

Solicitation No. - N° de l'invitation
3000772315
Client Ref. No. - N° de réf. du client
1000525251

Amd. No. - N° de la modif.
File No. - N° du dossier
xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur
XXXXX
CCC No./N° CCC - FMS No./N° VME

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Veterans Affairs Canada
Anciens Combattants Canada
Procurement & Contracting
Gestion des acquisitions, de marchés et
des biens

Attn: Susan O'Brien
susan.obrien@veterans.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal To: Veterans Affairs Canada

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

Instructions: See Herein

Proposition aux: Anciens Combattants Canada

Comments

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

Instructions : Voir aux présentes

Commentaires

Vendor/Firm Name and address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
Veterans Affairs Canada / Anciens combattants Canada
Procurement & Contracting / Gestion des acquisitions,
de marchés et des biens

Title – Sujet Security Services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial	
Solicitation No. – N° de l'invitation 3000772315	Date March 7, 2024
GETS Reference No. – N° de reference de SEAG -	
File No. – N° de dossier 1000525251	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 15:00 on – le April 3, 2024	Time Zone Fuseau horaire Eastern Daylight Time EDT
F.O.B. - F.A.B. <i>Plant-Usine:</i> <input type="checkbox"/> <i>Destination:</i> <input type="checkbox"/> <i>Other-Autre:</i> <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Susan O'Brien	Buyer Id – Id de l'acheteur suobrien
Telephone No. – N° de téléphone : (902) 314-8488	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	
Delivery required - Livraison exigée See Herein Voir aux présentes	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, Technical Evaluation Criteria, Electronic Invoicing, List of Directors, Application for Registration and Mandatory Site Visit.

1.2 Summary

- 1.2.1 Veterans Affairs Canada requires a Contractor for the delivery of security guard services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial sites located in France. The Contract period is July 1, 2024 to June 30, 2025 with four (4) additional one (1) year optional contract periods.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- 1.2.4 The requirement is not subject to the provision of the Trade Agreements.
- 1.2.5 There is a mandatory site visit associated with this requirement (for two separate locations). Please refer to Part 7, Article 2.7, Mandatory Site Visit for details.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

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

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010-08-16

2.2 Submission of Bids

Bids must be submitted only to Susan O'Brien by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier or mail will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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 five (5) 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 Prince Edward Island, Canada.

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at:

Friday, March 22, 2024, 10:00 am (CET) Central European Time
Canadian National Vimy Memorial

Route departementale 55, 62580 Vimy, France

And

Friday, March 22, 2024, 14:00 pm (CET) Central European Time
Beaumont-Hamel Newfoundland Memorial
Rue de l'église (route D73), 80300 Beaumont-Hamel, France

Bidders must communicate with the Contracting Authority no later than Wednesday, March 20, 2024, 16:00 pm Central European Time to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.8 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.

2.9 Office of the Procurement Ombud

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact the OPO 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 or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by facsimile, courier or mail will not be accepted.

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

- Section I: Technical Bid (1 soft copy via e-mail)
- Section II: Financial (1 soft copy via e-mail)
- Section III: Certifications (1 soft copy via e-mail)
- Section IV: Additional Information (1 soft copy via e-mail)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;

- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 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.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex F Electronic Payment Instruments.

If Annex F Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

Section IV: Additional Information

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.4.1 As indicated in Part 6 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

3.1.4.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

4.1.1.1. Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex E.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The total evaluated price will be the total estimated cost detailed in Annex B, Basis of Payment.

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical requirements to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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 Integrity 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 specified 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.

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48

hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 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.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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 must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section X Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

The Canadian Designated Security Authority (Canadian DSA) for industrial security matters in Canada is the Industrial Security Sector (ISS), Public Works and Government Services Canada (PWGSC), administered by International Industrial Security Directorate (IISD), PWGSC. The Canadian DSA is the authority for confirming Contractor compliance with the security requirements for foreign suppliers. The following security requirements apply to the foreign recipient Contractor incorporated or authorized to do business in a jurisdiction other than Canada and delivering outside of Canada the services listed and described in the subsequent contract.

1. The Foreign recipient Contractor must be from a Country within the North Atlantic Treaty Organization (NATO), the European Union (EU) or from a country with which Canada has an international bilateral security instrument. The Contract Security Program (CSP) has international bilateral security instruments with the countries listed on the following PWGSC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>.
2. The Foreign recipient Contractor must, at all times during the performance of the contract, hold an equivalence to a valid Designated Organization Screening (DOS), issued by the Canadian DSA as follows:
 - i. The Foreign recipient Contractor must provide proof that they are incorporated or authorized to do business in their jurisdiction.
 - ii. The Foreign recipient Contractor must not begin the work, services or performance until the Canadian Designated Security Authority (DSA) is satisfied that all contract security requirement conditions have been met. Canadian DSA confirmation must be provided, in writing, to the foreign recipient Contractor in an Attestation Form, to provide confirmation of compliance and authorization for services to be performed.

-
- iii. The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) and an Alternate Contract Security Officer (ACSO) (if applicable) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent foreign recipient Contractor's Chief Executive officer or Designated Key Senior Official, defined as an owner, officer, director, executive, and or partner who occupy a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
 - iv. The Foreign recipient Contractor must not permit access to CANADA PROTECTED B information/assets, except to its personnel subject to the following conditions:
 - a. Personnel have a need-to-know for the performance of the contract/subcontract;
 - b. Personnel have been subject to a Criminal Record Check, with favourable results, from a recognized governmental agency or private sector organization in their country as well as a Background Verification, validated by the Canadian DSA;
 - c. The Foreign recipient Contractor must ensure that personnel provide consent to share results of the Criminal Record and Background Checks with the Canadian DSA and other Canadian Government Officials, if requested; and
 - d. The Government of Canada reserves the right to deny access to CANADA PROTECTED information/assets to a foreign recipient Contractor for cause.
 3. CANADA PROTECTED information/assets provided or generated pursuant to this contract must not be further provided to a third party Foreign recipient Subcontractor unless:
 - a. written assurance is obtained from the Canadian DSA to the effect that the third-party Foreign recipient Subcontractor has been approved for access to CANADA PROTECTED information/assets by the Canadian DSA; and
 - b. written consent is obtained from the Canadian DSA, if the third-party Foreign recipient Subcontractor is located in a third country.
 4. The Foreign recipient Contractor MUST NOT remove CANADA PROTECTED information/assets from the identified work site(s), and the foreign recipient Contractor/Subcontractor must ensure that its personnel are made aware of and comply with this restriction.
 5. The Foreign recipient Contractor must not use the CANADA PROTECTED information/assets for any purpose other than for the performance of the contract without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
 6. The Foreign recipient Contractor must immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED information/assets pursuant to this contract has been compromised.
 7. The Foreign recipient Contractor must immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED information/assets accessed by the Foreign recipient Contractor, pursuant this contract, have been lost or disclosed to unauthorized persons.
 8. The Foreign recipient Contractor must not disclose CANADA PROTECTED information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent must be sought through the Canadian DSA.

9. The foreign recipient Contractor requiring access to CANADA PROTECTED B information/assets, under this contract, must submit a Request for Site Access to the Chief Security Officer of Veteran Affairs Canada.
10. In the event that a Foreign recipient Contractor is chosen as a supplier for this contract, subsequent country-specific foreign security requirement clauses must be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.
11. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the Canadian DSA.
12. All Subcontracts awarded to a third party foreign recipient are NOT to be awarded without the prior written permission of the Canadian DSA in order to confirm the security requirements to be imposed on the subcontractors.
13. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex C.
14. Canada has the right to reject any request to electronically access, process, produce, transmit or store CANADA PROTECTED information/assets related to the Work in any other country if there is any reason to be concerned about the security, privacy, or integrity of the information.

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

- 7.3.2.1** 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

- 7.3.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of July 1, 2024 to June 30, 2025.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year option periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 20 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Susan O'Brien
Title: Departmental Procurement and Contracting Advisor
Veterans Affairs Canada

Telephone: 902 314 8488
E-mail address: susan.obrien@veterans.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: [\(to be completed at Contract Award\)](#)

Name: _____
Title: _____

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

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

7.5.3 Contractor's Representative [\(bidder please complete\)](#)

Name:
Title:
Organization:
Address:

Telephone No.:
E-Mail Address:

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

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

whichever comes first.

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

7.7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 – Direct Request by Customer Department	2007-11-30
C2000C	Taxes – Foreign-based Contractor	2006-06-16
C6000C	Limitation of Price	2017-08-17
C0710C	Time and Contract Price Verification	2007-11-30
H1001C	Multiple Payments	2008-05-12

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International)

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses;

2. Invoices must be distributed as follows:

- a. The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island, Canada.

7.11 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) [2035](#) (2022-12-01), General Conditions – Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements
- (f) the Contractor's bid dated _____, as clarified on _____ " **or** ", as amended on _____.

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements – Specific 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.

7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7.15 Office of the Procurement Ombudsman (OPO)

7.15.1 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 OPO to request dispute resolution/mediation services. The 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 the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

7.15.2 Contract Administration

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact the OPO 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 the OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

ANNEX A

STATEMENT OF WORK

Title: Security Services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial

1. INTRODUCTION

Veterans Affairs Canada (VAC) operates and maintains the Canadian National Vimy Memorial (Pas-de-Calais, France) and the Beaumont-Hamel Newfoundland Memorial (Somme, France). VAC requires a Contractor to provide security services at these locations to maintain the safety and security on these two sites.

2. BACKGROUND

Veterans Affairs Canada (VAC) operates 15 memorial sites in Europe, two of which are the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial. As National Historic Sites, Vimy and Beaumont-Hamel welcome approximately 850,000 visitors per year. The surface area of both sites is considerable and both sites include visitor centres, washrooms, workshops, office buildings and other facilities. In order to ensure the safety and security of these two sites and sustain daily operations, VAC relies on the services of a local agency for security services.

3. SCOPE OF WORK

Provision of Materials / Training

The contractor will be required to provide personnel with the necessary expertise to carry out security services duties at the sites. This includes the provision of all labour, equipment, material, tools, supervision, knowledge and expertise necessary to provide security services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial.

All staff must possess the minimum level of training and/or experience as detailed in the Tasks and Specifications/Requirements section below. Should a requirement for additional training be identified by VAC, the provision and cost of same will be determined prior to delivery of the training and paid by the contractor.

Work Schedules

All personnel are required to complete their shift according to the schedule agreed upon by the Contractor and the Director, International Operations. Some overtime may be expected, particularly in preparation for and/or following special events and ceremonies taking place on site. Public holidays will be observed in accordance with laws in France. It is the responsibility of the Contractor to ensure that all shifts are covered and that back up personnel are in place to cover sick leave and annual holidays. Personnel will be paid for actual hours worked. Vacation and sick leave are not considered actual hours worked.

The following are the anticipated requirements per site (excluding overtime). Both the number of staff and the number of hours per position may be adjusted to meet operational requirements. Any adjustments resulting in an increase or a decrease in billable hours must be agreed upon by the Director, International Operations, and the Contractor.

Canadian National Vimy Memorial

October 1st – March 31st

- Monday - Sunday: 1 security agent 10:00 – 18:00

April 1st – September 30th

- Monday - Saturday: 1 security agent 11:00 – 19:00
- Sunday - 1 security agent 10:30 – 18:30 and 1 security agent 11:00 – 19:00

The availability of extra personnel is required to complement the above during heavy traffic periods occurring usually on weekends and holidays, up to an estimated 400 hours per year. This will be at the discretion of the Director, International Operations.

Beaumont-Hamel Newfoundland Memorial

October 1st – March 31st

- Monday - Sunday: 1 security agent 10:00 – 18:00

April 1st – September 30th

- Monday - Sunday: 1 security agent 11:00 – 19:00

The availability of extra personnel is required to complement the above during heavy traffic periods occurring usually on weekends and holidays, up to an estimated 400 hours per year. This will be at the discretion of the Director, International Operations.

4. TASKS AND SPECIFICATIONS / REQUIREMENTS

4.1 Routine security tasks

The specific tasks required to be completed as a minimum are outlined below, however the list is not exhaustive.

- a. Routine security checks of all buildings and key areas on site are to be carried out. The schedule for the rounds must not be at the same time throughout the day. It must be varied and unpredictable.
- b. Duties include monitoring activities within the sites by maintaining a highly visible appearance for crowd control and prevention of unauthorized activities.
- c. Security agents are responsible for responding to emergencies and contacting and coordinating with the proper authorities when necessary.
- d. Security agents are responsible for securing the various buildings and structures within the sites prior to closing the shift.
- e. Security agents have the responsibility to assist in maintaining a neat clean site, and are expected not only to enforce the rules with visitors, but to help with the control of rubbish.
- f. During the absence of the shepherd, security agents are also responsible for ensuring that the sheep fencing is in good order. They will assist the shepherd in the performance of his duties by informing him of difficulties, either sheep that get out, or those injured.
- g. Security agents will provide basic information to visitors (i.e. information on hours of operation) and support VAC staff in providing visitor services.
- h. Security agents will keep a log book which will include all their activities, observations of incidents and their action taken regarding these accidents. Security agents will provide VAC with a written or electronic report of serious incidents and anomalies at the sites before the end of their shift.
- i. Security agents are responsible for ensuring that the signs and prefectorial orders posted in various locations in the sites are respected.
- j. Security agents must maintain good relations with all visitors, guests and employees of the Canadian Government as well as other service providers at the site and treat them in a professional and courteous manner.

- k. During scheduled work hours, security agents will respond to alarm monitoring calls for the intrusion and/or fire alarms of various buildings.
- l. Security agents must carry out evacuation procedures in the event of an emergency.

4.2 Contractor's Personnel- Qualifications, Training and Personal Suitability:

- a. All security agents must have a minimum of one year of experience in a similar security environment and be in possession of a certificate or license reflecting that they have completed security training with a professionally recognized agency.
- b. Proof of a complete criminal check for all security agents must be provided to VAC by the Contractor prior to their taking on any responsibilities on the site.
- c. All security agents will be provided suitable training about the site prior to taking up responsibilities. The Contractor is responsible to provide this training, however, if required, Government of Canada personnel can provide written material and expert advice to assist the company in the development of this training module.
- d. All security agents shall have valid and up-to-date training in emergency first aid and CPR, fire extinguisher operation, response to emergency procedures such as fire evacuation, bomb threat, suspicious package and dealing with a hostile person.
- e. All security agents must be in possession of a valid driver's license which will be required in order to perform their duties.
- f. Security agents shall be physically capable and present themselves in a neat and pleasing appearance while on duty.
- g. Security agents will be required to adhere to VAC's Quality Visitor Experience (QVE) training standards while on duty.
- h. Whenever possible, the security agents should be capable of providing services in English and French during core business hours.
- i. Security agents must have the following suitability and competencies:
 - o Independent
 - o Attentive to detail
 - o Efficient
 - o Teamwork
 - o Comfortable when in contact with the public and be professional
 - o Effective communication
 - o Punctuality

4.3 Meetings and manuals

- a. All security agents will be introduced to the Director of International Operations, the Operations Manager and the Visitor Experience Manager.
- b. On duty security agents will take part in VAC weekly planning meetings (typically held on Monday).
- c. A quality control meeting will take place at least once a year for each site with Contractor's client-representative. VAC reserves the right to request a quality control meeting at any time.
- d. The Contractor's client representative will participate, in person or by video conference, in VAC's monthly health and safety meetings.
- e. Should a representative of the Contractor wish to do a quality control inspection or hold any other meeting with the security personnel on duty, they are to advise VAC ahead of time.
- f. The Contractor will establish a manual/book of missions and instructions detailing the work to be carried out by security agents for each site. An annual meeting with VAC will be established to review the manual/book and validate it.
- g. As required by VAC, the Contractor will provide security signage and stickers to advise the public that the sites are under patrolled surveillance and buildings are under intrusion alarm.

4.4 Dress code

- a. Appropriate uniforms will be worn by the security agents all the times when on duty. Uniforms must be adequate for outdoor and indoor work, for all seasons as well as appropriate for public-facing and formal ceremony settings.
- b. The Contractor is responsible for providing security agents with the uniforms and to replace them in sufficient quantity so that the personnel may change daily.
- c. Uniforms are to be provided at the sole expense of the Contractor.
- d. In order to clearly identify and distinguish the Contractor's personnel, a monogram or the name of the contractor must be applied on the uniform.
- e. Uniforms will be subject to approval by the Director, International Operations.

4.5 First Aid/CPR/ AED Training

- a. All security agents must possess a valid and current First Aid, CPR and AED certification.
- b. All security agents must be re-certified prior to the expiration of the First Aid, CPR and AED certification.
- c. The Contractor is responsible for scheduling, obtaining and covering all costs associated with providing First Aid, CPR and AED training to all security agents assigned to work under this Contract.
- d. All replacement security agents shall meet the First Aid, CPR and AED requirements specific above.

4.6 Service Vehicle (Canadian National Vimy Memorial only)

- a. The contractor shall provide a clean and reliable vehicle for use by their security agents. This vehicle is necessary due to the large area of the site (Canadian National Vimy Memorial) to be monitored and the speed of response that a vehicle allows.
- b. In the event of breakdown, replacement vehicle shall always be available and on site within three (3) hours maximum.
- c. The vehicle must be clearly marked, and the markings must be approved by the Director, International Operations.
- d. Security agents are also required to intervene on the road connecting the two sectors, on the road to the two cemeteries and the circular road around the Monument.

4.7 Communication Equipment

Suitable communication equipment such as cellular telephones and/or portable radio equipment shall be provided by the contractor in order to permit the security agents to communicate with their head of security, the site managers, the Canadian student guides staff and their supervisors as well as emergency organizations. A lone worker safety monitor must also be provided for security agents on duty.

4.8 Alarm Monitoring

- a. The Contractor must provide remote monitoring of intrusion and fire alarms of various buildings during and after site operating hours.
- b. Number of buildings under intrusion and/or fire alarm monitoring at the Canadian National Vimy Memorial:
 - i. One (1) building under intrusion and fire alarm monitoring,
 - ii. Two (2) buildings under intrusion alarm monitoring
- c. Number of buildings under intrusion and/or fire alarm monitoring at the Beaumont-Hamel Newfoundland Memorial:
 - i. One (1) building under intrusion and fire alarm monitoring,
 - ii. Two (2) buildings under intrusion alarm monitoring

- d. The Contractor must provide a doubt removal service, available at all times, in the event of an intrusion or fire alarm being triggered after the site's normal operating hours. Doubt removal service is required to intervene physically on site within one hour of the call out for service.

5. INSPECTION, DOCUMENTATION AND ACTIVITY LOGGING

The Project Authority will conduct random inspections for all specifications identified in the contract and will provide performance evaluations to the contractor notifying any deficiencies. The Contractor must remain responsible to make any necessary changes if the Project Authority determines that any task has not been performed adequately or satisfactorily. Contractor must correct the deficiency within twenty-four (24) hours from notice of the deficiency, or sooner depending on the severity of the task.

The Project Authority will also maintain a record of complaints received from VAC staff and will provide the necessary information to the Contractor. The Contractor must take all appropriate actions in order to correct the situation within twenty-four (24) hours of the receipt of the information.

6. SECURITY CLEARANCE REQUIREMENTS

All security personnel may be required to access areas that are restricted from the public (ie. VAC offices), therefore individual security clearances must be obtained.

7. LOCATION OF WORK

Personnel may be required to work at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland on a regular or occasional basis.

8. OWNERSHIP OF INFORMATION

The Contractor must ensure that all records which are collected, used, processed, handled, stored, and created for the purposes of fulfilling the requirements of the contract, regardless of the format, remain under the ownership and control of Veterans Affairs Canada (VAC).

The Contractor acknowledges that all records belonging to VAC are managed in accordance with all applicable Government of Canada legislation.

Upon delivery of the final requirements of the contract, the Contractor will ensure that all information belonging to VAC is transferred or disposed of, following a process approved by the Project Authority and VAC Information Management.

European Union General Data Protection Regulation

VAC understands its obligations and the rights of European Union citizens related to the European Union General Data Protection Regulation.

Notice of non-compliance, privacy or security breach

The Contractor must immediately notify the Project Authority, VAC and the Contracting Authority in writing of any reason why it is not complying with the privacy and security provisions of the Contract. The contractor must promptly inform the project manager of the specific conditions of non-compliance and of the measures he proposes to take to rectify this non-compliance or prevent its recurrence.

The Contractor must immediately notify the Project Manager when it becomes aware of an invasion of privacy or a violation of the security requirements of the contract. This includes, but is not limited to:

- a) Unauthorized access to personal information in his possession or its unauthorized modification;

-
- b) Unauthorized use of personal information in his possession;
 - c) Unauthorized disclosure of personal information in his possession;
 - d) Breaches of privacy or security with respect to personal information or any computer systems it owns and uses to access personal information.

The Contractor must work with the departments to provide a solution and comply with Government of Canada requirements regarding confidentiality and security. Standard operating procedures should be developed during the contract implementation stage.

Non-Disclosure of Veterans Affairs Canada Information

The Contractor agrees that all information, created or used to fulfill the requirements of this contract, remains under the ownership and control of Veterans Affairs Canada (VAC). The Contractor will not disclose information belonging to VAC to any third party (this includes any generative AI tool) for any reason or purpose whatsoever. This applies to both during and after the contract period.

Requests for information

If the Contractor receives a request for information from a third party relating to information in its custody for the purposes of this contract, it must notify the Project Authority/Contracting Authority. After consultation with VAC's Access to Information and Privacy Coordinator, the Project Authority/Contracting Authority will advise the Contractor on how to respond to the request.

ANNEX B

BASIS OF PAYMENT

The Contractor will be paid firm all-inclusive rates as follows, for work performed in accordance with Annex A, Statement of Work. Customs duties are included and Applicable Taxes are extra.

FOR EVALAUTION PURPOSES ONLY	
The Bidder must insert their firm, all-inclusive hourly rates in Table A below, and their firm, all-inclusive direct expense rates in Tables B, C, D, E and F below.	
The estimated number of hours (Table A) is provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.	
Total Evaluated Cost (Table A + Table B + Table C + Table D + Table E + Table F)	

Table A

*Labour Rates

The Labour rates shall be firm and fixed for the duration of the Contract, including all Option Periods.

1)	Labour at the following firm hourly rates for both sites	
	Day time hours : 7:00 to 21:00	
	Night time hours : 21:00 to 7:00	
Security Agents:		
1a)	Day time – _____€ per hour for an estimated 4500 hours per year	€
1b)	Night time – _____€ per hour for an estimated 0 hours for per year	€
1c)	Holidays Day time – _____€ per hour for an estimated 288 hours per year	€
1d)	Holidays Night time – _____€ per hour for an estimated 0 hours per year	€
1e)	Sundays Day time – _____€ per hour for an estimated 1000 hours per year	€
1f)	Sundays Night time – _____€ per hour for an estimated 0 hours per year	€
1g)	Sunday holidays day time – _____€ per hour for an estimated 45 hours per year	€
1h)	Sunday holidays night time – _____€ per hour for an estimated 0 hours per year	€
Subtotal – Labour Rates		€
2)	Security Agents Overtime	
	*The Contractor will be paid overtime rates only where the actual hours worked exceeds the regular scheduled shift (i.e. if a resource is scheduled for an 8 hour shift, the regular hourly labour rates would apply for the first 8 hours of work and then overtime hourly rates >8 will apply). The Contractor will only be paid overtime for hours worked above the normally scheduled shift.	
2a)	Day time – _____€ per hour for an estimated 160 hours per year.	€
2b)	Night time – _____€ per hour for an estimated 0 hours per year	€

2c)	Holidays Day time – _____€ per hour for an estimated 120 hours per year.	€
2d)	Holidays Night time – _____€ per hour for an estimated 0 hours per year.	€
2e)	Sundays Day time – _____€ per hour for an estimated 60 hours per year.	€
2f)	Sundays Night time - _____€ per hour for an estimated 0 hours per year.	€
2g)	Sunday holidays day time – _____€ per hour for an estimated 60 hours per year.	€
2h)	Sunday holidays night time – _____€ per hour for an estimated 0 hours per year.	€
Sub-total – Overtime		€
A) Total Labour (Sub-total Labour + Sub-total Overtime)		€

***LABOUR RATE ADJUSTMENTS:**

- 1) If the French government or a relevant union increases the minimum salary of the Contractor's personnel (or the equivalent employment category if personnel are not directly specified) the hourly labour rates will be adjusted. The adjustment of rates will be calculated in accordance with the increases to the *Salaires Minimum Interprofessionnelle de Croissance* (S.M.I.C.) as published in the *Bulletin Officiel de l'INSEE* or the union with an effective date of January 1 of the applicable Contract Period. The adjustment of hourly labor rates will be subject to approval of the Contracting Authority and will be reflected via a Contract Amendment. It is the Contractor's responsibility to notify Canada of the increase. If there are no rate increases proposed by the SMIC or the Union, a price adjustment equal to zero will be applied.
- 2) Should the Mandatory Social Benefits payable by the Contractor on behalf of its employees be changed by the French Government, the Contractor must supply a copy of the applicable French Government document promulgating the changes. An amendment will be issued only if the cost of social benefits changes by more than 2%. The adjustment will be subject to approval of the Contracting Authority and will be reflected via a Contract Amendment.

**Table B
Direct Expenses**

The Contractor will be paid firm all-inclusive unit rates as follows, for work performed in accordance with Annex A, Statement of Work. Customs duties are included and Applicable Taxes are extra

For the period from 01 July 2024 to 30 June 2025		
Direct Expenses		
DE.a)	1 Lone Worker Safety Monitor (Vimy) @ _____€ per month X 12 months	€
DE.b)	1 vehicle (Vimy) @ _____€ per month X 12 months	€
DE.c)	1 Lone Worker Safety Monitor (Beaumont-Hamel) @ _____€ per month X 12 months	€
Total Direct Expenses		€

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Security Monitoring – Vimy (intrusion or intrusion + fire alarm)		
SMV.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ ____ € per month X 12 months x 1 building	€
SMV.b)	Monthly Fee - Intrusion Alarm Monitoring @ ____ € per month X 12 months X 2 buildings	€
SMV.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ ____ € per month X 12 months	€
Security Monitoring – Beaumont – Hamel (intrusion or intrusion + fire alarm)		
SMBH.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ ____ € per month X 12 months x 1 building	€
SMBH.b)	Monthly Fee – Intrusion Alarm Monitoring @ ____ € per month X 12 months X 2 buildings	€
SMBH.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ ____ € per month X 12 months	€
Total Security Monitoring per year		€
B) TOTAL COST (Direct Expenses + Security Monitoring)		€

Table C – Option Period 1

For the period from 01 July 2025 to 30 June 2026		
Direct Expenses		
DE.a)	1 Lone Worker Safety Monitor (Vimy) @ ____ € per month X 12 months	€
DE.b)	1 vehicle @ ____ € per month X 12 months	€
DE.c)	1 Lone Worker Safety Monitor (Beaumont-Hamel) @ ____ € per month X 12 months	€
Total Direct Expenses		€
Security Monitoring – Vimy (intrusion or intrusion + fire alarm)		
SMV.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ ____ € per month X 12 months x 1 building	€
SMV.b)	Monthly Fee - Intrusion Alarm Monitoring @ ____ € per month X 12 months X 2 buildings	€
SMV.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ ____ € per month X 12 months	€

Security Monitoring – Beaumont – Hamel (intrusion or intrusion + fire alarm)		
SMBH.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMBH.b)	Monthly Fee – Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMBH.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Total Security Monitoring per year		€
C) TOTAL COST (Direct Expenses + Security Monitoring)		€

Table D – Option Period 2

For the period from 01 July 2026 to 30 June 2027		
Direct Expenses		
DE.a)	1 Lone Worker Safety Monitor (Vimy) @ _____€ per month X 12 months	€
DE.b)	1 vehicle @ _____€ per month X 12 months	€
DE.c)	1 Lone Worker Safety Monitor (Beaumont-Hamel) @ _____€ per month X 12 months	€
Total Direct Expenses		€
Security Monitoring – Vimy (intrusion or intrusion + fire alarm)		
SMV.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMV.b)	Monthly Fee - Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMV.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Security Monitoring – Beaumont – Hamel (intrusion or intrusion + fire alarm)		
SMBH.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMBH.b)	Monthly Fee – Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMBH.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Total Security Monitoring per year		€
D) TOTAL COST (Direct Expenses + Security Monitoring)		€

Table E – Option Period 3

For the period from 01 July 2027 to 30 June 2028		
Direct Expenses		
DE.a)	1 Lone Worker Safety Monitor (Vimy) @ _____€ per month X 12 months	€
DE.b)	1 vehicle @ _____€ per month X 12 months	€
DE.c)	1 Lone Worker Safety Monitor (Beaumont-Hamel) @ _____€ per month X 12 months	€
Total Direct Expenses		€
Security Monitoring – Vimy (intrusion or intrusion + fire alarm)		
SMV.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMV.b)	Monthly Fee - Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMV.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Security Monitoring – Beaumont – Hamel (intrusion or intrusion + fire alarm)		
SMBH.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMBH.b)	Monthly Fee – Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMBH.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Total Security Monitoring per year		€
E) TOTAL COST (Direct Expenses + Security Monitoring)		€

Table F - Option Period 4

For the period from 01 July 2028 to 30 June 2029		
Direct Expenses		
DE.a)	1 Lone Worker Safety Monitor (Vimy) @ _____€ per month X 12 months	€
DE.b)	1 vehicle @ _____€ per month X 12 months	€
DE.c)	1 Lone Worker Safety Monitor (Beaumont-Hamel) @ _____€ per month X 12 months	€
Total Direct Expenses		€
Security Monitoring – Vimy (intrusion or intrusion + fire alarm)		

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SMV.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMV.b)	Monthly Fee - Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMV.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Security Monitoring – Beaumont – Hamel (intrusion or intrusion + fire alarm)		
SMBH.a)	Monthly Fee – Intrusion and Fire Alarm Monitoring @ _____€ per month X 12 months x 1 building	€
SMBH.b)	Monthly Fee – Intrusion Alarm Monitoring @ _____€ per month X 12 months X 2 buildings	€
SMBH.c)	Monthly Subscription - Doubt Removal Service (excluding call out cost) @ _____€ per month X 12 months	€
Total Security Monitoring per year		€
F) TOTAL COST (Direct Expenses + Security Monitoring)		€

NOTE:

1) If applicable, the Value Added Tax @ 19.6% shall be shown as a separate item.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract number / Numéro du contrat 3000772315
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 Veterans Affairs Canada	2. Branch or Directorate / Direction générale ou Direction Commemorations- International Operations	
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 Contract to provide security services at the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial		
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? (Specify the level of access using the chart in Question 7. c) Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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"/> 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:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material: / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS Special comments: Commentaires spéciaux : NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	<input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui



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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 the 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).

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. 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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - p. 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:

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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.

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ANNEX E

MANDATORY TECHNICAL CRITERIA

MANDATORY REQUIREMENTS

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

For any requirements that specify a particular time period (e.g., 2 years) of work experience, VAC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

Bidders are advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months

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

Definitions:

Security Services is defined as ensuring the physical security of property, locations, buildings and/or people.

Mandatory Requirements		Compliance	PAGE #	FOR EVALUATION PURPOSES		
				MET	NOT MET	COMMENTS
M1	Site Visit: The Bidder or a representative must have attended the site visits of both the Canadian National Vimy Memorial and the Beaumont-Hamel Newfoundland Memorial.	The Bidder must submit the fully signed Certification Of Mandatory Site Visit form, found at Annex I, with their proposal.				
M2	Bidder's Attestation: The Bidder must demonstrate that they understand all service	The Bidder must sign the attestation (Refer to Annex J – Attestations) that he/she understands all obligations and requirements				

	requirements as per Annex A – Statement of Work.	related to the Services requested as per Annex A.				
M3	<p>Bidder's Corporate Profile: The Bidder must provide a copy of their authorization to operate from the National Council for Private Security Activities (Conseil national des activités privées de sécurité (CNAPS) which certifies that they are authorized to carry out activities as a security services company in France. If the authorization is up for renewal, the bidder must provide proof that the necessary documentation to renew the license has been submitted to initiate the renewal of their license with the National Council for Private Security Activities.</p>	<p>The Bidder must provide a legible electronic copy, (i.e. PDF) of the authorization document</p>				
M4	<p>Corporate Experience: The Bidder must demonstrate that they have a minimum of five (5) total years of experience in the provision of security services, obtained within the last 8 years from the bid closing date, that are similar in size and scope to the requirements in Annex A of the Statement of Work.</p>	<p>To demonstrate this experience, the bidder must provide the following details:</p> <ul style="list-style-type: none"> a) The name of the client organization(s) for which the security services were provided; b) Contact information of the client organization(s); c) Detailed description of the services provided to demonstrate relevancy of the services (i.e. regular security rounds of buildings and/or sites; writing incident reports; surveillance of publicly accessed buildings; surveillance of outdoor spaces; welcoming and interacting with visitors, clients) 				

		d) Period of the services were provided, including month and year (e.g. March 2022 to May 2023).				
M5	<p>Training of Security Personnel</p> <p>The Bidder must provide details of their basic pre-assignment training program which is mandatory for all of their security agents as a minimum standard for providing services as a security agent.</p> <p>Details must be provided demonstrating any ongoing training that is routinely provided to security agents and supervisors. Training topics for security personnel must include the following:</p> <ul style="list-style-type: none"> • Emergency first aid, AED and CPR; • Fire extinguisher operation • Response to emergency procedures, such as <ul style="list-style-type: none"> ○ fire evacuation ○ bomb threat ○ suspicious packages ○ dealing with hostile persons 	<p>To demonstrate this criteria, the Bidder must provide the following details about their training program:</p> <ul style="list-style-type: none"> a) a detailed description of the training program; b) a list of all the training topics; and c) the frequency that each course/topic must be taken and/or refreshed. <p>The Bidder must sign the attestation (Refer to Annex J – Attestations) that confirms that all security agents have or will have completed the security training prior to assignment to work under this contract.</p>				
M6	<p>Experience of the Security Agents</p> <p>All security agents must have a have a minimum of one (1) year</p>	<p>The Bidder must sign the attestation (Refer to Annex J – Attestations) that confirms that all security agents will have a minimum of one (1) year of experience in a similar security</p>				

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	experience in a similar security environment.	environment prior to assignment to work under this Contract.				
M7	All security agents must hold a valid driver's license.	The Bidder must sign the attestation (Refer to Annex J – Attestations) that confirms that all security agents hold or will hold a valid driver's license prior to assignment to work under this Contract.				

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ANNEX F

ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International);

CONTRACT SECURITY PROGRAM (CSP)

Section A - Business Information

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

Section B - Security Officers

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

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

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

CONTRACT SECURITY PROGRAM (CSP)

Section C - Officers

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

Section D - Board of Directors

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

Section E - Ownership Information

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

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

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

Section G - Certification and Consent

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

CONTRACT SECURITY PROGRAM (CSP)

APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

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

SECTION A - BUSINESS INFORMATION	
1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <div style="margin-left: 20px;"> <input type="checkbox"/> Private <input type="checkbox"/> Public </div> <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites

CONTRACT SECURITY PROGRAM (CSP)

SECTION B – SECURITY OFFICERS
 Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.
 Add additional rows or attachments as needed if there is not enough space allotted

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

For Document Safeguarding Capability ONLY:

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

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)
 Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

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



Organization #

Protected (once completed)

CONTRACT SECURITY PROGRAM (CSP)

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

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

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

Please complete for each level of ownership

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

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

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

Ownership - Level 1 (Direct Parent)

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



CONTRACT SECURITY PROGRAM (CSP)

SECTION E-2 - OWNERSHIP LEVEL 2

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

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

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

Ownership of entries listed in E-2 (Level 3)			
Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

CONTRACT SECURITY PROGRAM (CSP)

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

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

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

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

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

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

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature

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ANNEX I

MANDATORY SITE VISIT

CERTIFICATION OF MANDATORY SITE VISIT

Solicitation Number /	3000772315
Date of Visit :	
Time of visit :	
Place of Visit	Canadian National Vimy Memorial Route departementale 55, 62580 Vimy, France And Beaumont-Hamel Newfoundland Memorial Rue de l'église (route D73), 80300 Beaumont-Hamel, France

Firm

This is to confirm and certify that the above mentioned firm was in attendance at the referenced mandatory site visit held at the stated date, time and place.

For the Client Department Authorized representative	
Canadian National Vimy Memorial	Beaumont-Hamel Newfoundland Memorial
Title:	Title:
Signature:	Signature:

This certification MUST be attached with your bid document.

ANNEX J

ATTESTATIONS

**ATTESTATION
M2 – Bidder's Attestation**

I _____, as _____ acting in the name
and on behalf of the Company _____, certify on my honour that :

- I understand all obligations and requirements related to the services requested as per Annex A.

Signature :	
Date :	



**ATTESTATION
M5 - Training of Security Personnel**

I _____, as _____ acting in the name
and on behalf of the Company _____, certify on my honour that :

- I confirm that all personnel have or will have completed the security training prior to assignment to work under this contract.

Signature :	
Date :	

ATTESTATION
M6 – Experience of Security Agents

I _____, as _____ acting in the name
and on behalf of the Company _____, certify on my honour that :

- I confirm that all security agents will have a minimum of one (1) year of experience in a similar security environment prior to assignment to work under this contract.

Signature :	
Date :	



ATTESTATION
M7 - All security personnel must hold a valid driver's license

I _____, as _____ acting in the name
and on behalf of the Company _____, certify on my honour that :

- I confirm that all security personnel hold or will hold a valid driver's license prior to assignment to work under this Contract.

Signature :	
Date :	