



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Field Support for Air Monitoring at Point Petre, Ontario</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000060850R</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) 2022-11-24</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2022-12-15</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time</p>	
	<p>F.O.B – F.A.B Not Applicable</p>		
	<p>Address Enquiries to - Adresser toutes questions à Mitchell Palmer mitchell.palmer@ec.gc.ca</p>		
	<p>Telephone No. – N° de téléphone 1 873-499-5126</p>	<p>Fax No. – N° de Fax</p>	
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2022-12-15</p>		
	<p>Destination - of Services / Destination des services Ontario</p>		
	<p>Security / Sécurité There is a security requirement associated with this requirement.</p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>	<p>Date</p>		



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- Annex D Insurance requirements
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PART 1 – GENERAL INFORMATION

1.1 Security Requirement

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 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Statement of Work

The Work to be performed is detailed under Annex A, *Statement of Work* of the resulting contract.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PSPC/PWGSC *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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”



At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

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.

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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



2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading [Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

Office of the Procurement Ombudsman (OPO)
Canadian International Trade Tribunal (CITT)

- c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy)

Section II: Financial Bid (1 electronic copy)

Section III: Certifications (1 electronic copy)

Section IV: Additional Information (1 electronic copy)

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca

Attention: Mitchell Palmer

Solicitation Number: 5000060850R

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement



contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

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

1.2 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the Work, as applicable:

(a) Professional fees: For each individual and (or) labor category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed at 324 Point Petre Road in Milford, Ontario.
- (ii) travel between the successful bidder's place of business and 324 Point Petre Road in Milford, Ontario and
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

(b) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

1.2.1 Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e., parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1 Mandatory Technical Criteria

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Criteria is included in Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical

To be considered responsive, a bidder must obtain the required minimum 21 points of the overall 30 points for the evaluation of the Point Rated Technical Criteria.

Point Rated Technical Criteria is included in Attachment 1 to Part 4.

4.1.2 Evaluation of Price

The price of the bid, including option periods, will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

The total price for the initial contract period and all option periods.

4.2. Basis of Selection

Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating.



2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$75,000 (75).

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

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	47/50	35/50	40/50
Bid Evaluated Price	\$85,000.00	\$80,000.00	\$75,000.00
<u>Calculations</u>			
Technical Merit Score	$47/50 \times 70 = 65.8$	$35/50 \times 70 = 49$	$40/50 \times 70 = 56$
Pricing Score	$75/90 \times 30 = 25$	$75/85 \times 30 = 26.47$	$75/75 \times 30 = 30$
Combined Rating	90.8	75.47	86
Overall Rating	1 st	3 rd	2 nd



**ATTACHMENT 1 TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Mandatory Technical Criteria

Mandatory Technical Criteria	
Evaluation Criteria	Met/Not Met
<p>M1. In its bid, the Bidder must propose one (1) Resource.</p>	
<p>M2. Availability The Bidder's Proposed Resource must be available for all sample installation/removal dates and times at 324 Point Petre Road, Milford, Ontario.</p> <p>The Bidder's Proposed Resource must be available to provide maintenance and/or repair for instruments in a timely manner in order to ensure sample schedules are preserved.</p> <p>The Bidder's Proposed Resource must be available during times when precipitation exceeds 20mm in order to exchange bottles before over-flow.</p> <p>The Bidder's Proposed Resource must have appropriate facilities (clean, secure and safe) for receiving and placing shipments with couriers and if not, to be available for receiving and placing shipments with couriers at the Point Petre site on Tuesdays.</p> <p>In order to demonstrate they meet this requirement, the bidder must complete and include Annex E with their bid.</p>	
<p>M3. The Bidder's Proposed Resource must have accredited training and/or relevant credits from an accredited college, university, or government program of one year or more in one of the following disciplines: meteorology, atmospheric environmental sciences, engineering, or environmental technology, or training in a certified trade.</p> <p>In order to demonstrate they meet this requirement, the bidder must provide a copy of the proposed resource's degree/diploma/certificate with their bid.</p>	



Point Rated Technical Criteria	
Evaluation Criteria	Maximum Score
TOTAL SCORE	30



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.2 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.

5.2.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.



5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

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

5.3 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

1. Work Experience Template at Annex E.



PART 6 - RESULTING CONTRACT

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence and add the title of the requirement)*

Title: *(insert only at contract award)*

6.1 Security Requirement

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

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid security screening issued by the Government of Canada/Environment and Climate Change Canada (ECCC).

6.1.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by ECCC.
Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of ECCC

6.1.1.3 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).

6.2. Insurance Requirements

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

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

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

6.3. Statement of Work

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



6.4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PSPC/PWGSC [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

6.4.1 General Conditions

2010B 2020-05-28 General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

General conditions 2010B is modified as follows:

At Section 12 Transportation Costs

Delete: In its entirety

Insert: "Deleted"

At Section 13 Transportation Carriers" Liability

Delete: In its entirety.

Insert: "Deleted"

At Section 18, Confidentiality:

Delete: In its entirety

Insert: "Deleted"

Insert Subsection: "35 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."

At Section 06 Subcontracts

Delete: paragraphs 1, 2, and 3 in their entirety.

Insert: "The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor. In any subcontract, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the Contract, unless the Contracting Authority agrees otherwise, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor."

At Section 19 Copyright

Delete: In its entirety

Insert: "Deleted"

6.4.2 Supplemental General Conditions

The following supplemental general conditions apply to and form part of the Contract:



4007 (2010-08-16), *Canada to own Intellectual Property Rights in Foreground*
4013 (2021-11-29), *Compliance with on-site measures, standing orders, policies, and rules*
A9014C (2006-06-16), *Specific Persons*

6.5. Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from December 1, 2022 to March 31, 2026 inclusive.

6.6. Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mitchell Palmer
Title: Team Manager Procurement – Operation West
Organization: Environment Climate Change Canada
Address: 200 Sacre-Coeur Blvd, Gatineau, Quebec, Canada, K1A 0H3
Telephone: 613-854-7053
Email address: Mitchell.palmer@.ec.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.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Technical Authority named above 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 Technical Authority; however, the Technical 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.

6.6.3 Contractor's Representative

Name: _____



Title: _____
(Legal & Operating Company Name): _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.7. 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.

6.8 Payment

6.8.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.8.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- (c) 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.



6.9. Invoicing Instructions

6.9.1 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
all such documents have been verified by Canada;
the Work performed has been accepted by Canada.

6.10. Certifications and Additional Information

6.10.1 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.

6.11. Applicable Laws

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

6.12. 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 supplemental general conditions
4007 (2010-08-16),
4013 (2021-11-29),
A9014C (2006-06-16)
- (c) the general conditions 2010B 2022-01-28;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirement;
- (h) Annex E, Work Experience Template; and
- (i) the Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s)).

6.13. Dispute Resolution

The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.



The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>" Dispute Resolution".



ANNEX A STATEMENT OF WORK

1. Title: Field Support for Air Monitoring at Point Petre, Ontario

2. Background

The Air Quality Processes Research Section of Environment and Climate Change Canada undertakes the monitoring of pollutants in air and precipitation at the Great Lakes Monitoring site of Point Petre, Ontario under ECCC's Chemicals Management Plan. This project also supports the United Nations Environment Program (UNEP) Stockholm Convention on Persistent Organic Pollutants. It also contributes to the Integrated Atmospheric Deposition Network (IADN) and is a comparison site used to compare with the United States Environmental Protection Agency (US EPA) grantee. The objective of this Contract is to assist Environment and Climate Change Canada's Air Quality Processes Research Section in the field support for the operation of the monitoring site at Point Petre, herein referred to as the Site for pollutants (including persistent organochlorines, polycyclic aromatic hydrocarbons, flame retardants, Polychlorinated biphenyls, metals, and other emerging chemicals of concern) in accordance with the Statement of Work detailed herein.

This project has been operating at the Site since 1989. The Contractor must ensure consistency in the operation and the resulting dataset to maintain the long-term time trends of target contaminants at the Site.

3. Terminology:

Environment and Climate Change Canada (ECCC)
Great Lakes Basin (GLB)
Polyfluorooctane sulfonate (PFOS)
Persistent organic pollutants (POPs)
Polyurethane foam (PUF)
Standard operating procedures (SOPs)
United Nations Environment Program (UNEP)

4. Scope of Work

The Contractor must conduct monitoring sampling and maintain the Site in support of the GLB monitoring program and the IADN. This includes maintenance and upkeep of the site as well as the operation and general maintenance of air quality instrumentation.

The Contractor must:

- i) Collect samples from one organics PUF hi-vol sampler, one organics XAD (a polymeric sorbent) hi-vol sampler, one PM10 hi-vol sampler plus its back-up, and four (4) precipitation samplers, as per Attachment 1 and SOP's;
- ii) Track and document all sampling media received, field information, meteorological conditions, and sampling conditions for samples collected;
- iii) Prepare and ship samples to the analysis laboratories, as well as receiving sampling media;
- iv) Communicate with the Technical Authority regarding sampling conditions, maintenance issues, equipment functionality, security issues, and any other conditions that pertain to the operation of the Site and the program. The Contractor must be available for an audit



by the Technical Authority one time per year. Communication will be carried out by face to face meetings and by telephone and emails as required;

- v) Calibrate the high-volume samplers twice per year;
- vi) Provide general maintenance and small repairs of sampling equipment; and
- vii) Provide maintenance of the property.

5. Location:

The Site is located at the 324 Point Petre Road in Milford, Ontario. Point Petre is a small peninsula on the eastern end of Lake Ontario, about 160 km east of Toronto and approximately 85 km north of Rochester, NY. The Site is located on a 25 acre parcel of land on the southern tip of Prince Edward County. The samplers are located on a 20 by 20 meter wood deck approximately 50 meters from the lake, in a cleared area of roughly 37 meters in diameter.

6. Schedule:

Sampling Schedule:

High-volume samples (organics, V1, and XAD) must be taken on a 1 in 36-day schedule (requiring presence on site to put on the sample, and then presence on site the next day to remove). V2 high-volume samples, used as a duplicate for quality control purposes, must be taken with every 6th V1 sample. Blanks for organics and PM10 (V1) high-volume samplers must be taken every 72 days. Precipitation samples must be taken on the first day of the month. After 20 mm of rain, the bottles on the organics precipitation collector (dichloromethane) must be changed to prevent over-flow, and shipped to the analysis laboratory.

7. ECCC Will Provide the Contractor:

Reference Material:

1. All Standard Operating Procedures required to perform the Work.

Equipment

1. Monitoring equipment required to perform the Work
2. Maintenance equipment required to perform the Work
3. Replacement parts for equipment

Training

On-site training in established GLB protocols will be provided by ECCC staff. The training will take place over a three day period, after which the Contractor will be assessed.

Shipping

ECCC is responsible for all shipping costs associated with the Work.

8. Contractor Responsibilities:

It is the Contractor's responsibility to notify the Technical Authority if any unforeseeable circumstances arise that would lead to or interfere with the Contractor completing any of the required tasks. The Contractor can propose alternative solutions, to meet the requirements of this Contract, for the approval of the Technical Authority. Every effort should be made to adhere to the schedule; however, the schedule may be changed by several days in case of inability to access the site due to safety reasons, equipment breakdown, or other reasons as approved by the Technical Authority. Overall, the contract must collect the total number of samples as outlined in Attachment 1.



The Contractor must prepare summaries of activities to support claims for payment.

The Contractor must have the means to communicate by phone and e-mail with the Environment Canada representative in a timely manner.

9. Tasks:

The Contractor must complete the tasks outlined in this section. Note that the tasks are performed either in the laboratory or on the sampling platform which is approximately 350m from the laboratory. Access to the sampling platform by vehicles is restricted; all personnel must walk to the sampling platform.

I. Precipitation Sample Collection Procedures

Sample changes are done monthly on the first day of the month.

A. Organics sample for ECCC

1. Removal of current sample:

On arrival at the platform:

- a. Remove stainless steel S-trap and connect bottle to funnel with straight tubing
- a. Rinse the funnel with the dichloromethane provided, keeping upwind of the funnel in order to minimize exposure to dichloromethane vapours.
- b. Disconnect tubing and remove the threaded Teflon cap from both sample bottle and overflow bottle. Cap both bottles securely, using Teflon tape if necessary.
- c. Fill out sample history form for sample removed including time and date sample was removed, sample quality information, and any pertinent meteorological or sampler function information.
- d. Put Teflon and stainless steel tubing in bag to return to laboratory for cleaning.

2. Installation of new sample:

- a. Clean and rinse the funnel drain with water and brush provided.
- b. Using clean Teflon cap and tubing assembly, attach to new bottle, and careful push into place in the sampler.
- c. Attach Teflon cap to overflow bottle and connect overflow line to the sample bottle.
- d. Fill out sample history form including date/time of installation of new sample, and any other information pertinent to the quality of the sample.

3. Prepare shipment:

- a. Bring the completed sample bottles to the laboratory to prepare for shipping. Place bottles in poly-plastic bag provided and secure with twist tie and place in shipping containers provided. Include used tubing assembly, and sample history form. Close lid, and make sure clasps are shut tight.
- b. Fill out shipping documentation. Pre-filled Purolator bills of lading are required for each sample. The sample bottles containing dichloromethane also requires a shipping document indicating Test Sample. The overflow bottles do not contain DCM and only require a bill of lading. The courier will come on Tuesday, early afternoon, to pick up samples.



B. Inorganics sample for ECCC

1. Removal of current sample:

On arrival at the platform:

- a. Open hood by moistening sensor, and turn power switch to off to keep open
- b. Using clean disposable gloves, remove sample bucket and apply the lid. Keep clean and secure while performing next steps.
- c. Fill out sample history form for sample removed including time and date sample was removed, sample quality information, and any pertinent meteorological or sampler function information.

2. Installation of new sample:

- a. Using new pair of clean gloves, place new clean bucket in sampler, ensuring it seats properly. Store sample bucket lid in new, clean, plastic bag.
- b. Turn on power and allow sampler lid to move until in an upright position. Inspect underside that it is free of defect and will provide good seal. If there are any issues, contact Technical Authority and replace lid.
- c. Using squeeze bottle of clean de-ionized water and Kimwipes, clean underside of sample lid.
- d. Turn sampler on to allow lid to close onto the sampler bucket. Inspect to ensure good seal with the bucket.
- e. Fill out sample history form including date/time of installation of new sample, and any other information pertinent to the quality of the sample.

3. Prepare for shipment:

- a. Take sampled bucket to laboratory for transfer to sample bottles. It is important to ensure all surfaces and areas in the laboratory used for the sample transfer are clean before proceeding.
- b. Using a new pair of disposable gloves, remove the lid and observe debris. Describe debris in sample history form, as well as if sample is frozen.
- c. Allow to sit undisturbed for as long as it takes for debris to settle out and to melt completely if frozen. Thawing should take place at room temperature with bucket covered with a clean lid to minimize evaporation. Only leave out as long as it takes for sample to thaw (do not leave overnight).
- d. Using clean, disposable gloves, transfer sample from the bucket to a clean 2-L sample bottle, making sure to have no contact between bucket and bottle. Decant only as far as the shoulder of the bottle. Do not use a funnel. Screw cap on until snug, and use Teflon tape if necessary to ensure bottle is sealed.
- e. If there is extra sample in the bucket, measure the excess in a graduated cylinder, record the volume on sample history form, and discard the rest of the sample.
- f. Prepare samples bottles for shipping. Place bottles in poly-plastic bag provided and secure. Please sample bottle into used sample bucket, cover with lid, and place in shipping box provided. Include sample history form. Close lid, and make sure clasps are shut tight.
- g. Fill out shipping documentation, and ship out with other samples going to the laboratory.



C. PFOS sample for ECCC

Instructions are the same as for Inorganics (refer to I.B.), but the bucket is lined with a bag prior to installation on the sampler. Avoid the use of any Teflon products

1. Removal of current sample:

On arrival at the platform:

- a. Open hood by moistening sensor, and turn power switch to off to keep open
- b. Using clean disposable gloves, obtain clean square 2L sample bottle and remove lid. Remove sample bag from bucket and pour sample in to bottle using clean funnel provided. Secure lid and place the bottle in a clean plastic bag. Measure excess sample in bag and discard bag.
- c. Fill out sample history form for sample removed including time and date sample was removed, excess volume, sample quality information, and any pertinent meteorological or sampler function information.

2. Installation of new sample:

- a. Using new pair of clean gloves and arm sleeves install a new bag so that is fully open inside in the bucket. Secure the bag to the bucket with the elastic cord. Turn on power and allow sampler lid to move until in an upright position. Inspect underside that it is free of defect and will provide good seal. If there are any issues, contact Technical Authority and replace lid.
- c. Using squeeze bottle of clean de-ionized water and Kimwipes, clean underside of sample lid.
- d. Turn sampler on to allow lid to close onto the sampler bucket. Inspect to ensure good seal with the bucket.
- e. Fill out sample history form including date/time of installation of new sample, and any other information pertinent to the quality of the sample.

3. Frozen sample and Preparation for shipment:

- a. If sample is frozen remove bucket from sampler and install lid. Obtain another bucket and install a new bag using a clean pair of gloves and arm sleeves. Bring frozen sample in bag and bucket to laboratory for transfer to sample bottle after it is thawed.
- b. Using a new pair of disposable gloves, remove the lid and observe debris. Describe debris in sample history form, as well as if sample is frozen.
- c. Allow to sit undisturbed for as long as it takes for debris to settle out and to melt completely if frozen. Thawing should take place at room temperature with bucket covered with a clean lid to minimize evaporation. Only leave out as long as it takes for sample to thaw (do not leave overnight).
- d. Using clean, disposable gloves and clean funnel provided, remove bag and transfer sample to a clean 2-L sample bottle. Screw cap on until snug. If there is extra sample in the bucket, measure the excess in a graduated cylinder, record the volume on sample history form, and discard the rest of the sample and sample bag.
- f. Prepare samples bottles for shipping. Place bottles in poly-plastic bag provided and secure. Place sample bottle into shipping box provided. Include bagged



sample history form and used funnel. Close lid, and make sure clasps are shut tight.

g. Fill out shipping documentation, and ship out with other samples going to the laboratory.

D. Organic precipitation collector for Indiana University (IU)

1. Removal of current sample:

- a. Perform weekly maintenance as outlined in II.B.1 and 2. Measure volume as described in II.B.3. regardless of volume in overflow bottle.
- b. Rinse precipitation collection surface following steps below. If possible, do not perform during precipitation event. If must be done during precipitation event, wear Kleen guard coveralls and stand downwind of instrument.
- c. Moisten rain sensor to open hood and turn off switch so it remains open.
- d. Wearing latex gloves, remove obvious debris from collection funnel. Make note of any debris on Data Sheet
- e. Rinse collection surface with DI water provided while wiping with filters provided.
- f. Turn off column outlet valve to maintain water level in column.
- g. Turn power switch on.
- h. Unscrew XAD column from fitting and cap with Teflon plug.
- i. Remove overflow tube while turning column upside down. Replace outlet valve fitting with Teflon plug.
- j. Label column with sample name and date of collection.

2. Installation of new sample.

- a. Prior to installation of new column, clean collector surface with 200ml methanol provided, scrubbing with clean Kimwipe if necessary. Clean funnel outlet using test tube brush provided.
- b. Follow with rinse of 1L tap water from wash bottle, then 200 mL de-ionized water, and finally rinse funnel outlet fitting and o-ring with methanol and de-ionized water
- c. Inspect new XAD column for separation of XAD bed. If it has separated, contact IU.
- d. Remove Teflon plug from bottom of XAD volume and replace with column outlet valve. Wrap plug in aluminum foil and put in clean plastic bag until next use.
- e. Remove top Teflon plug and wrap in aluminum foil and put in clean plastic bag until next use.
- f. Rinse funnel outlet fitting with methanol and screw top of column into the fitting.
- g. Open collector lid and add about 50ml of DI water to make sure water is flowing from column outlet valve. Measure flow and adjust to between 10 and 15 ml/min using column outlet valve.
- h. Pack columns into shipping containers provided including Weekly Site Visit and Field Data Sheets. Fill out shipping documentation and ship.

II. Precipitation Collector Maintenance (weekly):

A. ECCC samplers (3):

1. The Contractor must perform routine maintenance to ensure that the precipitations collectors are functioning properly. The collectors must be kept



clean, and (in winter) must be kept free of ice and snow. On a weekly basis the Contractor must ensure that:

- a. Sensor grids are checked, cleaned with water as required, or replaced as required.
 - b. Snow and ice is removed to prevent a buildup that would obstruct the proper operation of the collector.
 - c. The lid movement is checked weekly for proper operation of the electric motor drive, smooth motion and proper start/stop switching.
 - d. The Contractor must perform other maintenance or repair as directed by the Technical Authority.
2. If the collector or associated equipment is found to be operating abnormally, or ceases to operate completely, the Contractor must contact the Technical Authority for further advice or action.
 3. Equipment failures or supply shortages must be reported immediately to the Technical Authority.
 4. Check sample and over-flow bottles. If nearing capacity, then replace.
 5. After large precipitation events, contractor should come to site to replace the sample bottles

B. IU sampler (1):

1. Inspect equipment for the following and notify IU contact of any problems immediately. Follow instructions of IU contact to remedy the problem.
 - a. physical damage
 - b. operation of rain sensor, heater or fan
 - c. check for interferences
 - d. check Teflon sealing pad for damage, good seal
2. General comments: Make any comments on Weekly Site Visit Sheet that might affect sample collection that week, including but not limited to fires, storms, abnormal precipitation and vandalism.
3. If the overflow container is more than $\frac{3}{4}$ full, measure the amount of water in the container in 1-L increments using graduated cylinder provided. Record measurements on Weekly Site Visit and Field Data Sheets.
4. Inspect collection funnel for standing water. If water is not flowing or flowing slowly, close valve on column and remove to check for debris. If present, clean with cleaning wire. If flow not restored, notify IU contact immediately and follow instructions to remedy problem. Make notes on Weekly Site Visit and Field Data sheets as to work performed.
5. Inspect column. If column has gone dry, add DI water from Teflon wash bottle provided and determine source of leak. Replace o-rings or tighten fittings as necessary. Make notes on Weekly Site Visit and Field Data Sheets as to work performed.

III. Air Sampler Collection Procedure

A. Organics sampler (P5) for ECCC:

1. Installation of sample:



- a. Sample to be installed around 8:00 am local time at sampling platform.
- b. Check for leaks by turning sampler on and plugging inlet. Magnahelic should go to zero. If it does not, contact Technical Authority and follow instructions to remedy problem.
- c. Inspect sampler. If it is dirty, clean out sampler using de-ionized water and Kimwipe.
- d. Using gloves, remove cartridge from plastic bag and insert in inlet. Loosen wing nuts to remove cover, then tighten wing nuts firmly but not tightly. Close and secure sampler lid.
- e. Record timer information, turn on the sampler, and record time on. Set magnahelic to set point provided by the Technical Authority.
- f. Make note of any conditions that might affect sample quality.
- g. Wait 5 minutes, and then if magnahelic has drifted, set back to set point.
- h. Keep cartridge cover in sample bag and store in a clean area.

2. Removal of Sample

- a. Sample to be removed 24 hours after installation.
- b. Bring sample bag to the sampling platform.
- c. Make note of and record magnahelic vacuum level. Turn off sampler
- d. Record date/time off and any conditions that might affect sample quality.
- e. Open lid and install cover on sample cartridge.
- f. Put clean plastic bag over sample cartridge, and remove from sampler.
- g. Fasten plastic bag around cartridge and store in refrigerator until pick-up by laboratory personnel.

3. Blank samples

A blank sample is to be performed every other sample change. A blank is done in the same way as a sample, but the sampler is not turned on, and is left to sit for one minute before removal from the sampler. Blanks are not to be done during precipitation, and should be done the next time the operator is at the site with no precipitation.

B. Metals sampler (V1) for ECCC:

1. Preparation of sample cartridge.

At the laboratory, wearing clean lab coat and disposable gloves.

- a. Turn on clean hood and let run for 5 minutes before proceeding.
- b. Place cartridge for 8x10" filters in clean hood on clean Kimwipes.
- c. Wipe down cartridge and tweezers with de-ionized water and Kimwipes.
- d. Using clean tweezers place new 8x10" cellulose filter on bottom cartridge.
- e. Place top cartridge on top of bottom and screw together snugly.
- f. Place cartridge in plastic bag to take to sampling platform.

2. Installation of sample:

- a. Sample to be installed around 8:00 am local time at sampling platform.
- b. Inspect sampler. If it is dirty, clean out sampler using de-ionized water and Kimwipe.
- c. Open hood. Using gloves, remove cartridge from plastic bag and insert in sampler using wing nuts to snug into place. Remove cover from cartridge and place in sample bag.
- d. Close and secure sampler hood.
- e. Record timer information, turn on the sampler, and record time on.
- f. Make note of any conditions that might affect sample quality.
- g. Wait 5 minutes, measure vacuum at vacuum port and record.

3. Removal of Sample

- a. Sample to be removed 24 hours after installation.
- b. Bring sample bag to the sampling platform.



- c. Measure and record vacuum level from vacuum port. Turn off sampler
- d. Record date/time off and any conditions that might affect sample quality.
- e. Open hood and install cover on sample cartridge.
- f. Loosen cartridge using wing nuts, and put in clean plastic bag and take to laboratory.

4. Preparation of Sample

At the laboratory, wearing clean lab coat and disposable gloves.

- a. Turn on clean hood and let run for 5 minutes before proceeding.
- b. Prepare small Whirlpack bags with sample name.
- c. Remove sample cartridge from plastic bag and place in clean hood on clean Kimwipes.
- d. Wipe down tweezers, scalpel, and cutting template with de-ionized water and Kimwipes and place on clean Kimwipes.
- e. Remove top of cartridge and using clean tweezers, remove sampled filter and place on cutting template making sure it is centred. Close lid of cutting template.
- f. Using scalpel, cut filter into 5 pieces as indicated by arrows.
- g. Using tweezers, discard outer two strips, and place inner three strips into three separate, labeled, Whirlpack bags. Push air out of bags and seal.
- h. Store filters in sample box until pick-up by laboratory personnel.

5. Blanks

Blanks are done every other sample day. Samples are taken using Steps III.B.1 through 4 as outlined for the main sampler, except that the sampler is not turned on. Samples sit on the sampler for 1 minute before they are removed.

6. Sample on back-up sampler (V2)

For every 6th sample taken on the main sampler, a sample is taken on the back-up sampler in order to ensure its operation, and to use as a QC sample. Samples are taken using Steps III.B.1 through 4 as outlined for the main sampler, but done on the back-up sampler.

C. Organics sampler for IU:

1. Installation of sample:

- a. At the laboratory, wipe down filter holder.
- b. Using latex gloves, unwrap quartz fibre filters and install on filter folder using tweezers. Close filter holder and tighten screws to snug. Install cover for transport to site.
- c. Wearing latex gloves, remove resin cartridge from sampling tin and place into the cartridge holder. Bring filter holder and cartridge to sampling platform.
- d. At the sampling platform, wipe down dirty surfaces on sampler with a clean, damp cloth.
- e. Lift up sampler hood and place filter holder into position, removing cover. Use filter holder nuts to tighten diagonally. Close the hood.
- f. Install cartridge holder, using hand screw to tighten onto threaded end.
- g. Record timer reading on sample history form.
- h. Turn sampler on. If there are any leaks between the motor, the cartridge, and the filter, then retighten the fittings.
- i. Once motor is running smoothly, let run for two minutes and record the magnahelic reading.
- j. Record any information pertinent to sample quality such as meteorological conditions, unusual environmental conditions (fires, smog, etc.) on the sample history form.

2. Removal of Sample

- a. On arrival at the sampler, record magnahelic reading and any other information pertinent to sample quality as in I.C.1.j.
- b. Turn off sampler and record time.
- c. Lift hood and place filter cover on filter. Unscrew filter holder and remove. Close lid of sampler.



- d. Open front door of sampler, loosen hand screw nut on top and bottom of cartridge holder. Remove cartridge holder and bring it and the filter holder to the laboratory.
- e. At the laboratory, using latex gloves, remove filter using tweezers, fold in half and wrap in aluminum foil. Attach label and place in plastic bag.
- f. Remove stainless steel cartridge from cartridge holder. Wrap cartridge in aluminum foil and place in resin cartridge transport tin. Seal with Teflon tape and cover with electrical tape. Place label on tin.
- g. Ship filter, cartridge, and sample history form to IU.

IV. Air Sampler Maintenance

A. ECCC Organics Sampler (P5)

1. Change brushes on motor on ECCC high volume samplers as needed (approximately once per year).
2. Inspect and clean out sample cartridge area periodically, using deionized water and Kimwipes.
3. Calibration (two times per year in June/July and December/January or when a sampler is changed or undergoes maintenance such as a brush change):
 - a. Place the calibrator assembly (with a PUF installed) on the quick connect fitting of the PUF sampler and connect the digital manometer to the 1/4" fitting of the calibrator assembly.
 - b. Turn on the motor of the sampler and increase the motor speed to maximum.
 - c. Do a leak check by covering the inlet. The flow should go to zero (indicated by a zero reading on the magnahelic). If not check for any leaks and repair as necessary.
 - d. Using the lever arm on the ball valve inlet to the hivol motor, restrict the flow to read values decreasing from the maximum, to 0 inches in 10 inches of water decrements. Record the vacuum levels on the digital manometer.
 - e. Take a second set of readings by increasing the flow from 0 to 100 inches, in 10 inches of water increments (reverse of step d). Record the second set of readings.
 - f. For each increment, there should be a difference of 10% or less between the two readings. If the readings differ by more than 10%, check the sampler for clogs, worn brushes, or other problems. After correcting the problem, repeat steps d and e.
 - g. Record the barometric station pressure and temperature at the site.
 - h. Enter values into the calibration spreadsheet provided.
 - i. Note the magnahelic set value for the next sample and record calibration constants on the field sheet.

B. ECCC Metals Samplers (V1 and V2)

1. Change brushes on motor on ECCC high volume samplers as needed (approximately once per year).
2. Inspect and clean out sample hood area periodically, using deionized water and Kimwipes.
3. Check the flow rate of the high-volume sampler (two times per year in June/July and December/January or when a sampler is changed or undergoes maintenance such as a brush change):
 - a. Open the PM 10 sampler, place calibration orifice and mounting plate on the sample platform and tighten mounting screws.
 - b. Connect the digital manometer to the orifice and a digital manometer to the stagnation port of the sampler. Turn the digital manometer on and set it to inches of water.



- c. Turn the instrument on and allow it to warm up for a few minutes. Allow it to warm up for a minutes, then close the Orifice vari-plate. The flow should approach zero. If they do not, perform a leak check and fix any issues before proceeding.
- d. Open the vari-flow plate fully. Once the manometers stabilize, record the ambient pressure and temperature. Adjust the variflow plate to allow for approximately five readings within the expected operating range of the sampler (between 5 and 24 inches of water). Take readings of both manometers as test points (TP1). Repeat for test points 2 thru 5.
- e. Calculate flow rates for each TP for each manometer using the spreadsheet provided.
- f. Compare flow rates (should be within +/- 10% of 1.13 cubic metres/minute); and if so (3 of 5 readings will suffice) calculate the % difference between orifice flow (Qa Orifice) and sampler flow (Qa Sampler). These should be within +/- 3%. If not, inspect the sampler to determine the issue, correct, and perform steps a through f again.

C. IU sampler:

1. Check operation of the sampler with each sample. If there are any problems, consult troubleshooting guide provided to fix the problem and contact IU.
2. Inspect and clean out sample hood area periodically, using deionized water and Kimwipes.
3. Replace brushes on motor annually.
4. Perform a calibration 2-3 times per year using a provided spreadsheet:
 - a. Install a filter, calibration plate and XAD calibration cartridge ensuring all o-rings are in place and screwed down. Attach manometer to outlet.
 - b. Open calibration cartridge to full flow and turn on pump. Allow to run 5 minutes.
 - c. Record the ambient temperature and pressure from the Environment and Climate Change Canada weather station on site.
 - d. Adjust the flow knob until the hi-vol manometer reads 0.2 units below the current set point. Record the manometer and magnahelic readings.
 - e. Go up in 0.1 increments to 0.2 units above the current set point, letting the instrument stabilize for 2 minutes and recording the corresponding manometer/magnahelic readings.
 - f. Calculate the flow rate for each reading using the spreadsheet provided. Spreadsheet is used to calculate the calibration constants and new set point.

V. Routine Site Maintenance:

The Contractor is responsible for routine site maintenance including:

- a. Keeping the laboratory clean, the Contractor must clean and wash the interior counters and floor of the building when required using only distilled water and dust must be swept or vacuumed as required. All equipment and supplies will be provided by ECCC.
- b. Removing snow at the entrance of the laboratory, the entrance to the sampling deck, and on the sampling deck itself.
- c. The general cleanliness of the immediate sampling location is the responsibility of the Contractor, including the removal of garbage/waste from the site.
- d. Make small repairs as needed.



e. Report larger required repairs and preventative maintenance to the Technical Authority. The Contractor is required to meet the Technical Authority and other contractors on site regarding repairs and preventative maintenance, as directed by the Technical Authority. Arrangements for the Contractor to fix problems must be authorized by the Technical Authority. Meet Contractors on site and supervise work performed. These tasks must be carried out in proximity of sensitive and expensive research and monitoring equipment and it is essential that the Contractor understand the need to avoid adverse effects on the measurements and data.

10. Performance Standards, Specifications and Quality Measurement:

All samples must be taken in accordance with Attachment 1. Exceptions are only made for inaccessibility to the site due to weather or health and safety concerns including inadequate road maintenance by the ECCC. If samples cannot be taken on the prescribed day, the Contractor must inform the Technical Authority immediately, and the samples must be taken the next available day. Samples must be shipped monthly for precipitation and as required for air samples, usually 3 times per year. If a sample is deemed invalid due to equipment malfunction, the Technical Authority must be informed immediately of the malfunction and the planned remediation, including repair of the equipment and taking the sample at the next available opportunity. Any missed samples due to negligence on the part of the Contractor will result in reduced payment.

11. General Conditions:

1. The Contractor must be available for one audit each year. The audit will be done during normal sampling times.
2. The Contractor must have knowledge of daily local weather conditions and local events that might affect sample quality.
3. Smoking is not permitted within 500 meters of the compound. Vehicles must not approach closer than the designated parking area. The Contractor must not enter the building with contaminated clothing or footwear.
4. The Contractor must not bring toxic or contaminating compounds such as oil based products, soaps, disinfectants, or insect repellents to the site. No paints, solvents or glues must be used onsite or in the vicinity of the laboratory or the sampling platform.
5. The Contractor must contribute to the security of the site by adhering to the use of locks where applied. Any suspicious activity or tampering of the site equipment must be reported to the Technical Authority, as should any event or activity that may compromise the sampling integrity.

**ATTACHMENT 1
SAMPLING SCHEDULE**

1. Estimated Time Required for April 1,2022 – March 31, 2023:

Sampling	# visits/year	hours/sample	# samples	total hours
Precipitation: ECCC Organics	12	1.5	12	18
Precipitation: ECCC Inorganics		1	12	12
Precipitation: ECCC PFOS		1	12	12
Precipitation: IU Organics		2	12	24



Shipping/Receiving		1	12	12
Total Precip Day (first of the month)	12			78

Precipitation: change ECCC Organics bottle after large precip events (approximate)	12	0.75	20	15
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Air: ECCC Organics	20	0.75	10	7.5
Air: ECCC Organic Blanks		0.25	5	1.25
Air: ECCC Metals		1.25	10	12.5
Air: ECCC Metals blanks		0.75	5	3.75
Air: ECCC Metals Back-up sampler		1	2	2
Air: IU Organics		1	10	10
Total Air sample Days (over 2 days)	20			37

Other	approximate # visits/year	hours	approximate # times	approximate total hours
Check on Precipitation samplers/site	40	0.5	40	20
Filling out logs		0.25	100	25
Laboratory Cleaning		0.25	52	13
Calibrating air samplers		4	2	8
Maintenance of sampling equipment				12
Liaison with Technical Authority				12
Snow clearing				15
site maintenance				20
On site to meet contractors	2			15

TOTAL	86			270
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**ANNEX B
BASIS OF PAYMENT**

The Contractor will be paid as follows:

Initial Contract Period: December 1, 2022 to March 31, 2023		
Fixed Price per Month (A) (This amount must include all costs associated with the Work.)	Number of Months for Initial Contract Period (B)	Firm Price (A) * (B)
\$ _____	4 Months	\$ _____
Total Price for Initial Contract Period : \$ _____ (applicable taxes extra)		

Year 2 Contract Period: April 1, 2023 to March 31, 2024		
Fixed Price per Month (A) (This amount must include all costs associated with the Work.)	Number of Months for Period 1 (one year period) (B)	Firm Price (A) * (B)
\$ _____	12 Months	\$ _____



Total Price for Year 2: \$ _____
(applicable taxes extra)

Year 3 Contract Period: April 1, 2024 to March 31, 2025

Fixed Price per Month (A) (This amount must include all costs associated with the Work.)	Number of Months for Period 1 (one year period) (B)	Firm Price (A) * (B)
\$ _____	12 Months	\$ _____

Total Price for Year 3: \$ _____
(applicable taxes extra)

Year 4 Contract Period: April 1, 2025 to March 31, 2026

Fixed Price per Month (A) (This amount must include all costs associated with the Work.)	Number of Months for Period 1 (one year period) (B)	Firm Price (A) * (B)



\$ _____	12 Months	\$ _____
<p>Total Price for Year 4: \$ _____ <i>(applicable taxes extra)</i></p>		

Financial Evaluation Summary	
Total Price – Initial Contract Period (A)	\$
Total Price - Year 2 (B)	\$
Total Price - Year 3 (C)	\$
Total Price – Year 4 (D)	\$
Total Evaluated Bid Price (A + B + C + D)	\$
Applicable Taxes	\$
Total Bid Price including Applicable Taxes	\$



ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat
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 / Ministère ou organisme gouvernemental d'origine	ECCC
2. Branch or Directorate / Direction générale ou Direction	
STB/AQRD	

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail
 Operation of air quality equipment and general maintenance of Environment Canada station located at 324 Point Petre Road, Milford, Ontario

5. a) Will the supplier require access to Controlled Goods?
 Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
 Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
 Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
 (Specify the level of access using the chart in Question 7. c)
 (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
 Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
 S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
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7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
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Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui
 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
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Helena Dryfhout-Clark		Title - Titre Physical Scientist, Research	Signature
Telephone No. - N° de téléphone 613-955-9031	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel helena.dryfhout-clark@ec.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lori Nelson		Title - Titre Security Officer	Signature
Telephone No. - N° de téléphone 780 951 8895	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@ec.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

PART A - CONTRACT INFORMATION

Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

1. Originating Government Department or Organization

Enter the department or client organization name or the prime contractor name for which the work is being performed.

2. Directorate / Branch

This block is used to further identify the area within the department or organization for which the work will be conducted.

3. a) Subcontract Number

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

b) Name and Address of Subcontractor

Indicate the full name and address of the Subcontractor if applicable.

4. Brief Description of Work

Provide a brief explanation of the nature of the requirement or work to be performed.

5. a) Will the supplier require access to Controlled Goods?

The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act (EIPA)*. Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at www.cgd.gc.ca.

b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at www.dlis.dla.mil/jcp.

6. Indicate the type of access required

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

c) Is this a commercial courier or delivery requirement with no overnight storage?

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

7. Type of information / Release restrictions / Level of information

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

a) Indicate the type of information that the supplier will be required to access

Canadian government information and/or assets

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

NATO information and/or assets

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

Foreign government information and/or assets

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

b) Release restrictions

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.

c) Level of information

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

PART B - PERSONNEL (SUPPLIER)

10. a) Personnel security screening level required

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

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

b) May unscreened personnel be used for portions of the work?

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

Will unscreened personnel be escorted?

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

PART C - SAFEGUARDS (SUPPLIER)

11. INFORMATION / ASSETS

a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

b) Will the supplier be required to safeguard COMSEC information or assets?

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

PRODUCTION

c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

INFORMATION TECHNOLOGY (IT)

d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

e) Will there be an electronic link between the supplier’s IT systems and the government department or agency?

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

SUMMARY CHART

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.

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

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

If Yes, classify this form by annotating the top and bottom in the area entitled “Security Classification”.

b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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).

PART D - AUTHORIZATION

13. Organization Project Authority

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

14. Organization Security Authority

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

16. Procurement Officer

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

17. Contracting Security Authority

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

PARTIE A - INFORMATION CONTRACTUELLE

Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse www.cgp.gc.ca.

b) Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse www.dlis.dla.mil/jcp/.

6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

b) Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgateion de INFOSEC.

a) Indiquer le type d'information auquel le fournisseur devra avoir accès

Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.

c) Niveau d'information

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Niveau de contrôle de la sécurité du personnel requis

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMPLACEMENTS

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

11. RENSEIGNEMENTS / BIENS :

a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

PRODUCTION

c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

TECHNOLOGIE DE L'INFORMATION (TI)

d) 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?

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

TABLEAU RÉCAPITULATIF

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.

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.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

Si la réponse est Oui, 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).

PARTIE D - AUTORISATION

13. Chargé de projet de l'organisme

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

14. Responsable de la sécurité de l'organisme

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

16. Agent d'approvisionnement

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

17. Autorité contractante en matière de sécurité

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSIC) doit remplir cette case.



ANNEX D

INSURANCE REQUIREMENT

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



- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. 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



**ANNEX E
WORK EXPERIENCE TEMPLATE**

	WORK EXPERIENCE TEMPLATE
Name of the Proposed Resource	
Education	
Certifications	
	EXPERIENCE #1 (repeat for each different work experience)
Name of the organization the work was performed for	
Title of the project/work or contract name;	
Role and responsibilities of the Proposed Resource, including a description of the work performed.	
Start date (specify month and year).	



Completion date (specify month and year).	
Total number of years; including if the work is still in progress.	
Name and contact information of two references who will confirm the information supplied by the Bidder.	