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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, please contact NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca

1.2 Statement of Work

To provide **Immigration Consulting Services** in accordance with the detailed Statement of Work attached as Annex A.

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 will be in writing, in person or by phone.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

2035 (2022-12-01), General conditions: Higher Complexity - Services apply to and form part of the Contract.

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.

Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

2.1.1 It is the Bidder's responsibility to:

- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

2.1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

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

2.1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

2.1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

2.1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.



2.1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

2.1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2.2 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

2.3 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than 14:00:00 (EDT) (NRC's Server Time), February 13, 2024 to the following NRC email address:

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority.

All submitted proposals become the property NRC.

2.4 Former Public Servant

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

Definitions

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

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



"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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Contracting Authority, Procurement Services
National Research Council Canada
Philippe G. Cleroux - philippe.cleroux@nrc-cnrc.gc.ca

For open public tender

To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to



withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

Bidders who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).

It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.

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.

2.6 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.

2.7 Bid Challenge and Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

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

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

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites:



<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-glr-eng.html>

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.

3.1.2 Exchange Rate Fluctuation

Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

3.1.3.2 The Company Security Officer must ensure that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements. The President of the organization (or an equivalent senior official) may submit a Personnel screening, consent and authorizing form to the NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca for the employees of his or her organization.



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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated evaluation attached as Annex C. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

4.1.2 Financial Evaluation

Financial proposals will be assessed in accordance with the evaluation method provided in Annex B. The Contractor must complete the pricing table provided in Annex B and include it as a separate attachment in the electronic bid submission.

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70% (represents 70/100) points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an **example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).



Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to 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 – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

SURNAME	GIVEN NAME(S)	TITLE



5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.3 Rate or Price Certification

The Bidder certifies that the price proposed

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses) as described in Annex D apply and form part of the Contract.

6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

6.1.2.2 The Company Security Officer must ensure that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements. The President of the organization (or an equivalent senior official) may submit a Personnel screening, consent and authorizing form to the NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca for the employees of his or her organization.

6.2 Statement of Work

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

6.3 General Conditions

[2035](#) (2022-12-01), General conditions: Higher Complexity - Services apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract signing to March 31, 2026 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1 year period(s) until March 31, 2031 under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Should NRC exercise extension options for years 1, 2, 3, 4 or 5, all costs will be increased by the Consumer Price Index (CPI) as per Statistics Canada.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Philippe G. Cléroux
Title: Senior Contracting Officer
National Research Council Canada
Directorate: Finance and Procurement Services
Address: 1200 Montreal Road

E-mail address: Philippe.cleroux@nrc-cnrc.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.

6.5.2 Technical Authority

The Technical Authority for the Contract is: *[to be inserted at contract award]*

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

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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.

6.5.3 Contractor's Representative *[to be inserted at contract award]*

Name: _____
Title: _____
Address: _____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment



The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

Professional Fees

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

6.7.2 Limitation of Expenditure

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$ _____ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

6.7.3 Method of Payment

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

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:

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

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic Only);
- b. Wire Transfer (International Only);

6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 Invoicing Instructions

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

Invoices **must** be sent to: nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.



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 general conditions [2035](#) (2022-12-01), General conditions: Higher Complexity - Services;
- (c) ANNEX A, Statement of Work;
- (d) ANNEX B, PRICING TABLE
- (e) ANNEX C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*).

6.13 Dispute Resolution

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

6.14 Insurance – No Specific Requirements

SACC Manual clause [G1005C](#) (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

TITLE: IMMIGRATION SERVICES FOR THE NATIONAL RESEARCH COUNCIL**DATE: 27 November 2023****OBJECTIVE:**

NRC is seeking an experienced **immigration consulting firm** to support the recruitment and retention of foreign workers.

BACKGROUND:

Given the NRC's specialized research, sometimes it's not possible to find qualified Canadians or Permanent Residents to fill our research positions. Due to this challenge, the NRC, supported by the Human Resources Branch, occasionally needs to recruit internationally.

Employers must demonstrate numerous requirements to both Employment and Social Development Canada (ESDC) and Immigration, Refugees, and Citizenship Canada (IRCC) when hiring foreign workers, and these requirements are continually evolving and have become increasingly detailed and complex. Foreign workers may be hired to work in any of the NRC locations across Canada.

Typically, a foreign worker is offered a position at the NRC following an advertised competition or through a recruitment program where, through either process, there were no successful Canadian Citizens, Permanent Residents, or open work permit holders.

In most cases, the NRC is not required to submit a Labour Market Impact Assessment (LMIA) when hiring foreign workers into research positions. Instead, exemption code C31 is used as appropriate: Work related to a research, educational or training program [R205(c)]. Specifically, it states "sponsored by the National Research Council of Canada (NRC), the Natural Sciences and Engineering Research Council of Canada (NSERC), Natural Resources Canada (NRCan), or a department or agency that is associated with NRCan and participating in the Postdoctoral Research Program for distinguished scientists and scholars coming to participate in research for these departments and agencies as part of the Postdoctoral Research Program (departments and agencies that have joined NRCan's Postdoctoral Research Program are responsible for issuing their own letters of offer to candidates)." When the C31 exemption code is not appropriate, other exemptions are considered (i.e. Canada-United States-Mexico Agreement) or an LMIA is submitted.

SCOPE OF WORK:

The immigration consulting firm will, upon request, assist the NRC in meeting its immigration related employer-responsibilities for term and continuing positions. Additionally, the service provider will, upon request, assist new hires and existing term and continuing employees in obtaining or extending their work permit and visa. When employees are appointed into continuing positions, the service provide will, upon request, assist the individual in



applying for permanent residency. Upon request, the service provider, will provide assistance in other situations as deemed necessary by the NRC.

TASKS:

The immigration consulting firm must perform, but not limited to, the following tasks:

Support services

- Assist the NRC in navigating the immigration system
- Review existing NRC internal guidelines and templates for accuracy
- Advocate on behalf of the NRC or its foreign workers as necessary

Information provider

- Inform the NRC on changes to immigration policies that may impact recruitment and retention
- Provide up to date information and guidance pertaining to travel/border restrictions

Ensure compliance with all legal requirements

DELIVERABLES AND TIMELINES:

The immigration consulting firm must deliver the following services to:

Employer (NRC Project Authority) Services:

- Recommend LMIA exemption when appropriate
- Prepare applications and support documents including but not limited to:
 - Application for LMIA Exemption Opinion to IRCC International Mobility Unit (IMWU)
 - LMIA application to ESDC (regular processing)
 - LMIA application to ESDC (advertising variation)
 - Offer of Employment to a Foreign National Exempt via the IRCC employer portal
- Advise the NRC of mechanisms and programs to support employees seeking permanent residency

Foreign Worker Services:

- Recommend the best immigration stream for the foreign worker
- Prepare applications and supporting documents including but not limited to:
 - Work Permit (initial)
 - Work Permit (renewal)
 - Visa (initial)
 - Visa (renewal)
 - Express Entry Permanent Residency (application)
 - Express Entry Permanent Residency (invitation to apply)



- Advise the foreign worker on other important information about coming to and working in Canada (i.e. SIN, insurance, etc....)

The immigration consulting firm must contact the foreign worker or employer representative within 48 hours (business days) :

- review the case initially
- reach out to the foreign worker to make contact
- request any missing necessary information,
- have an initial conversation with the foreign worker of what needs to occur.

CONSTRAINTS:

- The immigration consulting firm only offers immigration services to the foreign worker under this contract.
- Each Consultants working on a file must be accredited as Regulated Canadian Immigration in good standing of the Immigration Consultants of Canada Regulatory Council.

Reporting Requirement

- Provide a detailed report on the services rendered at the end of each individual contract or provide access to a supplier portal in order for the NRC to review each case summary once complete.
- Provide access to up to date ad hoc reporting either by:
 - accessing a supplier portal to produce a report independently
 - if not available through a supplier portal, supplier must provide the requested report within 48H (business days)

Language of services

- The consulting firm must provide services (writing, spoken & orally) in French & English as requested.
- The services must be provided and delivered with equivalent quality in both official languages.
- The consulting cannot rely on the availability of one bilingual individual. Multiple consultants must have the capability to deliver services in English and French to ensure adequate coverage

Security Requirement

- The firm and its consultants will have access to protected information as required
- The firm will receive and store at their premises protected information as required
- The firm must have the capability to send & receive materials via encrypted email or secure portal.

Work Location

- The services will be provided at the supplier premises. All communication will be by phone, email or other video calling service.

Out of Scope



- The immigration consulting firm will not provide services and assistance with spousal or dependent immigration support for the foreign workers under this contract.
- Should a foreign worker require additional assistance with spousal or dependent immigration support, they are free to establish their own contract with the immigration consulting firm

Glossary:

Continuing Employee (*Employé continu*)

An employee whose tenure is for an unspecified period.

Term Employee (*Employé nommé pour une période déterminée*)

An employee whose tenure is for a specified period of time.

With Competition (*Avec concours*)

A hiring action whereby a notice is posted and applications are solicited for consideration.

Without Competition (*Sans concours*)

A hiring action where an appointment is made without soliciting applications for consideration.



Annex “B” – RFP 23-58135 Evaluation – Pricing Table

Rated Criteria - Pricing

- The Bidder must complete the pricing table under Annex “C” Table No. 1.
- ***The pricing table must be submitted in a separate document as per the instructions provided in the RFP.***
- The Bidder must provide a firm cost in CAD \$ for each item identified below in Table No. 1 and must not include any applicable taxes.
- Optional periods are exercised at the sole discretion of the NRC and are subject to satisfactory performance and available funding.
- Should NRC exercise extension options for years 1, 2, 3, 4 and 5, all costs will be increased by the Consumer Price Index (CPI) as per Statistics Canada.
- Bidders failing to provide the above requirements shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the bidder’s proposal shall be given no further consideration.
- To establish the pricing score, each responsive bidder will be prorated against the lowest evaluated price and the ratio of 30%.

	Rated - Pricing	Cost per unit
P1	Hourly rate	\$
P2	Application for LMIA Exemption Opinion to IRCC International Mobility Unit	\$
P3	LMIA Application to ESDC (regular processing)	\$
P4	LMIA Application to ESDE (advertising variation)	\$
P5	IMM 5802 Offer of Employment	\$
P6	Temporary Resident Visa (initial)	\$
P7	Temporary Resident Visa (renewal)	\$
P8	Business Visitor or Short-Term Work Permit Exemption pursuant to Global Skills Strategy <ul style="list-style-type: none"> • Visitor Record only, no Visa Required • Assessment and Port-of-Entry application 	\$
P9	Business Visitor or Short-Term Work Permit Exemption pursuant to Global Skills Strategy <ul style="list-style-type: none"> • Temporary Resident Visa required 	\$

	<ul style="list-style-type: none"> Assessment and online application at the Visa Office abroad 	
P10	Work permit (initial) – categories: <ul style="list-style-type: none"> C31: Research Post-Graduation Work Permit C10: Significant Benefits CUSMA Professionals C16 Mobilité Francophone International Experience Class A75: CSQ Holder Bridging Open Work Permit 	\$
P11	Work Permit (renewal)	\$
P12	Express Entry Permanent Residency (profile submission)	\$
P13	Express Entry Permanent Residency (invitation to apply)	\$
P14	Provincial Nominee Permanent Residency	\$
	Total (P1+P2+P3+P4+P5+P6+P7+P8+P9+P10+P11+P12+P13+P14):	\$

Table No. 1 - Initial Contract Period (April 1, 2024 to March 31, 2026)

Disclaimer:

The NRC recognizes that not all services will be required for every foreign worker. The services required will depend on the unique circumstances of that individual and their position at the NRC.

Annex “C”

RFP 23-58135

IMMIGRATION SERVICES FOR THE NATIONAL RESEARCH COUNCIL (NRC)

**MANDATORY AND TECHNICAL POINTS - RATED CRITERIA AND
EVALUATION PROCEDURES AND BASIS OF SELECTION**

EVALUATION PROCEDURES

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder’s response.

Step 1) Evaluation against Mandatory Criteria: Proposals will be evaluated to determine if all mandatory requirements detailed in this Annex “Mandatory Requirements” have been met. Only those proposals meeting ALL mandatory requirements will then be evaluated in accordance with Step 2.

Step 2) Evaluation against Point- Rated Criteria: Proposals will be evaluated and scored in accordance with point-rated evaluation criteria detailed in this Annex "Point Rated Criteria". Evaluators scores will be averaged.

Step 3) Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%], with minimum passing mark of 70% (represents 70/100) for the Technical Evaluation Criteria.

To be declared responsive, a bid must:

- a) Comply with all the requirements of the bid solicitation;
- b) Meet all the mandatory evaluation criteria;
- c) Obtain a minimum average score of 70% (represents 70/100) for the technical evaluation criteria

Bids not meeting (a) or (b) or (c) will be declared non-responsive.

Step 4) Issuance of a Contract: The Compliant Bidder with the highest combined score of technical merit and price will be recommended for issuance of a Contract.

1.1 Mandatory Requirements

Proposals must address the mandatory requirement described below. This will be evaluated as either “Yes” or “No”. Failure to meet any of the mandatory requirements will render the bidder’s proposal non-responsive and it will not be considered further.

Proposals must clearly identify the firm’s ability to meet the mandatory requirement (e.g., provide relevant proposal page numbers against the mandatory requirement).

Demonstrated Compliance:

If applicable, the bidder must provide a resume of all proposed resources highlighting qualifications and experience in the relevant field, indicating BEYOND ANY DOUBT that the qualifications of the proposed individual meet the requirements outlined under the Mandatory Requirements.

Table 1: Mandatory Requirements

Requirement	Mandatory Criteria	Yes/No	Bidder to insert page #, Paragraph #
M1. Years of Experience.	<p>The bidder must demonstrate that the Organization has ten (10) years of experience within the last fifteen (15) years, in the delivery of immigration services to employers and employees in a wide range of positions including professional, science, and engineering. Clients must be comparable to NRC (i.e. similar in size of approximately 4000 employees, geographically disperse, and with specific immigration needs).</p> <p>References must be provided for a minimum of two clients. Bidders should provide, as a minimum, for each project submitted:</p> <ol style="list-style-type: none">1. A description of the services,2. The name of the client,3. The date (or year) when the services were rendered,4. Details about the work performed by the Bidder, and5. Complete references with contact information and phone number. <p>**Experience in providing Immigration Services to the NRC must not be used as examples nor as references.</p>		
M2. Capacity throughout Canada and Internationally	<p>The bidder must demonstrate that the Organization has the capacity to deliver services to existing employees and new hires across Canada as well as Internationally.</p>		

M3. Accreditation	The bidder must demonstrate that the Organization's consultants are accredited as Regulated Canadian Immigration Consultants and members in good standing of the Immigration Consultants of Canada Regulatory Council.		
M4. Response	The bidder must confirm their ability to respond (as described under section 9.2 of the Annex A-Statement of Work) to initial requests from NRC Project Manager, the employee or employer representative within 48 hours (2 business days).		
M5. Languages	The bidder must demonstrate the Organization's capacity to deliver all services of equivalent quality in both official languages, French and English as stated in Annex A-Statement of Work.		
M6. Protected Information	The bidder must be compliant with the Security Requirement Check List (SRCL) attached at Annex C. This includes the capability of sending, receiving, and storing Protected B information in accordance with the Federal Government's policy, including Entrust encryption at the time of bid submission.		
M7. Length of Proposal	The Technical Proposal, excluding appendices, must not exceed 50 pages in length (using a font no smaller than 11pts).		

1.2 Rated Requirements

Bidders must receive a minimum score of 70 points in the Rated Requirements to be considered responsive and considered further.

Table 2: Rated Requirements

Rated Requirements			
Requirement	Evaluation Criteria	Maximum Score	Bidder to Reference Section / Page in Proposal
R1. Experience	<p>The Bidder should demonstrate that the Organization has provided continuous services, similar in scope and complexity as the work described in the Statement of Work at Annex A, for a minimum of ten (10) years. A clear, comprehensive, and concise description of their experience and approach to supporting employers with similar needs as the NRC should be included.</p> <p>Years of Experience:</p> <ul style="list-style-type: none"> 10 to <15 years (up to 5 points) 15 years to <20 years (up to 8 points) More than 20 years (up to 10 points) <p>**Experience in providing Immigration Services to the NRC must not be used as examples nor as references.</p>	10 points	
R2. Cases or Applications per year.	<p>The proposal should provide an average number of cases or applications per year.</p> <p>Average number of cases or applications per year:</p> <ul style="list-style-type: none"> less than 500 annually (up to 2 points) 501 to <700 annually (up to 4 points) 701 to <1000 annually (up to 8 points) 1001 or more annually (up to 10 points) <p>**Experience in providing Immigration Services to the NRC must not be used as examples nor as references.</p>	10 points	
R3. Approach/Project Plan	<p>The Bidder should describe the Organization's overall experience supporting employers similar to NRC with their immigration requirements (similar in size of approximately 4000 employees, geographically disperse, and with specific immigration needs i.e. for scientific or research based roles, use of Labour Marker Impact Assessment (LMIA) and or exemption codes, work permit and permanent residency applications). Also describe your overall experience assisting new hires and employees in scientific or research positions navigate the immigration system.</p> <p>Points will be awarded for the following:</p>	60 points	

	<ul style="list-style-type: none"> Proposed approach to assess NRCs needs (up to 6 points) The depth and breadth of experience preparing work permit applications and/or renewals (up to 6 points) Depth and breadth of experience employing LMIA exemption codes (up to 6 points) Proposed approach to determine LMIA vs exemption submission (up to 6 points) The depth and breadth of experience preparing permanent residency applications. (up to 6 points) Description of assets (e.g., consultants, software) that will be used to carry-out the work (up to 6 points) Overall comprehensiveness and rigour of the proposal, including clarity and logic presentation of steps being proposed for projects (up to 6 points) Description of how data and information will be collected and managed (up to 6 points) Provision of key timelines and milestones (up to 6 points) Description of the appropriate level of effort required to complete the proposed work, including the allocation of appropriate personnel to specific tasks (up to 6 points) <p>**Experience in providing Immigration Services to the NRC must not be used as examples nor as references.</p>		
R4. Identified challenges and mitigating strategies	<p>The proposal should include a discussion of potential challenges or risks associated with providing these services, including any impact on quality, costs or timing, and demonstrated creativity in proposing solutions and strategies for addressing these challenges. (up to 10 points)</p> <p>Points will be awarded for the following:</p> <ul style="list-style-type: none"> No details provided (0 points) Vague responses, lacks details (up to 5 points) Good, direct and comprehensive responses, satisfies requirement (up to 7 points) Excellent, clear and complete responses, satisfies requirement and substantially exceeds minimum (up to 10 points) 	10 points	
R5. Project management and quality control	<p>The proposal should include a description of the processes to be used to effectively manage each immigration case to ensure that it is completed in a timely manner and with an acceptable quality of work (up to 5 points)</p> <p>The proposal should also clearly demonstrate the firm's proposed method of coordination and liaison with the NRC Project Authority (up to 5 points)</p>	10 points	
Total		100 points	

Scoring Examples

NON RESPONSIVE	LIMITED INFORMATION AND EXPERIENCE	AVERAGE OR SUFFICIENT INFORMATION AND EXPERIENCE	SUPERIOR INFORMATION AND EXPERIENCE
<ul style="list-style-type: none"> Bid not submitted with information which could be evaluated 	<ul style="list-style-type: none"> Fails to meet the minimum requirements Proponent lacks qualifications and experience Team proposed does not meet requirements or missing components Sample projects not related to the current project's needs Lacks details 	<ul style="list-style-type: none"> Meets the minimum requirements Proponent is qualified and experienced Team covers all components and will likely meet requirements Sample projects generally related to the current project's needs 	<ul style="list-style-type: none"> Exceeds the minimum requirements Proponent is well qualified and experienced Strong overall team experience that covers all components and will meet and/or exceed requirements Sample projects directly related to the current project's needs



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

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		NRC		2. Branch or Directorate / Direction générale ou Direction		HRB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance				3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail							
Assist NRC in navigating the immigration system; Ensure compliance with all legal requirements; Advocate on behalf of NRC or its employees as necessary; Review existing NRC internal guidelines and templates for accuracy; Inform NRC on changes to immigration policies that may impact recruitment and retention; Provide advice and guidance; Prepare applications and supporting documents on behalf of NRC; Assist employees with preparing and submitting work permit and related applications							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?						<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?						<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)						<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.						<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?						<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion							
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>			
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :			
7. c) Level of information / Niveau d'information							
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>					
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>					
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>					
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>					
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>					
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>					
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>					



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

PART A (continued) / PARTIE A (suite)

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

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



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Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Eileen Roy		Title - Titre HR Advisor, Recruitment & Mobility	Signature Roy, Eileen <small>Digitally signed by Roy, Eileen DN: c=CA, o=GC, ou=NRC-CNRC, cn="Roy, Eileen" Reason: I am approving this document with my legally binding signature Location: Ottawa Date: 2023.08.18 14:35:36 Foxit PhantomPDF Version: 9.7.2</small>
Telephone No. - N° de téléphone 613-618-4005	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel eileen.roy@nrc-cnrc.gc.ca	Date 18 August 2023
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Marika Rioux		Title - Titre Analyst, Security in Contracting	Signature Rioux, Marika <small>Digitally signed by Rioux, Marika DN: cn=Rioux, Marika, c=CA, o=GC, ou=NRC-CNRC, email=marika.rioux@nrc-cnrc.gc.ca Date: 2023.08.22 07:51:40 -04'00'</small>
Telephone No. - N° de téléphone 343-542-6839	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel marika.rioux@nrc-cnrc.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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Philippe G. Cléroux		Title - Titre Senior Contracting Officer	Signature CLEROUX, PHILIPPE <small>Digitally signed by CLEROUX, PHILIPPE DN: cn=CLEROUX, PHILIPPE, c=CA, o=GC, ou=NRC-CNRC, email=philippe.cleroux@canada.ca Date: 2024.01.10 12:06:06 -05'00'</small>
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

****As per the Directive on Security Management, throughout the contract or arrangement, the project authority (signed above at section 13) must monitor the supplier, partner and departmental compliance of security requirements identified on this SRCL, and take corrective actions to address issues of non-compliance****

****Conformément à la directive sur la gestion de la sécurité, tout au long du contrat ou de l'accord, le Chargé de projet (signé ci-dessus à la section 13) doit surveiller la conformité du fournisseur, du partenaire et du ministère aux exigences de sécurité énoncées sur la présente LVERS, et prendre des mesures correctives pour régler les problèmes de non-conformité.****