



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
 Bid Receiving - Réception des soumissions:

Gen-Atl-bidssubmission-soumission@csc-scc.gc.ca

Subject line: 21280-22-3609918/G

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal to: Correctional Service Canada – Proposition à: Service Correctionnel du Canada**

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments — Commentaires :**

“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT”

« LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # — N° de Téléphone : \_\_\_\_\_

Fax # — No de télécopieur : \_\_\_\_\_

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
 ou NAS ou N° d'entreprise : \_\_\_\_\_

|   |   |
|---|---|
| <b>Title — Sujet:</b><br><b>Urinalysis Sample Collection Services</b>   |   |
| <b>Solicitation No. — N° de l'invitation</b><br>21280-22-3609918/G  | <b>Date:</b><br>November 24, 2022                                 |
| <b>Client Reference No. — N° de Référence du Client</b><br>21280-22-3609918/G   |   |
| <b>GETS Reference No. — N° de Référence de SEAG</b><br>PW-22-01014441   |   |
| <b>Solicitation Closes — L'invitation prend fin</b><br><b>at / à : 2:00pm AST/ 14:00h HNA</b><br><b>on / le : December 27, 2022 / 27 décembre 2022</b>                    |   |
| <b>F.O.B. — F.A.B.</b><br>Plant – Usine: _____ Destination: _____ Other-<br>Autre: _____  |   |
| <b>Address Enquiries to — Soumettre toutes questions à:</b><br><br>Jolaine Amos, Regional Contracting Officer   |   |
| <b>Telephone No. – N° de téléphone:</b><br>506-269-3787   | <b>Fax No. – N° de télécopieur:</b>                               |
| <b>Destination of Goods, Services and Construction:</b><br><b>Destination des biens, services et construction:</b><br><br>Halifax Regional Municipality and Kentville, NS |   |
| <b>Instructions: See Herein</b><br><b>Instructions : Voir aux présentes</b>   |   |
| <b>Delivery Required — Livraison exigée : See herein</b>  | <b>Delivery Offered – Livraison proposée : Voir aux présentes</b> |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>                |   |
| <b>Name / Nom</b>   | <b>Title / Titre</b>  |
| <b>Signature</b>  | <b>Date</b>   |
| (Sign and return cover page with bid proposal /<br>Signer et retourner la page de couverture avec la proposition)   |   |



This bid solicitation cancels and supersedes previous bid solicitation number  
**21280-22-3609918/F** dated August 3, 2022 with a closing of September 7, 2022 1 at 2:00 PM.

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries, Bid Solicitation
5. Applicable Laws

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

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications
5. Section IV: Additional Information

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

1. Evaluation Procedures
2. Basis of Selection
3. Insurance Requirements

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

1. Certifications Precedent to Contract Award and Additional Information

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

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Liability
13. Ownership Control
14. Closure of Government Facilities
15. Tuberculosis Testing



16. Compliance with CSC Policies
17. Health and Labour Conditions
18. Identification Protocol Responsibilities
19. Dispute Resolution Services
20. Contract Administration
21. Privacy
22. Proactive Disclosure of Contracts with Former Public Servants
23. Information Guide for Contractors

**List of Annexes:**

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Evaluation Criteria
- Annex E – Contract Security Program – Application for Registration



## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

1.2 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.

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **4. 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **5. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



## **PART 2 - BIDDER INSTRUCTIONS**

### **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 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: sixty (60) days

Insert: One hundred and twenty (120) days

### **2. Submission of Bids**

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the bid solicitation.

#### **Section 06 Late bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 06 in its entirety.**

**Insert: 06 Late bids:**

For bids submitted by email, Canada will delete bids delivered after the stipulated solicitation closing date and time. Canada will keep records documenting receipt of late bids by email.

#### **Section 07 Delayed bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 07 in its entirety.**

**Insert: 07 Delayed bids:**

Canada will not accept any delayed bids.

#### **Section 08 Transmission by facsimile or by E-Post Connect of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 08 in its entirety.**

**Insert: 08 Transmission by email**

- a. Unless specified otherwise in the solicitation, Bidders must submit their bid to the CSC bid submission email address indicated on page 1 of the bid solicitation document. This email address is the only acceptable email address for Bidders to submit their bid in response to this bid solicitation.
- b. Bidders may transmit their bid at any time prior to the solicitation closing date and time.



- c. Bidders should include the bid solicitation number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the bid by email including, but not limited to, the following:
  - i. Receipt of a garbled, corrupted or incomplete bid;
  - ii. Availability or condition of the email service;
  - iii. Incompatibility between the sending and receiving equipment;
  - iv. Delay in transmission or receipt of the bid;
  - v. Failure of the Bidder to properly identify the bid;
  - vi. Illegibility of the bid;
  - vii. Security of bid data;
  - viii. Failure of the Bidder to send the bid to the correct email address;
  - ix. Connectivity issues; or
  - x. Email attachments that are blocked or not received even though the Bidder's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Bidder's email by email from the email address provided for the submission of bids. This acknowledgement will confirm only the receipt of the Bidder's email and will not confirm if all of the Bidder's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Bidders requesting confirmation of attachments.
- f. Bidders must ensure they are using the correct email address for bid submission and should not rely on the accuracy of copying and pasting the email address from the solicitation document cover page.
- g. A bid transmitted by a Bidder to the CSC submission email address constitutes the Bidder's formal bid, and must be submitted in accordance with section 05 of 2003, Standard Instructions – Goods or Services – Competitive Requirements.
- h. Bidders are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

**Section 09 Customs clearance of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.**

### **3. Former Public Servants**

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

#### ***Definitions***

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



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

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

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

**Former Public Servant in Receipt of a Pension**

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

**Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;



- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

#### **4. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

#### **5. Applicable Laws**

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

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.





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

### **1. Bid Preparation Instructions**

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: **one (1) electronic copy in PDF format**

Section II: Financial Bid: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

Section IV: Additional Information: **one (1) electronic copy in PDF format**

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

**Bidders should submit their technical bid and financial bid in two (2) separate documents.**

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the Policy on Green Procurement. To assist Canada in reaching its objectives, bidders should:

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

### **2. Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

### **3. Section II: Financial Bid**

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

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

#### **3.1 Exchange Rate Fluctuation**

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

### **4. Section III: Certifications**

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

### **5. Section IV: Additional Information**



**5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

- (a) As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- (b) The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1 Security Requirements.



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

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **2. Basis of Selection**

SACC Manual Clause A0031T (2010-08-16), Basis of Selection- Mandatory Technical Criteria.

### **3. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 11 of PART 6 – RESULTING CONTRACT CLAUSES.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## **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 Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form. Bidders must submit this form to Correctional Service of Canada with their bid.



1.2 Integrity Provisions – Required documentation

(a) List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

Four horizontal lines for listing names, arranged in two columns of two lines each.

OR

- [ ] The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) – Labour's website.

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

1.4 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

1.5 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.6 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience



**1.7 Certification:**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC CSP) apply to and form part of the Contract.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21280-21-3609918-Rev01**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. 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.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Contract Security Manual* (Latest Edition)

### 1.2 Contractor's Sites or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

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

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

1.2.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.



## 2. Statement of Work

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

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

### 3.1 General Conditions

2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of the Contract

The Work is to be performed during the period of June 1, 2023 to May 31, 2024.

### 4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jolaine Amos  
Title: Regional Contracting Officer  
Correctional Service Canada  
Branch/Directorate: Atlantic RHQ – Finance – Contracting and Material Services  
Telephone: 506-269-3787  
E-mail address: jolaine.amos@csc-scc.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.





## 5.2 Project Authority

The Project Authority for the Contract is:

Name:  
Title:  
Correctional Service Canada  
Branch/Directorate:  
Telephone:  
Facsimile:  
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.

## 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:  
Title:  
Company:  
Address:  
Telephone:  
Facsimile:  
E-mail address:

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.

### 6.2 Limitation of Expenditure

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



whichever comes first.

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

### **6.3 Monthly Payment**

SACC Manual clause H1008C (2008-05-12), Monthly Payment

### **6.4 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

### **6.5 Travel and Living Expenses**

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

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_ .

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

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

## **7. Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.



## **8. Certifications and Additional Information**

### **8.1 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.

## **9. Applicable Laws**

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

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B (2022-01-28), General Conditions- Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

## **11. Insurance – Specific Requirements**

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **11.1 Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of



Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice*



234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

## **12. Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## **13. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 13.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister will have the right to treat this Contract as being in default and terminate the contract accordingly.
- 13.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## **14. Closure of Government Facilities**

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may



have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## **15. Tuberculosis Testing**

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

## **16. Compliance with CSC Policies**

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

## **17. Health and Labour Conditions**

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **19. Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## **20. Contract Administration**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

## **21. Privacy**

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.



## **22. Proactive Disclosure of Contracts with Former Public Servants**

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

## **23. Information Guide for Contractors**

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: [www.bit.do/CSC-EN](http://www.bit.do/CSC-EN).



## ANNEX A – Statement of Work

### URINALYSIS SAMPLE COLLECTION SERVICES

**Urinalysis Samples Collection services are on an as and when requested basis for male and female offenders on Community Supervision in the province of Nova Scotia.**

This Statement of Work applies to the following Correctional Service Canada (CSC) zones hereunder. In this document, where the Statement of Work differs for each zone, the document will refer to each respective zone. The two zones are defined as follows:

#### **ZONE 1: HALIFAX PAROLE OFFICE**

Services are required for male and female offenders  
Collection Services are done on site at the Halifax Parole Office. To be scheduled between the hours of 0900 hours and 1400 hours, Monday to Friday.

2131 Gottingen Street, Suite 200  
Halifax, NS B3K 5Z7  
Telephone: 902-426-3409  
Facsimile: 902-426-8000

#### Sir Sanford Fleming House CRF

Services are required for male offenders.  
Collection Services are done on site at the SSFH CRF for residents of that facility.

2549 Brunswick Street  
Halifax, NS B3K 2Z5  
Telephone: 902-423-1219  
Facsimile: 902-492-0704

#### **DARTMOUTH PAROLE OFFICE**

Services are required for male and female offenders  
Collection Services are done on site at the Dartmouth Parole Office. To be scheduled between the hours of 0900 hours and 1400 hours, Monday to Friday.

45 Alderney Drive, Suite 209  
Dartmouth, NS B2Y 2N6  
Telephone: 902-426-4005  
Facsimile: 902-426-6381

#### Nehiley House CRF

Services are required for female offenders.  
Collection Services are done on site at Nehiley House CRF for residents of that facility.

3170 Romans Avenue  
Halifax, NS B3L 3W9  
Telephone: 902-454-5532  
Facsimile: 902-454-6476

#### Railton House CRF

Services are required for male offenders.

Collection Services are done on site at the Railton House CRF for residents of that facility.

318 Windmill Road  
Dartmouth, NS B3H 1H5  
Telephone: 902- 465-2690  
Facsimile: 902-466-5270

**JAMIESON COMMUNITY CORRECTIONAL CENTER**

Services are required for male offenders.  
Collection Services are done on site at the Jamieson CCC.

19 Morris Drive  
Dartmouth, NS B3B 0M3  
Telephone: 902-426-2601  
Facsimile: 902-426-5816

**ZONE 2: KENTVILLE PAROLE OFFICE**

Services are required for male and female offenders.  
Collection Services are done on site at the Kentville Parole Office. To be scheduled between the hours of 0900 hours and 1400 hours, Monday to Friday.

491 Main Street  
Kentville, NS B4N 1K9  
Telephone: 902-679-5311  
Facsimile: 902-678-0797

**COVERAGE AREA:**

South of Highway 354 in Hants County in through Mount Uniacke and down to Digby. The border on the South shore is south of the Halifax/Lunenburg County line down to the Mersey River in Liverpool. The Yarmouth territory runs from Digby around the southwestern part of the province to south of the Mersey River in Liverpool.

**PURPOSE AND BACKGROUND:**

The Correctional Service of Canada (CSC) has a requirement for Urinalysis Sample Collection Services, on an as and when requested basis, for male or female offenders, or both, released on Community Supervision, which is a requirement under the Corrections and Conditional Release Act (CCRA). Samples collected are forwarded for lab testing for substance use, alcohol use, or both. Collection for subsequent testing allows CSC to ensure cases with special conditions to abstain can have their abstinence conditions monitored.

**REQUIREMENTS:**

The Contractor must provide Urinalysis Sample Collection services during the Contract period, to the Correctional Service of Canada (CSC), on an "as and when required" basis and in accordance with the Commissioner's Directive and Guidelines 566-10, CCRA Article 55-57, and CCRR Article 60 to 62; 65 to 72 (A & B) inclusive (links below).

CCRA: <https://laws-lois.justice.gc.ca/eng/acts/C-44.6/index.html>

CCRR : <https://laws-lois.justice.gc.ca/eng/acts/C-44.6/index.html>

Commissioner's Directives : <https://www.csc-scc.gc.ca/acts-and-regulations/005006-0001-en.shtml>

CSC does not guarantee the number of referrals for urinalysis testing nor the frequency of testing for the resulting contract. Inclusion of the number of referrals and frequency of testing in the solicitation document does not represent a commitment by CSC that CSC's future usage of the services described in the bid solicitation will be consistent with this data.

CSC will provide all collection containers, labels, forms, and shipping material to the Contractor at no cost.

#### **SERVICES REQUIRED ARE AS FOLLOWS:**

1. The Contractor must collect urinalysis samples from offenders (male and female), on a referral basis, for the analysis of substance usage.  
  
IMPORTANT: Collection of urine samples **must** be conducted by a male collector for male offenders and a female collector for women offenders.
2. Develop a schedule for the collection of urine samples.
3. CSC will **not** provide a fixed office space **nor** telephone answering service (e.g. voice-mail). This will be the responsibility of the Contractor.
4. Preparation and submission of information on relevant CSC forms and documents with respect to drug testing procedures, i.e. Chain of Custody form (CSC 1065). (Provided by CSC)
5. Ensure surveillance and inspection of secured area for purpose of collection of sample. Urine collection shall be done **under Direct Observation**. "**Direct Observation**" means **a manner by which offenders shall supply a urine sample in open view, allowing the container, as well as the urine sample entering the container, to be seen at all times by the collector.**
6. Provide continuity of samples collected and document information on exhibit **in accordance with CD 566-10** (attached).
7. The Contractor is responsible for scheduling appointments for the purpose of collecting urine samples as per referral. If the Contractor is unable to contact/find the subject, he shall contact the parolee's Parole Officer immediately or by the next work-day.
8. The Contractor must notify CSC by telephone immediately or by the next work-day at the latest in the event an offender fails to show, refuses to test/fails to provide, followed with written notice via sending an e-mail message, or by faxing a message to the attention of the client's Parole Officer or the Parole Officer Supervisor at the site where testing is required.
9. If the Contractor is unable to contact/locate the offender to schedule testing, after two (2) unsuccessful attempts/calls to make contact, the Contractor notifies the client's Parole Officer or the Parole Officer Supervisor immediately. The PO or POS will be responsible to contact the client and schedule an appointment, under our terms, with the Contractor within one (1) or two (2) working days. If the client does not present himself/herself for testing, this would be considered a billable 'NO SHOW'.  
  
**IMPORTANT: The Contractor must NOT claim the "NO SHOW" fee if they are unable to find or fails to contact and/or locate an offender for testing.**
10. The Contractor must arrange shipping by Courier of samples obtained. The testing agent prepays shipping. The Contractor will be provided with a contact number for ordering the prepaid shipping forms.
11. The Contractor may be required to travel within the **Halifax/Dartmouth Parole Office Territory, and within the Kentville Parole Office Territory, whichever applies**, for the collection of urine samples and will be paid as per the Annex B, Basis of Payment, herein. Travel will not be paid for collections at the sites noted in this SOW.

12. As much as practical, schedule multiple tests at the same location on the same day. (More than one urine sample collected at one site in a single day.)
13. Any request for subcontracting will be subject to review and approval by the Parole Officer Supervisor and will undergo an appropriate CSC security clearance.
14. When the Contractor is unavailable for non-scheduled and/or emergency testing, the CSC Urinalysis Coordinator has the option to use an alternate Contractor.
  
15. All work will be completed in English and the contractor must have proficiency in reading and writing in English.

**REPORTS:**

The Contractor must complete a monthly roll-up report, which shall be attached to the monthly invoice, and submit to Correctional Service of Canada. A report format is attached.

**VEHICLE LIABILITY INSURANCE:**

The Contractor must obtain and maintain in force for the duration of the contract, adequate insurance coverage with regard to losses, damages or injuries that may be caused to, or suffered by, third parties, Her Majesty or the Contractor's employees or servants as a result of the operation by the Contractor or the Contractor's employees of Contractor's vehicles in the performance of their duties under the contract. Her Majesty will not be liable for any losses, damages, or injuries caused by the Contractor or the Contractor's employees.

**CLOSURE OF GOVERNMENT FACILITIES:**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

**WORK RELATIONS:**

This contract provides for the provision of a service, and the Contractor is engaged as an independent contractor for the sole purpose of providing a service. The Contractor himself/herself or his/her potential substitutes are not engaged hereunder as employees, public servants nor agents of the Crown.

The Contractor (supplier) agrees to be the sole party responsible for the payment of all the required premiums and/or salary deductions, including those required for the Canada Pension Plan, the Unemployment Insurance Program, the Workmen's Compensation Plan, or the income tax.

## ANNEX B – Proposed Basis of Payment

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### NOTICE TO BIDDER:

The bidder may bid on the following Correctional Service Canada (CSC) requirements.

**ZONE 1** - Halifax Parole Office Territory, Dartmouth Parole Office Territory  
Jamieson Community Correctional Center;

or

**ZONE 2** - Kentville Parole Office Territory;

or

**Both** ZONE 1 and ZONE 2;

- (1) The evaluation for Zone 1 and Zone 2 will be done separately; therefore one or two Contracts may be authorized as a result of the solicitation process.
- (2) The financial evaluation will be based on the all inclusive fee rate (\$) for each urine sample collected.

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### **URINALYSIS SAMPLE COLLECTION SERVICES on an as and when requested basis for male and/or female offenders on Community Supervision in the province of Nova Scotia**

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment detailed below. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **ZONE 1 - Halifax Parole Office, Dartmouth Parole Office, and Jamieson Community Correctional Centre**

##### **Initial period - From June 1, 2023 to May 31, 2024**

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses), payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:
  - a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 800 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

- b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).

- c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
  - d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An additional wait fee of \$\_\_\_\_\_ will apply for wait time beyond the first hour of the two-hour wait period.
- 3) Travel expenses:
- An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.
- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
  - 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
  - 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

**1st option period - From June 1, 2024 to May 31, 2025**

Note: Renewal is dependent upon requirements and the availability of funds.

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses), payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:
  - a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 800 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.
 

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.
  - b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).
  - c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.

- d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

**2nd option period - From June 1, 2025 to May 31, 2026**

Note: Renewal is dependent upon requirements and the availability of funds.

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses) , payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:

- a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 800 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

- b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).
- c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
- d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An

additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$500.00 (HST extra)** for actual and reasonable travel expenses for collections within the Halifax/Dartmouth Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.



**ZONE 2 - Kentville Parole Office**

**Initial period - From June 1, 2023 to May 31, 2024**

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses), payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:
  - a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 120 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.  
  
NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.
  - b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).
  - c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
  - d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.
- 3) Travel expenses:

An estimated sum of **\$9,000.00 (HST extra)** for actual and reasonable travel expenses for collections within the Kentville Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.
- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

**1st option period - From June 1, 2024 to May 31, 2025**

Note: Renewal is dependent upon requirements and the availability of funds.

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses), payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Work.
- 2) The Department shall pay the Contractor based on the following:

- a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 120 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

- b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).
- c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
- d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

- 3) Travel expenses:

An estimated sum of **\$9,000.00 (HST extra)** for actual and reasonable travel expenses for collections within the Kentville Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

#### **2nd option period - From June 1, 2025 to May 31, 2026**

Note: Renewal is dependent upon requirements and the availability of funds.

- 1) An estimated sum that must absolutely not exceed \$\_\_\_\_\_ (HST extra) for all-inclusive fees (except travel expenses), payable on receipt of invoice(s) and upon completion and acceptance of each milestone or deliverable as outlined in the Annex A, Statement of Wk.

2) The Department shall pay the Contractor based on the following:

- a. An all inclusive fee rate of \$\_\_\_\_\_ (HST extra) for each urine sample collected (male and/or female) **for an estimated 120 samples - no guarantee**. A flat fee of the full all inclusive fee per sample shall be paid in the case of a "NO SHOW" for which twenty-four (24) hours notice has not be given, or if client(s) refuse to test or are unable to provide.

NOTE: "NO SHOWS" in excess of ONE, for the same individual(s) on the same day, are not billable.

- b. As far as practicable, tests will be scheduled in multiples (more than one test at the same site on the same day).
- c. The Contractor shall be provided with all collection containers, labels, forms, and shipping material at no cost.
- d. A flat fee of \$\_\_\_\_\_ (normally sample fee) for each referred offender who is unable to provide within the two (2) hours waiting period as per "Collection of Samples" in the Corrections and Conditional Release Regulations (CCRR) – Article 66 – Section 1 (d). An additional wait fee of \$\_\_\_\_\_ (should be 50% of the sample fee) will apply for wait time beyond the first hour of the two-hour wait period.

3) Travel expenses:

An estimated sum of **\$9,000.00 (HST extra)** for actual and reasonable travel expenses for collections within the Kentville Parole Office Territory other than to the sites noted in the Statement of Work. **Travel will not be paid for collections at the sites noted in the Statement of Work.** The Contractor shall be paid for pre-authorized reasonable and proper travel, incurred by personnel directly engaged in the performance of the work, based on the then current kilometre rates, without any allowance thereon for overhead or profit. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. All payments are subject to government audit.

- 4) Payment(s) shall be made after receipt of monthly invoices outlining services rendered and completion of deliverables outlined in the Annex A, Statement of Work.
- 5) All payments are subject to receipt of monthly invoices certified by a CSC Manager or his/her designated officer, with appropriate delegated signing authority.
- 6) The Contractor must provide details of all expenditures. Actual expenses are to be supported by proof of payment (e.g. receipts and payment vouchers). Reasonable expenses will also be reimbursed if approved as appropriate and justifiable by the designated Departmental Representative and deemed to be within Treasury Board policy.

## ANNEX C – Security Requirement Check List

DSD-ATL4121



|   |
|---|
| Contract Number / Numéro du contrat<br>21280-22-3609918 |
| Security Classification / Classification de sécurité    |

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

TBS/SCT 350-103(2004/12)

|  |
|--|
| Security Classification / Classification de sécurité<br>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?  No  Yes

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes

**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

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

**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

**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

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

|  |
|--|
| Contract Number / Numéro du contrat<br>21280-22-3609916              |
| Security Classification / Classification de sécurité<br>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<br>Catégorie  | PROTECTED<br>PROTÉGÉ |                                     |   | CLASSIFIED<br>CLASSIFIÉ      |        |                           | NATO                      |                   |             |   | COMSEC               |   |   |              |        |                           |  |
|--|----------------------|-------------------------------------|---|------------------------------|--------|---------------------------|---------------------------|-------------------|-------------|---|----------------------|---|---|--------------|--------|---------------------------|--|
|  | A                    | B                                   | C | CONFIDENTIAL<br>CONFIDENTIEL | SECRET | TOP SECRET<br>TRÈS SECRET | NATO RESTRICTED           | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET<br>TRÈS SECRET |  |
|  |                      |                                     |   |                              |        |                           | NATO DIFFUSION RESTRICTED | NATO CONFIDENTIAL |             |   | A                    | B | C |              |        |                           |  |
| Information / Assets<br>Renseignements / Biens<br>Production |                      | <input checked="" type="checkbox"/> |   |                              |        |                           |                           |                   |             |   |                      |   |   |              |        |                           |  |
| IT Media /<br>Support TI                                     |                      |                                     |   |                              |        |                           |                           |                   |             |   |                      |   |   |              |        |                           |  |
| IT Link /<br>Lien électronique                               |                      |                                     |   |                              |        |                           |                           |                   |             |   |                      |   |   |              |        |                           |  |

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


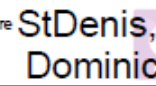

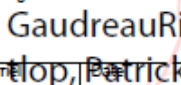
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

|  |
|--|
| Contract Number / Numéro du contrat<br>21280-22-3609918              |
| Security Classification / Classification de sécurité<br>Unclassified |

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

|   |   |  |   |
|---|---|--|---|
| <b>13. Organization Project Authority / Chargé de projet de l'organisme</b>   |   |  |   |
| Name (print) - Nom (en lettres moulées)<br>Darcy Fraser   |   | Title - Titre<br>A/Area Director, NS                               | Signature<br><br>Digitally signed by Fraser, Darcy<br>Date: 2022.06.27 16:50:31 -07'00'  |
| Telephone No. - N° de téléphone<br>902-564-7302   | Facsimile No. - N° de télécopieur<br>902-564-2742 | E-mail address - Adresse courriel<br>Darcy.Fraser@csc-scc.gc.ca    | Date  |
| <b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>  |   |  |   |
| Name (print) - Nom (en lettres moulées)<br>Dominic St-Denis   |   | Title - Titre<br>A/Contracting Security Analyst                    | Signature<br><br>Digitally signed by StDenis, Dominic<br>DN: cn=CA, o=CSC, ou=CSC-SCC,<br>c=CA, email=StDenis, Dominic<br>Reason: I am the author of this<br>document<br>Location: your signing location here<br>Date: 2022.06.30 12:11:50-04'00'<br>Post PDF Editor Version: 11.0.1 |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                 | E-mail address - Adresse courriel                                  | Date  |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?<br>Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |   |  |   |
| <b>16. Procurement Officer / Agent d'approvisionnement</b>  |   |  |   |
| Name (print) - Nom (en lettres moulées)<br>Jessyko Bernard  |   | Title - Titre<br>A/ Regional Contracting Officer                   | Signature<br><br>Digitally signed by Bernard, Jessyko<br>Date: 2022.06.28 13:32:04 -07'00'   |
| Telephone No. - N° de téléphone<br>806-378-8710   | Facsimile No. - N° de télécopieur                 | E-mail address - Adresse courriel<br>jessyko.bernard@cao-scc.gc.ca | Date  |
| <b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>  |   |  |   |
| Name (print) - Nom (en lettres moulées)<br>Patrick Gaudreau-Ritlop<br>Contract Security Officer<br>Patrick.Gaudreau-Ritlop@tpsgc-pwgsc.gc.ca  |   | Title - Titre  | Signature<br><br>Digitally signed by<br>GaudreauRitlop, Patrick<br>Date: 2022.07.13<br>09:32:20 -04'00'  |
| Telephone No. - N° de téléphone   | Facsimile No. - N° de télécopieur                 | E-mail address - Adresse courriel                                  | Date  |



## ANNEX D - Evaluation Criteria

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

**It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.**

- 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
- 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.
- 1.5 References must be provided for each project/employment experience.
  - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
  - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

### 1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.





- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

**MANDATORY REQUIREMENTS**

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

The bid MUST include the following information/proof FOR EACH ZONE for which you are submitting an offer (including pricing for proposed option years):

**ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.**

| THE CONTRACTOR SHALL: |  | PAGE NUMBER | MET | NOT MET | COMMENTS |
|-----------------------|--|-------------|-----|---------|----------|
| 1                     | The proposed resource must provide proof of "Vehicle Liability Insurance" coverage required herein for any and all vehicles being used to carry out the required duties of the contract.<br><br>Bidders must provide a copy of the Vehicle Liability Insurance with their bid. |             |     |         |          |
| 2                     | The proposed resource must hold a valid driver's license.<br><br>The bidder must include proof that the proposed personnel have a valid drivers licence who will be performing the duties of the contract.   |             |     |         |          |
| 3                     | The proposed resource must indicate official languages abilities of the proposed personnel. English Spoken and Written and reading is required for this contract<br><br>Bidders must identify that they meet the language requirements.  |             |     |         |          |
| 4                     | The bidders must include with their bid:<br><br>(a) Contractor's Resume; AND<br><br>(b) Contractor's Staff Resume(s) Which support skills/expertise being requested/offered.   |             |     |         |          |
| 5                     | The proposed resource must have a high school education.<br><br>Bidder must include proof of stated Educational Diplomas for all proposed staff members performing the duties of the contract.   |             |     |         |          |



**ANNEX E**  
**CONTRACT SECURITY PROGRAM**  
**APPLICATION FOR REGISTRATION (AFR) for**  
**Canadian legal entities**  
**Instructions for completing the Application for Registration (AFR)**

**Privacy notice for Canadian entities registering in the CSP**

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

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

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

**General Instructions:**

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

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

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

**Section A - Business Information**

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that



is registered with federal, provincial or territorial authorities.

- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

## Section B - Security Officers

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

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

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



### Section C - Officers

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

### Section D - Board of Directors

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

### Section E - Ownership Information

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

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

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

### Section G - Certification and Consent

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



## APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

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

**SECTION A - BUSINESS INFORMATION**

|  |  |
|--|--|
| 1. Legal name of the organization  |  |
| 2. Business or trade name (if different from legal name)   |  |
| 3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b> |  |
| <input type="checkbox"/> Sole proprietor   |  |
| <input type="checkbox"/> Partnership   |  |
| <input type="checkbox"/> Corporation   |  |
| <input type="checkbox"/> Private   |  |
| <input type="checkbox"/> Public  |  |
| <input type="checkbox"/> Other (specify)   |  |
| 4. Provide a brief description of your organization's general business activities.   |  |
| 5. Procurement Business Number (PBN) (if applicable)   | 6. Self-identify as a diverse supplier (provide profile) |
| 7. Business civic address (head office)  |  |
| 8. Principal place of business (if not at head office)   |  |
| 9. Mailing address (if different from business civic address)  |  |
| 10. Organization website (if applicable)   |  |
| 11. Telephone number   | 12. Facsimile number                                     |



13. Number of employees in your organization or corporate entity

14. Number of employees requiring access to protected/ classified information/assets/sites

**SECTION B –SECURITY OFFICERS**

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

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

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

**For Document Safeguarding Capability ONLY:**

00 – Address will be principal place of business

01 – Site address:

02 – Site address:

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

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

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

**SECTION D – LIST OF BOARD OF DIRECTORS**

Add additional rows or attachments as needed

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



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

**Please complete for each level of ownership**

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

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

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

Ownership - Level 1 (Direct Parent)

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

**SECTION E-2 - OWNERSHIP LEVEL 2**

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

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

|                               |  |  |  |
|-------------------------------|--|--|--|
| Name of direct owner from E-1 |  |  |  |
|-------------------------------|--|--|--|



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

**SECTION E-3 - OWNERSHIP LEVEL 3**

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

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

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

**SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)**

**Add additional rows or attachments as needed**

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





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

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

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

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

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

|                            |                         |
|----------------------------|-------------------------|
| Recommendations            |                         |
| Recommended by e-signature | Approved by e-signature |