custody tracking), scanned, the digital image is used by the contractor to enter data into a structured file format to be transmitted back to the PHAC. Forms may be sent to the contractor from PHAC or from identified partners (e.g. CBSA) and any hard copies received will be physically stored in a secured area in a traceable manner, until such time as PHAC directs that the forms be destroyed or retrieved and sent physically to PHAC, or an alternate secure location.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

- a. The Traveller form (GC 648) is available as a double-sided bilingual document (English and French on the same form). Changes to the form will be required on an as needed basis as directed by PHAC (approximately one (1) per month) using a Change Order. Sample Change



Order form identified in Appendix E. Changes to the form may also impact the sample indexing fields table as outlined in Appendix A.

- b. The average number of documents per file is one. The estimated average pages per document is 2 (a third page may be included which does not require processing or storage). The estimated total number of forms requiring processing for the first year of service is 120,000. Volumes for subsequent years will be based on year one trends and will be impacted by updates to the COVID-19 Emergency Orders in Council (OIC) under the *Quarantine Act*.
- c. The number of forms requiring processing will vary from day to day but are expected to be at least 350/day nationally.
- d. The contractor will receive forms in one of two ways:
 - i. GoC will scan the forms and send the scanned images to the Contractor at the Contractor's stated location(s) via secure File Transfer Protocol (FTP), secure email or secure fax. The Contractor will keep the imaged forms for 30 days post receipt after which they will be destroyed.
 - ii. The contractor will pick up the paper traveller information forms from the airports using a secure courier, and send the traveller forms to its data entry site (s), or receive traveller forms sent by the GoC at their site(s) as required by PHAC (refer to Appendix B for a list of potential airports).

In both cases (scanned traveller forms and physical copies), the Contractor will perform data entry and basic quality assurance control, after which the electronic structured data file will be sent back to PHAC through secure FTP.

- e. The Contractor must ensure that COVID forms received physically are stored in a secured area in a traceable manner (by airport and date range), until such time as PHAC directs that the forms be destroyed through secure shredding or retrieved and sent physically to PHAC, or sent to an alternate secure location.
- f. For manually indexed fields on the form, the Contractor will only capture data present on the image. Blank or default values will be provided for missing or illegible data as defined by the PHAC Project Authority and each form/image will have a unique identification number.
- g. The Contractor will use its existing systems to process these requirements and no new system will be developed.
- h. Should destruction services be required, the contractor will use destruction, scanning and electronic transmission equipment that are approved by the Royal Canadian Mounted Police (RCMP), and/or the Public Works and Government Services Canada (PWGSC), please refer to links below for more information.

RCMP: <https://www.rcmp-grc.gc.ca/physec-secmat/index-eng.htm>

PWGSC: <https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safequarding/securitete-itsecurity-eng.html>

2.1.1 Traveller forms received via scan

The Contractor on a daily basis (including weekends and holidays) or as requested by PHAC, must:

1. Receive the scanned image of the Traveller form from the GoC representative, via secure FTP, or secure fax or secure email;
2. Manually key and index in the Contractor's data processing system all fields in each of the forms;



3. Store the keyed metadata and their associated images in the secure FTP;
4. Push the digitized structured data files and images to PHAC via secure FTP from the Contractor's systems;
5. Store the metadata and the associated digital images for a 30 day retention period, after which the images and metadata are to be destroyed.

2.1.2 Traveller forms received via hard copy

The Contractor on a daily basis (including weekends and holidays) or as requested by PHAC, must:

1. Pick up the paper forms from the GoC Representative at the identified airports using a secure courier, or alternatively receive at the contractor's facility the paper traveller forms as required by PHAC;
2. Scan the original paper forms at the Contractor's facility;
3. Manually key and index into the Contractor's data processing system all fields in each of the forms;
4. Store the keyed metadata in a secure FTP;
5. Push the digitized structured data files and images to PHAC via a secure FTP from the Contractor's systems;
6. Store the metadata and the associated images for a 30 day retention period after which the images and metadata are to be destroyed;
7. Store and track all of the original traveller files within a secure Protected-B facility until they are instructed to dispose of the forms by the PHAC Project Authority; and,
8. Transmit the scanned images of the forms to PHAC on a daily basis through a separate secure FTP account.
9. Additionally, upon request, or otherwise at an agreed upon frequency, the contractor must provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, and labels as may be required to effectively provide the necessary storage (and traceability) services to each airport or GoC office as requested.

2.1.3 – General Services

The contractor must, upon request, or otherwise at an agreed upon frequency deliver the following:

1. Provide comprehensive inventory, billing, and management control systems.
1. Ongoing storage, retrieval, and delivery services for the traveller form, which is to be stored in a secure warehouse facility after receipt by the contractor.
2. Provide retrieval services required for the retrieval of the traveller forms from storage of the following items:
 - a. Container(s)
 - b. File(s)
 - c. Document(s)
3. Transportation services with secure chain of custody tracking to and from a PHAC requested destination and the contractor's storage facility.
 - a. Provide delivery of the following media containers in any quantity
 - i. Container(s)
 - ii. File(s)
 - iii. Document(s)
 - b. Alternative Delivery Services at the request of PHAC- Alternative delivery methods include email attachment, secure FTP transfer - user pickup from FTP server and fax,
 - Fax back service
 - Scan On Demand



4. Refile / Interfile - Services are required for the refile / interfile (new item to file) of items to storage for the following items:
 - a. Container(s)
 - b. File(s)
 - c. Document(s)
5. Disposition / Delocation - Services and actions performed to permanently remove from storage records or containers of records from inventory;
 - a. Removal from storage systems and provide the following services;
 - i. Return to PHAC office or alternate location (as directed by PHAC) as final disposition, inventory holding report to reflect permanent withdrawal and return to PHAC.
 - ii. Secure certified destruction is the final disposition, inventory holding report to reflect permanent withdrawal and certified destruction.
6. Destruction Services
 - a. Provide secure paper document shredding services using shredding equipment approved by the Royal Canadian Mounted Police (RCMP) for the bulk destruction of paper documents up to and including Protected B, as described in the RCMP Security Equipment Guide. The Contractor will provide a Certificate of Destruction and update the inventory holdings report to reflect the permanent withdrawal and certified destruction.
 - b. The Contractor will provide a closed loop destruction service (unbroken chain of custody from storage to certified confidential destruction).
 - c. The same levels of security and protection of information must be provided in the destruction facilities as is required for storage facilities.
 - d. Upon destruction of material and provided at time of service call, a Certificate of Destruction certifying that the material has been properly destroyed to the Project Authority. The Certificate must specify the number of units destroyed and the date and time of destruction and the signature of the Identified User who witnessed the destruction.
 - e. A secure on-site or mobile paper document destruction services in accordance with Government of Canada security specifications. The Contractor will provide a Certificate of Destruction with the appropriate invoice. The Certificate of Destruction will identify material destroyed, the date of destruction, and the signature of the Identified User who witnessed the destruction.
7. Inventory and Reporting
 - a. Inventory data conversion capabilities and services
 - b. Reports to include
 - i. Inventory
 - ii. Billing
 - iii. Adhoc or user defined reports
 - c. An inventory control/management reporting system with details and delivery, which may need to be available at an individual "cost centre" level and at a roll-up to "departmental" level. This system must have Bar Coding capability that is web-enabled, capable of providing reports and form customization in both official languages.
8. Provide chain of custody tracking and reporting for each pickup/ delivery request.
9. The Contractor must provide various standard storage cartons on demand for legal-sized paper documents.

3.2. Specifications and Standards



Service levels:

The proposed minimum daily volume for forms nationally at all airports will be approximately 350 total.

Traveller forms will be received (scanned copies or physical forms) on a daily basis including weekends and holidays, or as otherwise directed by PHAC.

Data files are to be transmitted to PHAC by 1pm EST on a daily basis, and should include the new data from the preceding 24 hour period. The service standard for minimum volumes must be a 48 hour turn around. The turnaround time if the volume exceeds the maximum daily limit at a location or aggregated from multiple locations will be 72 hours.

The Contractor will monitor daily incoming volumes compared to the previous 10 days. Workload balancing will be adjusted to ensure all documents within commitment Service Level Agreement (SLA) are processed. Exceeded volumes will be carried over to the next day and will be first priority (FIFO). If carryover occurs for three consecutive days, the Contractor will put in place additional staff to ensure continued SLA performance.

The systems must deliver the following with respect to the inventory control/management system:

1. Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media;
2. Accurate retrieval requests and on-time delivery;
3. Immediate update/ changes to authorized users list;
4. Set up/ establish new user organizations;
5. Real time, inventory of the Identified Users' information holdings;
6. On-line pickup storage requests and delivery services in receipt of Government of Canada owned recorded information holdings.

3.3. Indexing:

Indexing creates necessary metadata fields to support standard search functionality to access the documents.

- Single Key Entry will be performed on the appropriate fields as identified in the indexing table below.
- For manually indexed fields, the supplier will only capture data present on the image. Black or default values will be provided for missing or illegible data as defined by PHAC.

Sample Indexing Fields:

An example of the potential indexing fields is included in Appendix A. The index fields represent the types of information that may be captured (includes the vaccine and country code mapping) and are subject to change via a Change Order request (Appendix E), as agreed upon by the Project Authority and the Contractor.

Other:

Airport: please select airport as indicated on the traveller form, otherwise it can be based on the location of where the file is being transmitted from or picked up from. For example, if it is being transmitted by scan or fax, then identify based on the individual sending the forms or by the fax number, or if being picked up, use the location where the courier picked up the forms.

For any other default values whether illegible, crossed out, left blank, etc., these values should not be keyed in. In cases where the first and last name of the traveller cannot be identified, or where there is no contact information (address, email address, phone numbers), no information should be keyed in and the next form should be addressed.



A report on the number of forms which are not keyed in due to unconfirmed default values should be provided to PHAC during transmission.

3.4. Hard Copy Release:

Traveller forms physically received will be prepared by the Contractor prior to scanning. This project has been identified as having a customized level of preparation. The vendor will not have to prepare any of the documents. This includes not having to remove fasteners, or manually sort any of the paper. All paper is expected to be 100% legal 8.5" x 14" bond paper, and in good condition. There is no separation needed between documents.

The form is made up of two physical double sided pages. The third physical page of the form contains the privacy notice and definitions, and should be blank on the second side. This page should not be sent to the contractor and is not required to be imaged if it is received.

The following information outlines the disposition of the original hard copy materials as well as the requirements for the converted image destination and image format.

- The scanned documents will be placed back into the receiving container in the order in which they were scanned; no reassembly is required.
- The documents post conversion, will be retained for safekeeping until disposition notice by PHAC has been received by the Contractor.

3.5. Digital Release:

The following information outlines the requirements for the converted image destination and image format:

- The image output will be a searchable PDF/Archive
- Released images will be at 300 DPI
- The index output will be a .CSV file. PHAC will provide a sample data structure to the vendor
- There will be one index file created per batch for this project. A record will be created within the index file for each image file contained within a batch
- Image files and index files will be placed in a folder per batch delivered
- The Contractor must deliver the batch of daily work at a set time with one combined index named as the {delivery date}.csv for the day
- The image and index files will be released via secure FTP or Liquid Files
- Files will be made available as they are completed and at a frequency determined and agreed to by the Contractor and PHAC
- The entire project will be scanned in black and white 2 bit
- The vendor will perform statistical quality control utilizing the ANSI/ASQC (American National Standards Institute/American Society for Quality Control) standard Z1.4 at a 1.0 Acceptable Quality Level (AQL) to establish the sample size(s), acceptance, rejection and re-sampling parameters. Index files will be placed in a folder per batch delivered

3.6. Method and Source of Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have



the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

2.7. Reporting Requirements

The Contractor must submit a report (one (1) electronic copy) to the Project Authority outlining the accomplishments for the given period, open issues, upcoming milestones and other ad hoc requests on a monthly, or upon request, basis. The structure of the report will be agreed upon by PHAC and the contractor.

ADDITIONAL INFORMATION

2.8 Canada's Obligations

- PHAC will review the process and promptly notify the contractor of any alterations and/or corrections that are necessary.
- PHAC will review the deliverables within one week and provide feedback to the Contractor so that any necessary rescanning services can be provided.
- PHAC will make arrangements for any stored material to be moved upon contract expiration.

2.9. Contractor's Obligations

- Meet all tasks, deliverables and milestones;
- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work;

2.10. Location of Work, Work site and Delivery Point

Pickup of the traveller forms will be done at identified airports (refer to Appendix B for a list of potential airports) but all other work will be conducted at the Contractor's site(s).

2.11. Language of Work

The contractor must ensure that:

- All services and communications, written or verbal, are provided in both official languages where applicable;
- All on-line, web-based customer access systems must be offered in both official languages of Canada. This includes all customer services using any web-based, telephony or call-center customer service interfaces.

5. APPLICABLE DOCUMENTS AND GLOSSARY

5.1. Applicable Documents

Appendix A- Sample Indexing Fields

Appendix B – List of Potential Airports

Appendix C – Vaccine Mapping

Appendix D – Country Code Mapping

Appendix E – Change Order Request Form

Appendix F- Basis of Payment (example fee table)



APPENDIX A – Sample Indexing Fields

Primary Field?	Index Field Name	Basis	Source	Max No. of Char	Fixed Length?	Req	Format
Traveller Information							
Yes	Surname	Per File	From Image	18	No	Yes	Alpha
No	First name	Per File	From Image	17	No	Yes	Alpha
No	Initial or Middle Name	Per File	From Image	12	No	No	Alpha
No	Date of birth	Per File	From Image	8	No	Yes	Numeric
No	Email address	Per File	From Image	19	No	No	Alpha-Numeric
No	Official Language	Per File	From Image	1	No	Yes	Drop Down
No	Country Code	Per File	From Image	5	No	Yes	Numeric
No	Primary phone number	Per File	From Image	12	No	Yes	Numeric
No	Country Code	Per File	From Image	5	No	Yes	Numeric
No	Secondary phone number (optional)	Per File	From Image	13	No	No	Numeric
Arrival Information							
No	Date of Arrival	Per File	From Image	8	No	Yes	Numeric
No	Air	Per File	From Image	1	No	Yes	Drop Down
No	Airport	Per File	From Image	1	No	Yes	Drop Down
No	If other 'Air' is selected (Optional)	Per File	From Image	15	No	No	Alpha
No	Airline	Per File	From Image	19	No	Yes	Alpha
No	Flight number	Per File	From Image	17	No	Yes	Alpha-Numeric
No	Port of Entry (if land or water)	Per File	From Image	17	No	No	Alpha
No	Country of original departure	Per File	From Image	13	No	Yes	Alpha



No	Countries visited or lived in during	Per File	From Image	100	No	Yes	Alpha
No	Purpose of travel	Per File	From Image	1	No	Yes	Drop down
No	Type of Travel Document	Per File	From Image	19	No	Yes	Alpha
No	Country that issued travel	Per File	From Image	17	No	Yes	Alpha
No	Travel Document Number	Per File	From Image	12	No	Yes	Alpha-Numeric
Canadian Destination Information							
No	Destination type	Per File	From Image	1	No	Yes	Alpha
No	Destination type description (if	Per File	From Image	25	No	No	Alpha-Numeric
No	Street name and number	Per File	From Image	21	No	Yes	Alpha-Numeric
No	Apartment/Unit Number (if	Per File	From Image	14	No	No	Alpha-Numeric
No	City	Per File	From Image	12	No	Yes	Alpha
No	Province	Per File	From Image	2	No	Yes	Alpha
No	Postal Code	Per File	From Image	12	No	Yes	Alpha-Numeric
No	Purpose of Travel	Per File	From Image	1	No	Yes	Alpha
No	Signature	Per File	From Image	22	No	Yes	Alpha
No	Date of Signature	Per File	From Image	8	No	Yes	Numeric



APPENDIX B – List of Potential Airports

Airport	Address
Victoria International Airport (YYJ)	201-1640 Electra Blvd, Sidney, BC V8L 5V4
Vancouver International Airport (YVR)	3211 Grant McConachie Way, Richmond, BC V7B 0A4
Kelowna International Airport (YLW)	5533 Airport Way, Kelowna, BC V1V 1S1
Abbotsford International Airport (YXX)	30440 Liberator Ave, Abbotsford, BC V2T 6H5
Saskatoon John G. Diefenbaker International Airport (YXE)	2625 Airport Dr, Saskatoon, SK S7L 7L1
Regina Airport (YQR)	5201 Regina Ave, Regina, SK S4W 1B3
Calgary International Airport (YYC)	2000 Airport Rd NE, Calgary, AB T2E 6W5
Edmonton International Airport (YEG)	1000 Airport Rd, Edmonton International Airport, AB T9E 0V3
Winnipeg James Armstrong Richardson International Airport (YWG)	2000 Wellington Ave, Winnipeg, MB R3H 1C2
Toronto Pearson International Airport (YYZ)	6301 Silver Dart Dr, Mississauga, ON L5P 1B2
Billy Bishop Toronto City Airport (YTZ)	2 Eireann Quay, Toronto, ON M5V 1A1
Ottawa International Airport (YOW)	1000 Airport Parkway Private, Ottawa, ON K1V 9B4
Thunder Bay International Airport (YQT)	100 Princess St, Thunder Bay, ON P7E 6S2
Windsor International Airport (YQG)	3200 County Rd 42 Unit #200, Windsor, ON N8V 0A1
Region of Waterloo International Airport (YKF)	4881 Fountain St N #1, Breslau, ON N0B 1M0
London International Airport (YXU)	10 Seabrook Way, London, ON N5V 3B6
John C. Munro Hamilton International Airport (YHM)	9300 Airport Rd #2206, Mount Hope, ON L0R 1W0
Montréal-Pierre Elliott Trudeau International Airport (YUL)	Romeo-Vachon Blvd N, Dorval, Quebec H4Y 1H1
Québec City Jean Lesage International Airport (YQB)	505 Rue Principale, Québec, QC G2G 0J4
Saguenay-Bagotville Airport (YBG)	7000 Chem. de l'Aéroport, La Baie, QC G7B 0E4
Fredricton International Airport (YFC)	2570 Route 102 Highway, Lincoln, NB E3B 9G1



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Greater Moncton Romeo LeBlanc International Airport (YQM)	777 Aviation Ave #12, Dieppe, NB E1A 7Z5
Saint John Airport (YSJ)	4180 Loch Lomond Rd, Saint John, NB E2N 1L7
St John's International Airport (YYT)	100 World Pkwy, St. John's, NL A1A 5T2
Deer Lake Regional Airport (YDF)	1 Airport Rd suite 1, Deer Lake, NL A8A 1A3
Gander International Airport (YQX)	1000 James Blvd, Gander, NL A1V 1W8
Charlottetown Airport (YYG)	250 Maple Hills Ave, Charlottetown, PE C1C 1N2
Halifax Stanfield International Airport (YHZ)	Halifax Stanfield International Airport 747 Bell Blvd, Goffs, NS B2T 1K2
J.A. Douglas McCurdy Sydney Airport (YQY)	280 Silver Dart Way, Sydney, NS B1M 1B8
Yarmouth Airport (YQI)	310 Forest St, Yarmouth, NS B5A 5H4
Erik Nielsen Whitehorse International Airport (YXY)	5 Barkley Grow Crescent, Whitehorse, YT Y1A 6E6



APPENDIX C – Vaccine Mapping

External value	Old Vaccine Name	Health Canada Authorized Vaccine	Vaccine Name (new as of 2021-10-19)
1	Pfizer (Comirnaty, tozinameran, BNT162b2)	Yes	Pfizer-BioNTech Comirnaty® (tozinameran, BNT162b2)
2	Moderna (mRNA-1273)	Yes	Moderna Spikevax® (mRNA-1273)
3	AstraZeneca (Vaxzevria, AZD1222, Covishield)	Yes	AstraZeneca Vaxzevria® / COVISHIELD (Oxford/AstraZeneca, AZD1222)
4	Janssen (Johnson & Johnson, Ad26.COV2.S)	Yes	Janssen (Johnson & Johnson, Ad26.COV2.S, Ad26COVS1, JNJ-78436735)
5	Gamalaya (Sputnik V, Gam-Covid-Vac)	No	Gamaleya: Sputnik V (Gam-Covid-Vac)
6	Vector Institute (EpiVacCorona)	No	FBRI: EpiVacCorona
7	Sinopharm (BBIBP-CorV)	No	Sinopharm: BBIBP-CorV
8	Sinovac (CoronaVac, PiCoVacc)	No	Sinovac (CoronaVac, PiCoVacc)
9	Cansino (Convidecia, Ad5-nCoV)	No	CanSino: Ad5-nCoV (Convidecia)
10	Pfizer	No	Bharat Biotech (Covaxin, BBV152 A, B, C)
11	Novavax	No	Novavax (Covovax, Nuvaxovid, NVX-CoV2373)
12	Other/Autre	No	Other/Autre



APPENDIX D – Country Code Mapping

CSN	English	French	MRZ
1	Andorra	Andorre	AND
2	United Arab Emirates	Émirats arabes unis	ARE
3	Afghanistan	Afghanistan	AFG
4	Antigua and Barbuda	Antigua-et-Barbuda	ATG
5	Anguilla	Anguilla	AIA
5	Anguilla	Anguilla	ANG
6	Albania	Albanie	ALB
7	Armenia	Arménie	ARM
8	Netherlands Antilles	Antilles néerlandaises	ANT
9	Angola	Angola	AGO
10	Antarctica	Antarctique	ATA
11	Argentina	Argentine	ARG
12	American Samoa	Samoa américaines	ASM
13	Austria	Autriche	AUT
14	Australia	Australie	AUS
15	Aruba	Aruba	ABW
16	Azerbaijan	Azerbaïdjan	AZE
17	Bosnia Herzegovina	Bosnie-Herzégovine	BIH
18	Barbados	Barbade	BRB
19	Bangladesh	Bangladesh	BGD
20	Belgium	Belgique	BEL
21	Burkina Faso	Burkina Faso	BFA
22	Bulgaria	Bulgarie	BGR
23	Bahrain	Bahreïn	BHR
24	Burundi	Burundi	BDI
25	Benin	Bénin	BEN
26	Bermuda	Bermudes	BMU
27	Brunei Darussalam	Brunéi Darussalam	BRN
28	Bolivia	Bolivie	BOL
29	Brazil	Brésil	BRA
30	Bahamas	Bahamas	BHS
31	Bhutan	Bhoutan	BTN
32	Bouvet Island	Bouvet, île	BVT
33	Botswana	Botswana	BWA
34	Belarus	Bélarus	BLR
35	Belize	Belize	BLZ
36	Canada	Canada	CAN
37	Cocos (Keeling) Islands	Cocos (Keeling), Îles des	CCK
38	Democratic Republic of the Congo	République démocratique du Congo	COD
39	Central African Republic	Centrafricaine, République	CAF
40	Congo	Congo	COG
41	Switzerland	Suisse	CHE
42	Ivory Coast	Côte d'Ivoire	CIV
43	Cook Islands	Cook, Îles	COK
44	Chile	Chili	CHL
45	Cameroon	Cameroun	CMR
46	China	Chine	CHN
47	Colombia	Colombie	COL
48	Costa Rica	Costa Rica	CRI
49	Cuba	Cuba	CUB
50	Cape Verde	Cap-Vert	CPV



51	Christmas Island	Christmas, Île	CXR
52	Cyprus	Chypre	CYP
53	Czech Republic	République tchèque	CZE
54	Germany	Allemagne	GER
54	Germany	Allemagne	DEU
54	Germany	Allemagne	D
55	Djibouti	Djibouti	DJI
56	Denmark	Danemark	DNK
57	Dominica	Dominique	DMA
58	Dominican Republic	Dominicaine, République	DOM
59	Algeria	Algérie	DZA
60	Ecuador	Équateur	ECU
61	Estonia	Estonie	EST
62	Egypt	Égypte	EGY
63	Western Sahara	Sahara occidental	ESH
64	Eritrea	Érythrée	ERI
65	Spain	Espagne	ESP
66	Ethiopia	Éthiopie	ETH
67	Finland	Finlande	FIN
68	Fiji	Fidji	FJI
69	Falkland Islands (Malvinas)	Malouines, Îles	FLK
70	Federated States of Micronesia	Etats fédérés de Micronésie	FSM
71	Faroe Islands	Îles Féroé	FRO
71	Faroe Islands	Îles Féroé	FRD
72	France	France	FRA
73	Gabon	Gabon	GAB
74	United Kingdom	Royaume-Uni	GBR
75	Grenada	Grenade	GRD
76	Georgia	Géorgie	GEO
76	Georgia	Géorgie	GGI
77	French Guiana	Guyane française	GUF
78	Ghana	Ghana	GHA
79	Gibraltar	Gibraltar	GIB
80	Greenland	Groenland	GRL
81	Gambia	Gambie	GMB
82	Guinea	Guinée	GIN
83	Guadeloupe	Guadeloupe	GLP
84	Equatorial Guinea	Guinée équatoriale	GNQ
85	Greece	Grèce	GRC
86	Guatemala	Guatemala	GTM
87	Guam	Guam	GUM
88	Guinea Bissau	Guinée-Bissau	GNB
89	Guyana	Guyane	GUY
90	Hong Kong	Hong-Kong	HKG
91	Heard and McDonald Islands	Heard et McDonald, Îles	HMD
92	Honduras	Honduras	HND
93	Croatia	Croatie	HRV
94	Haiti	Haïti	HTI
95	Hungary	Hongrie	HUN
96	Indonesia	Indonésie	IDN
97	Ireland	Irlande	IRL
98	Israel	Israël	ISR
99	India	Inde	IND



100	British Indian Ocean Territory	Territoire britannique de l'océan indien	IOT
101	Iraq	Iraq	IRQ
102	Iran (Islamic Republic of)	Iran (République islamique d')	IRN
103	Iceland	Islande	ISL
104	Italy	Italie	ITA
105	Jamaica	Jamaïque	JAM
106	Jordan	Jordanie	JOR
107	Japan	Japon	JPN
108	Kenya	Kenya	KEN
109	Kyrgyzstan	Kirghizistan	KGZ
109	Kyrgyzstan	Kirghizistan	KGZ
110	Cambodia	Cambodge	KHM
111	Kiribati	Kiribati	KIR
112	Comoros	Comores	COM
113	Saint Kitts and Nevis	Saint-Kitts-et-Nevis	KNA
114	Korea, Democratic People's Republic of	Corée, République populaire démocratique de	PRK
115	Korea, Republic of	Corée, République de	KOR
116	Kuwait	Koweït	KWT
117	Cayman Islands	Caïmanes, Îles	CYM
118	Kazakhstan	Kazakhstan	KAZ
119	Lao People's Democratic Republic	République démocratique populaire Lao	LAO
120	Lebanon	Liban	LBN
121	Saint Lucia	Sainte-Lucie	LCA
122	Liechtenstein	Liechtenstein	LIE
123	Sri Lanka	Sri Lanka	LKA
124	Liberia	Libéria	LBR
125	Lesotho	Lesotho	LSO
126	Lithuania	Lituanie	LTU
126	Lithuania	Lituanie	LIT
127	Luxembourg	Luxembourg	LUX
128	Latvia	Lettonie	LVA
128	Latvia	Lettonie	LTV
129	Libya	Libye	LBY
130	Morocco	Maroc	MAR
131	Monaco	Monaco	MCO
132	Moldova, Republic of	Moldavie, République de	MDA
133	Madagascar	Madagascar	MDG
134	Marshall Islands	Marshall, Îles	MHL
135	North Macedonia	Macédoine, du Nord	MKD
136	Mali	Mali	MLI
137	Myanmar	Myanmar	MMR
138	Mongolia	Mongolie	MNG
139	Macao	Macao	MAC
140	Northern Marianas Islands	Mariannes du Nord, Îles	MNP
141	Martinique	Martinique	MTQ
142	Mauritania	Mauritanie	MRT
143	Montserrat	Montserrat	MSR
144	Malta	Malte	MLT
145	Mauritius	Maurice	MUS
146	Maldives	Maldives	MDV
147	Malawi	Malawi	MWI
148	Mexico	Mexique	MEX
149	Malaysia	Malaisie	MYS



150	Mozambique	Mozambique	MOZ
151	Namibia	Namibie	NAM
152	New Caledonia	Nouvelle-Calédonie	NCL
153	Niger	Niger	NER
154	Norfolk Island	Norfolk, Île	NFK
155	Nigeria	Nigéria	NGA
156	Nicaragua	Nicaragua	NIC
157	Netherlands	Pays-Bas	NLD
158	Norway	Norvège	NOR
159	Nepal	Népal	NPL
160	Nauru	Nauru	NRU
161	Niue	Nioué	NIU
162	New Zealand	Nouvelle-Zélande	NZL
163	Oman	Oman	OMN
164	Panama	Panama	PAN
165	Peru	Pérou	PER
166	French Polynesia	Polynésie française	PYF
167	Papua New Guinea	Papouasie - Nouvelle-Guinée	PNG
168	Philippines	Philippines	PHL
169	Pakistan	Pakistan	PAK
170	Poland	Pologne	POL
171	St. Pierre and Miquelon	Saint-Pierre-et-Miquelon	SPM
172	Pitcairn	Pitcairn	PCN
173	Puerto Rico	Porto Rico	PRI
174	Occupied Palestinian Territory	Territoire palestinien occupé	PSE
175	Portugal	Portugal	PRT
176	Palau	Palau	PLW
177	Paraguay	Paraguay	PRY
178	Qatar	Qatar	QAT
179	Reunion	Réunion	REU
180	Romania	Roumanie	ROM
180	Romania	Roumanie	ROU
181	Russian Federation	Fédération de Russie	RUS
182	Rwanda	Rwanda	RWA
183	Saudi Arabia	Arabie saoudite	SAU
184	Solomon Islands	Salomon, Îles	SLB
185	Seychelles	Seychelles	SYC
186	Sudan	Soudan	SDN
187	Sweden	Suède	SWE
188	Singapore	Singapour	SGP
189	St. Helena	Sainte-Hélène	SHN
190	Slovenia	Slovénie	SVN
191	Svalbard and Jan Mayen	Svalbard et l'Île Jan Mayen	SJM
192	Slovakia	Slovaquie	SVK
193	Sierra Leone	Sierra Leone	SLE
194	San Marino	Saint-Marin	SMR
195	Senegal	Sénégal	SEN
196	Somalia	Somalie	SOM
197	Surinam	Surinam	SUR
198	Sao Tome and Principe	São Tomé-et-Principe	STP
199	El Salvador	El Salvador	SLV
200	Syrian Arab Republic	République arabe syrienne	SYR
201	Eswatini	Eswatini	SWZ



201	Eswatini	Eswatini	SWR
202	Turks and Caicos Islands	Turks et Caïques, Îles	TCA
203	Chad	Tchad	TCD
204	French Southern Territories	Terres australes françaises	ATF
205	Togo	Togo	TGO
206	Thailand	Thaïlande	THA
207	Tajikistan	Tadjikistan	TJK
208	Tokelau	Tokélau	TKL
209	Turkmenistan	Turkménistan	TKM
210	Tunisia	Tunisie	TUN
211	Tonga	Tonga	TON
212	East Timor	Timor oriental	TMP
213	Turkey	Turquie	TUR
214	Trinidad and Tobago	Trinité-et-Tobago	TTO
215	Tuvalu	Tuvalu	TUV
216	Taiwan	Taiwan	TWN
217	Tanzania, United Republic	Tanzanie, République unie de	TZA
218	Ukraine	Ukraine	UKR
219	Uganda	Ouganda	UGA
220	United States Minor Outlying Islands	Îles mineures éloignées des États-Unis	UMI
221	United States of America	États-Unis d'Amérique	USA
222	Uruguay	Uruguay	URY
223	Uzbekistan	Ouzbékistan	UZB
224	Vatican City State (Holy See)	Vatican, État de la Cité du (Saint-Siège)	VAT
225	St. Vincent and the Grenadines	Saint-Vincent-et-Grenadines	VCT
226	Venezuela	Venezuela	VEN
227	Virgin Islands, British	Vierges britanniques, Îles	VGB
228	Virgin Islands, U.S.	Vierges américaines, Îles	VIR
229	Viet Nam	Viet Nam	VNM
230	Vanuatu	Vanuatu	VUT
231	Wallis and Futuna Islands	Wallis et Futuna, Îles	WLF
232	Samoa	Samoa	WSM
233	Yemen	Yémen	YEM
234	Yugoslavia	Yougoslavie	YUG
235	South Africa	Afrique du Sud	ZAF
236	Zambia	Zambie	ZMB
237	Zimbabwe	Zimbabwe	ZWE
239	Unknown	Inconnu	XXX
240	Other	Autre	XPO
240	Other	Autre	WSA
241	South Georgia and the South Sandwich Islands	Géorgie du Sud et les Îles Sandwich du Sud	SGS
242	Mayotte	Mayotte	MYT
243	Serbia-Montenegro	Serbie-Monténégro	SCG
244	Serbia	Serbie	SRB
245	Montenegro	Monténégro	MNE
246	Åland Islands	Åland, Îles	ALA
247	Guernsey	Guernesey	GGY
248	Isle Of Man	Île De Man	IMN
249	Jersey	Jersey	JEY
250	Saint Barthélemy	Saint-Barthélemy	BLM
251	Saint Martin (French Part)	Saint-Martin (Partie Française)	MAF
252	Timor-Leste	Timor-Leste	TLS
253	Curaçao	Curaçao	CUW



254	Bonaire, Sint Eustatius and Saba	Bonaire, Saint-Eustache et Saba	BES
255	Sint Maarten (Dutch part)	Saint-Martin (partie néerlandaise)	SXM
256	South Sudan	Soudan Du Sud	SSD
257	Stateless	Apatride	XXA
258	Kosovo	Kosovo	UNK
258	Kosovo	Kosovo	RKS
262	British Overseas Territories Citizen	Citoyens des territoires britanniques à l'étranger	GBD
263	British National (Overseas)	Ressortissants britannique (à l'étranger)	GBN
264	British Overseas citizen	Citoyen britannique à l'étranger	GBO
265	British Protected person	Personne protégée britannique	GBP
266	British Subject	Sujet britannique	GBS
267	United Nations Organization	l'Organisation des Nations Unies	UNO
268	Agency of the United Nations	Institution spécialisée des Nations Unies	UNA
271	Malta, Sovereign Military Order of	Malte, Ordre Souverain Militaire de	XOM
272	Refugee, Article 1	Réfugié, Article 1	XXB
273	Refugee, other	Réfugié, autre	XXC
274	Person of unspecified or unknown nationality.	Personne de nationalité non spécifiée ou inconnue.	XXX
275	Wake Atoll	Atoll Wake	WK
276	Ceuta and Melilla	Ceuta et Melilla	EA

ATTACHEMENT TO ANNEX A DRAFT/SAMPLE Change Order/ Change Request Form

This Document Management Solutions Change Request Form ("Change Order") is incorporated into and made part of the Document Capture Statement of Work ("SOW") between X Contractor and the Public Health Agency of Canada ("Customer"). The parties acknowledge and agree that this Change Order and the SOW are incorporated by reference into the executed Customer Agreement between the parties. All capitalized terms defined in the Agreement shall have the same meanings when used hereunder unless otherwise noted.

This Change Order is effective as of the date of Customer's signature below (the "Effective Date"), and shall remain in effect until the work described herein has been completed and payment has been received.

Pricing contained within this Schedule is valid for acceptance by Customer only for a period of thirty (30) calendar days from XYZ.

Customer Name	Public Health Agency of Canada	Contract #	
Customer Primary Contact	<i>Name of contact</i>	Change Order #	01
Product/Service Type	Digital Imaging and Capture		
X Contact			
X Implementation Manager			

Description of Change:

The customer has requested changes to the batch class due to changes in the form. These changes include changing, moving and adding fields.

Summary of changes:

*Indexing Fields: Include list of updated and current list of the indexing fields



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Impact of change (including pricing):

The changes to the form will result in X.

Example: There will be no change to the price per application/per service or the change to the cost will be X:

The estimated time to code / implement / test will be X business days from the reception of this signed change request.

Total cost to the customer for these changes will be \$X

Authorization:

CUSTOMER: PHAC	CONTRACTOR:
INDIVIDUAL SIGNING:	INDIVIDUAL SIGNING:
Signature:	Signature:
Title:	Title:
Signing Date:	Signing Date:

****Revised Form if applicable – Version #***



ANNEX “B” BASIS OF PAYMENT

All prices must be quoted in Canadian dollars

1. Initial Contract Period – Contract Award to July 31st, 2024

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$
Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$
Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx.10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$

Commented [LC1]: This is in the Pricing Schedule to provide level of effort for evaluation purposes but do we need it here? This will be the contract section



Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$
5 additional airports at approx.10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$
Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$

Notes:

- Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.
- Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Initial Contract Period: Bidder to update (*Applicable Taxes extra.*)

2. Option Periods

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

2.1 Option Period 1 – August 1st, 2024 – July 31st, 2025

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
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One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$
Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$
Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx.10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$
5 additional airports at approx.10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$



Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$

Notes:

- Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.
- Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Option Period 1: Bidder to update (Applicable Taxes extra.)

2.2 Option Period 2 – August 1st, 2025 – July 31st, 2026

Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost (bidder to update this column)
One Time Set Up Cost			\$
Per Scanned Form (\$X/image @2 images per form)		9200	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		9200	\$
Change Order: Traveler Form		1	\$
Change Order impact to services (~\$X per form)		1	\$
Implicated Airports: Calgary, Vancouver, Montreal, Quebec, Toronto (Collection, Storage & Shredding)	Unit of Measure	Estimated Volume per Month	Per Unit Cost
Record Centre Storage	Per Cubic Ft per month	220	\$



Pick-up	Per Trip	500	\$
Accession	Per Container	6	\$
Retrieval	Per Container	2	\$
Refile	Per Container	2	\$
Transportation – Pick-up (Rush /Dedicated Daily Services)	Per Trip / Per Location	45	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	40	\$
Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
5 additional airports at approx.10% of total volume (Scanning & Information Transfer)		Estimated Volume per Month	Per Unit Cost
Per Scanned Form (\$X/image @2 images per form)		650	\$
Indexing of Meta Data from Travel Form (\$X/image @ 2 images per form)		650	\$
Change Order impact to services (\$X per form)		1	\$
5 additional airports at approx.10% of total volume (Collection, Storage & Shredding)	Unit of Measure		\$
Record Centre Storage	Per Cubic Ft per month	22	\$
Pick-up	Per Trip	50	\$
Accession	Per Container	1	\$
Retrieval	Per Container	1	\$
Refile	Per Container	1	\$
Transportation – Pick-up (Rush / Dedicated Daily Services)	Per Trip	5	\$
Disposition / Delocation	Per Container	0	\$
Storage Container	Letter/Legal (per container)	4	\$



Other transportation/handling/material expenses	Boxes, lids, packaging, labels	1	\$
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Notes:

1. Should Protected B Cloud Storage be required for metadata or images - 10TB minimum charge is **Bidder to update** per month.
2. Each additional GB over 10TB is **Bidder to update** per GB

Total Estimated Cost Option Period 2: Bidder to update (*Applicable Taxes extra.*)



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat PR# 1000243579
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Health Agency of Canada	2. Branch or Directorate / Direction générale ou Direction TBS/SCCT	
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 Traveller Contact Information Form Project for processing traveler information related to COVID-19 received in paper format at Canadian airports.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	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"/>	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 checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified





Contract Number / Numéro du contrat PR# 1000243579
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes / Non 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes / Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes / Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat PR# 1000243579
Security Classification / Classification de sécurité Unclassified

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		<input checked="" type="checkbox"/>														
IT Media / Support IT / IT Link / Lien électronique		X														

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).