



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

Attn: Glauco Santos

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration Canada

We hereby offer to sell to Her Majesty the Queen 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.

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

Title – Sujet	
Secured document storage and destruction services	
Solicitation No. – N° de l'invitation	Date
CIC-157860	2024-03-28
Solicitation Closes – L'invitation prend fin at – à	Time Zone
2:00 PM	Fuseau horaire
on – 2024-04-15	EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Telephone No. – N° de téléphone :	
Destination – of Goods, Services, and Construction:	
Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
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	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (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 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.

1.2 Summary

Immigration Refugee and Citizenship Canada (IRCC) is seeking to increase its document storage and management capacity and, in doing so, requires the services of private sector Contractors to provide Document Storage, Information Retrieval Services and Document Destruction Services across Canada.

1.2.1 Single Contract

Canada is seeking to establish a contract for secured document storage and destruction services as defined in Appendix "D", Statement of Work, for seven (7) years including all options.

1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, Part 7 - Resulting Contract Clauses and Appendix "G". For more information on personnel and organization security screening or security clauses, bidders should refer to the [Contracting Security Program](#) of Public Works and Government Services Canada [Security requirements for contracting with the Government of Canada](#).

1.2.4 The requirement is limited to Canadian goods and/or services.



1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses.

1.2.6 Considering accessibility criteria and features is obligatory with this requirement. For additional information consult the [Treasury Board Contracting Policy](#).

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

The [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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



2.3 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

2.5 Former Public Servant *(If applicable)*

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

Definitions

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

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



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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid – one (1) electronic copy via email

Section II: Financial Bid – one (1) electronic copy via email

Section III: Certifications – one (1) electronic copy via email

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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 their bid:

- (a) use a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, Bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i) demonstrate how the Bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how the Bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Section I: Technical Bid

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

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



bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 4.1 - Pricing Schedule. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "H", Vendor Information and Authorization and include it with their bid:

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

The Bidder's fixed unit prices in response to this RFP and resulting contract are to be all-inclusive with the exception of fuel surcharge (see note below), in accordance with all services described in the Appendix "D" – Statement of Work and Terms and Conditions of this RFP.

All prices must be quoted in Canadian funds, Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Fuel Surcharge provision, identified below, is not applicable for the purpose of the financial evaluation of Bids but rather will be in effect during the Contract.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under sections 2.09 and 2.10 of the ATTACHMENT 4.1 - PRICING SCHEDULE. The baseline fuel price is set to \$ 0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>) the Bidder will implement a 1% increase/decrease to the fuel surcharge percentage.

Notes associated to the financial bid will not be accepted.

Bidders must provide in their financial bid a price breakdown as detailed in Attachment 4.1 - Pricing Schedule. When a rate is not identified, it means \$0 for this service.

3.2 SACC Manual Clauses

C3011T (2013-11-06) - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.



Section III: Certifications

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

Section IV: Additional Information

1. Bidder’s Proposed Sites or Premises Requiring Safeguarding Measures

1.1 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

1.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Bidder and proposed individual(s) 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

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

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project 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.



Item	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
<p>MTC1: Experience</p>	<p>The Bidder must demonstrate in the Technical Proposal that its company/firm has a minimum of five (5) years' experience in the last ten (10) years at solicitation closing date, providing all of the following:</p> <ul style="list-style-type: none"> - Records storage and management services; - Vault storage services; - Shredding Services. <p>Acceptable means of demonstrating compliance:</p> <p>Supplier past contracts performed during the last ten (10) years describing comparable work with contact information for validation.</p> <p>To demonstrate experience, the Contractor must provide project summaries that each include the following information:</p> <ul style="list-style-type: none"> - Name of client organization; - Description of project, scope and objectives; - The supplier role, tasks performed, and deliverables submitted; - Duration of project (in format mm-yyyy to mm-yyyy); - Name and contact information of client contact. 			
<p>MTC2.1: Facilities</p>	<p>The Bidder must demonstrate that in each geographical region in the section D10 - Location of Services, Appendix D – Statement of Work, it is capable of providing the following services within that geographical region (all three services must be located within the geographic region):</p> <ul style="list-style-type: none"> - records centre storage services. - vault storage services. - plant destruction services. <p>In order to demonstrate compliance with this criterion, Bidders must provide the Civic address information for all warehouse(s) (buildings) and the service(s) provided at each location</p>			



Item	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
MTC2.2: Facilities	<p>The Bidder must demonstrate that in each geographical region in the section D10 - Location of Services, Appendix D – Statement of Work, its total storage capacity (occupied or unoccupied) can store a minimum of :</p> <ul style="list-style-type: none">- Geographical region 1: 120,000 cubic feet.- Geographical region 2: 20,000 cubic feet.- Geographical region 3: 20,000 cubic feet.- Geographical region 4: 20,000 cubic feet.- Geographical region 5: 20,000 cubic feet. <p>In order to demonstrate compliance with this criterion, Bidders must provide Civic address information for all warehouse(s) (buildings) and storage capacity</p>			



Item	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
<p>MTC2.3: Facilities</p>	<p>The Bidder must demonstrate that the storage warehouse(s) meets the following specifications stated in Item D4.11 Facility of the Appendix D – Statement of Work:</p> <ul style="list-style-type: none"> - A climate controlled fire proof vault in at least one (1) warehouse in the geographical region, for storage of electronic records or other necessary forms, designed to protect against corruption, contamination and exposure. - Provide a vault capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/-5%). The vault must further be capable of maintaining a low particulate contaminant environment. - Monitor the warehouse 24 hours a day, seven days a week for fire, floods and unauthorized entry. - Provide a warehouse constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster. - Provide a warehouse protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the Contractor's own security resources or a security service company twenty four (24) hours a day, seven (7) days a week. - Provide a warehouse operating with a Bar Code System able to identify the location of all information holdings. <p>NOTE:</p> <ul style="list-style-type: none"> - The climate control specifications above only apply to the vault and not to the general records storage area. - All proposed storage facilities must reside within the geographical boundaries of Canada. 			



Item	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
<p>MTC3: Customer Service and Web Tracking</p>	<p>The Bidder must demonstrate that they can provide a bilingual (English and French) 24/7 web-based tracking system for on-line inventory, control, retrieval, disposal and delivery services, as well as a toll free customer service adaptable to each geographical region language requirements, as defined in the section D9. Official Languages, Appendix D, Statement of Work</p> <p>In order to demonstrate compliance with this criterion, Bidders must provide a summary of operational procedures outlining the functioning of their bilingual (English and French) 24/7 web-based system for on-line inventory control and service request for retrieval, disposal and delivery and telephone customer support capable of providing services in both official languages.</p>			
<p>MTC4: Bar Code Inventory System</p>	<p>The Bidder must demonstrate in the Technical Proposal that the records storage warehouse has a bar code inventory system.</p> <p>In order to demonstrate compliance with this criterion, Bidders must provide the specification of bar code inventory system being used.</p>			
<p>MTC5: Destruction Services</p>	<p>The Bidder must demonstrate that:</p> <ul style="list-style-type: none"> - They can provide document destruction certificate. - The document destruction equipment meets protected B requirements as set out by the Royal Canadian Mounted Police (RCMP) for Protected B documents in the Equipment Selection Guide for Paper Shredders (rcmp-grc.gc.ca). - The Bidder must provide the model and specifications of the equipment. The equipment must be compliant with section D4.7 Equipment of the Appendix D – Statement of Work. 			



Item	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal (Page #)
MTC6: Inventory Services	<p>The Bidder must demonstrate that they have:</p> <ul style="list-style-type: none"> - A labelling system; - A materiel management system. <p>In order to demonstrate compliance with this criterion, the Bidder must provide detailed operational procedures.</p>			

NOTE: SITE VISITS

It should be noted that the evaluation team may conduct an on-site visit to validate that the Bidder's facilities meet the Mandatory Technical Criteria. Failure to pass the site visit will constitute failure to meet the Mandatory Technical Criteria. Notice of the date, time and location of the site visit will be sent to the Bidder via email three working days in advance of the visit.

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Attachment 4.1 - Pricing Schedule will be used. The Bidder must provide all inclusive fixed price per units for the services being proposed in accordance with the bid solicitation.

The volumetric data included in the Attachment 4.1 - Pricing Schedule is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The "TOTAL EVALUATED PRICE" in Attachment 4.1 - Pricing Schedule, excluding taxes, will be used to determine the financial evaluation score.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

4.1.4 Substantiation of Professional Services Rates

In Canada's experience, Bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price



support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant Bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in Attachment 4.1 - Pricing Schedule under "**TOTAL EVALUATED PRICE**" will be recommended for award of contract.



ATTACHMENT 4.1 - PRICING SCHEDULE

PLEASE REFER TO SEPARATE ATTACHMENT TITLED “ATTACHMENT 4.1 - PRICING SCHEDULE.xlsx”



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 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](#) website, 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](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification



By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the [Federal Contractors Program \(FCP\)](#) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the webpage.

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () A1. The Bidder certifies having no work force in Canada.
- () A2. The Bidder certifies being a public sector employer.
- () A3. The Bidder certifies being a **federally regulated employer** being subject to the [Employment Equity Act](#).
- () A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- () A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.



OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

5.2.4 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#) (2020-07-01), Canadian Content Definition

- I understand and certify

Certification

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



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) For additional information on security requirements, Bidders should contact the Contracting Authority.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada website.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Appendix F.

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



PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. General Conditions

A3.1 General Conditions [CIC-GC-001 \(2024-01-10\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Insurance Requirements;
- h) Appendix “G” – Security Requirement Checklist (SRCL);
- i) the Contractor's proposal dated _____(TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9116C	2007-11-30	T1204 Information Reporting by Contractor
C0705C	2010-01-11	Discretionary Audit

B3. Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel performing the shredding services and/or requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.



5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List attached at Appendix "G",
 - (b) *Contract Security Manual* (Latest Edition)

Contractor's Sites or Premises Requiring Safeguarding Measures

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

B4. Period of Contract

The period of the Contract is from date of contract award to April 30, 2029.

B4.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to (2) two additional (1) one year period 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 Appendix "E", Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least (2) two calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

B5. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B6. Certifications / Compliance and Additional Information

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.

B6.1 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.

B7. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B8. Closure of Government Offices

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

B9. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

B10. Authorities

B10.1 Contracting Authority

The Contracting Authority for the Contract is:



<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B10.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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.

B10.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B11. Proactive Disclosure of Contract with Former Public Servants (If applicable)

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

B12. Pre-contractual Work – Authorized (If applicable)

The Parties acknowledge that, as of _____, the Contractor, with the consent of Citizenship and Immigration Canada and without a written contract, has started the Work required pursuant to the Contract (Pre-contractual Work) and has incurred costs in the performance of such Work. Costs incurred by the Contractor in the performance of the Pre-contractual Work, that would have been treated as costs reasonably and properly incurred if they had been incurred after the effective date of the Contract, will be paid to the Contractor in accordance with the Basis of Payment of the Contract subject to acceptance of the Pre-contractual Work by Canada. The Contractor agrees that upon such payment by Canada to the Contractor, Canada will be released and forever discharged from all manner of actions, claims, suits or demands in relation to the Pre-contractual Work.



The Parties confirm that copyright in the Pre-contractual Work belongs to Canada and that ownership of all intellectual property rights in all information of a scientific, technical or artistic nature relating to the Work, in any form or medium, conceived, developed or produced by the Contractor in the performance of the Pre-contractual Work belongs to Canada.



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Appendix “E”. Customs duties are included and applicable taxes are extra.

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

For subsequent years (beyond the initial first year and including options):

The Contractor will be paid firm prices as indicated above for the first year, adjusted according to the consumer price index methodology.

C1.1 Economic Price Adjustment (EPA)

The prices presented in Appendix “E” - Basis of Payment, will be adjusted annually based on the escalation formula which will be determined by consistently applying the Consumer Price Index (CPI), monthly, not seasonally adjusted, published in Statistics Canada table 18-10-0004-01 (formerly CANSIM 326-0020).

(see website address: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401>)

The CPI for Years 2 to 5 of the Initial Period and Option Periods 1 to 2 will be calculated against the following periods:

Year 2 = May 1, 2025 to April 30, 2026

Year 3 = May 1, 2026 to April 30, 2027

Year 4 = May 1, 2027 to April 30, 2028

Year 5 = May 1, 2028 to April 30, 2029

Option Period 1 = May 1, 2029 to April 30, 2030

Option Period 2 = May 1, 2030 to April 30, 2031

C1.2 Escalation Formula

The formula will be structured as follows:

$$\text{CPI (\%)} = (A/B - 1) \times 100$$

Where:

A = The monthly CPI for All-Items for Canada, for the month of January immediately preceding the new contract year, rounded to 2 decimal places..

B = The monthly CPI for All-Items for Canada, in January from the previous calendar year, rounded to 2 decimal places.



C1.3 Discontinuation of Escalation Indices

If the index set out in this Standing Offer is discontinued, the parties agree to immediately establish a replacement index or formulate adjustments consistent with those set forth in the Contract.

C2. Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

C3. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C4. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.



APPENDIX “D”, STATEMENT OF WORK

D1. Title

Secured document storage and destruction services.

D2. Objective

To provide Immigration Refugee and Citizenship Canada (IRCC) with services associated with secure off-site storage, management and retrievals of government records as well as certified document destruction. The services are to be provided on an as and when requested basis for the duration of the contract period which can entail; services for secure storage up to Protected B level security, retrieval, disposition (certified destruction/permanent withdrawal), transportation, vault storage, climate controlled storage, image on demand for requested documents (for documents only up to Protected B), refilling of physical files and microfilm.

D3. Background

IRCC is seeking to increase its document storage and management capacity and in doing so requires the services of private sector contractors to provide Document Storage, Information Retrieval Services and Document Destruction Services across Canada.

Information Management Operations Unit is the central point for the Life Cycle Management of information at IRCC. There is a lack of storage space on IRCC's premises and since a large amount of space is required for the administration of physical files coming from: Head Quarters, Regional Offices, and missions internationally as well as extremely long retention periods.

D4. Tasks

The Contractor must perform the outlined tasks to ensure that the secure storage, retrieval, transportation, vault storage for temperature control environment, secure destruction and the refile of large amount of files and physical objects in containers meets IRCC standards and requirements. The Contractor must also demonstrate the capability to deliver a website with secure access to keep track of files in storage and to request recalled files to specified IRCC location.

D4.1 Capacity - Receive, record and store documents/records material, such as, but not limited to correspondences, memoranda, books, plans, maps, drawings, diagrams, pictorial/graphic works, photographs, films, microfilms, sound recordings, videotapes, machine readable records and any other documentary material regardless of physical form or characteristics up to but not limited to 95,000 cubic feet per month.

D4.2 Staff - Provide local personnel from the Records Warehouse Facilities to be available to answer enquiries for pick up, delivery and destruction requirements during normal working hours of 8am - 5pm Monday to Friday inclusive in all of the time zones in which services are to be provided, except statutory holidays. Staff to be available for training, account inquiries, troubleshooting and other items related directly to the contract.



D4.3 Supplies - Provide, distribute, and maintain adequate supplies of all necessary forms, bar codes, and labels as may be required to effectively provide the necessary storage services exclusive to the Contractor.

- Provide storage containers majorly measuring 15" L x 11 3/8" W x 10" H. (1.2 cu. Ft.) In the case of e-media it will be transported in media transport cases.

D4.4 Access & Information Governance - Services and actions performed to complete the process of introducing new and/or existing records containers to the inventory storage system; Media requiring accession to storage include the following:

- Storage Container(s)
- File(s)
- Media item(s)

Capture of all metadata provided in an electronic format compatible with the Contractor's Information Technology (IT) system.

Minimum Metadata requirements must include tombstone data

- Locating/ finding aids and data
- Bar code, unique identifier data
- Ownership data
- Description(s)
- Dates

Metadata requirements may include the following:

- Accession Number
- Amended Date
- Client ID
- Creation Date
- Cost Centre (owner)
- Cost Centre (bill to)
- Container Number
- Container Bar code
- Location Description
- Container Type
- Container size
- Essential Record
- Security Level
- Container Group Category
- Received Date
- Record Date Range
- Record Description
- Disposition Planned Date
- Client Disposition Decision
- Disposition Approved Date
- Actual Disposition Date
- Disposition Method
- Estimated Usage
- Media Type
- Physical placement to storage location



- Open meta data fields for custom entry

D4.5 System - Provide a comprehensive Inventory, Billing, and Management control systems

The systems must deliver the following:

- Comprehensive inventory management of holdings
- Provide ongoing data related to the tracking, location, audit and final disposition of hardcopy records, electronic and other media.
- Accurate retrieval requests and on-time delivery.
- Immediate update/ changes to authorized users list.
- Set up/ establish new user organizations.
- Set up/ establish detailed billing
- Initiate and review online invoice inquiries.
- Real time, inventory of information holdings.
- On-line pickup storage requests and delivery services in receipt of IRCC owned recorded information holdings.

D4.6 Other services

- Inventory data conversion capabilities and services.
- Training and service program implementation.
- Upload mass meta data changes and additions.

Reports to include:

- Inventory
- Monthly billing
- Ad-hoc or user defined reports
- Destruction eligibility

D4.7 Equipment - The Contractor must use destruction, scanning and electronic transmission equipment that are approved by the Royal Canadian Mounted Police (RCMP), and/or the Public Works and Government Services Canada (PWGSC), please refer to links below for more information.

RCMP: https://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0004_e.htm

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

D4.8 Shredding - The Contractor must perform shredding tasks by using equipment that is approved for the bulk destruction of paper documents up to Protected B, according to RCMP standards for High Volume / Commercial Destruction (HVCD/PB). It is the Contractor's responsibility to clearly demonstrate that any equipment used for document destruction to the protected B level, meets or exceed the CISD standards.

Provide transportation, equipment, and personnel for the pickup/ delivery and destruction requests, including mobile on-site destruction services.

Please refer to RCMP Equipment Selection Guide for Paper Shredders at:



<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/gcpsg-gsmgc-001-eng.htm>.

D4.9 Transportation - Provide transportation pickup and delivery to and from office locations, as and when requested, as follows:

Service type	Request cut off time	Guaranteed pick-up/delivery
Regular (next day)	4:00pm	Before 3:00pm next business day
½ day service	11:00am	4:00pm same day

- The Contractor must provide transportation, equipment and personnel for pick up, delivery and destruction requests. Shipments are secured with shrink wrapping or strapping and use of a pallet/lift machine.
- The Contractor will supply all necessary envelopes and packing material for the packaging of documents associated to a retrieval or delivery request at no additional cost to IRCC.
- The Contractor must ensure all shipments prepared are packaged using materials that have the following characteristics; durable, waterproof, tamperproof, non-transparent and secure.
- Items for delivery must be clearly labelled for the destination and easily identifiable throughout the transportation process.
- Services with a secure chain of custody tracking to and from client destination and storage facility.

NOTE: transportation is to be provided by the Contractor’s owned vehicles or third party carrier only at the determination of the Project / Technical authority.

D4.10 Retrieval & Delivery

Retrieval & delivery is the service of physically locating an item from storage and packing and/or preparing it for delivery to an authorized client (IRCC employee). Retrievals are requested by IRCC to the Contractor on the basis of internal client requests and are subject to the Service Level Agreement (SLA) stated above.

- The Contractor must update IRCC’s information in their IT System portal to reflect request processing status, current status and update metadata requirements.
- The Contractor must monitor the performance levels of the retrieval and delivery services provided to IRCC and produce a report on service level requests at the request of IRCC.

4.10.1 Image on demand

Image on demand is the service of creating a digital image of the physical item on a as requested basis. The scanning will not result in the disposal of the item and is to be considered only as an alternative delivery method. This service is not applicable to large scale digitization projects or requests.

Image on demand services are required for alternative retrieval when necessary for the following storage items:



- File(s)
 - Document(s)
 - Microfilm
 - Microfiche
-
- After scanning is completed quality assurance must be performed to ensure the accuracy of the captured images fully represent the physical item.
 - Once scanned and delivered the item is to be marked and placed back in the original storage container.
 - The scanned image(s) must be stored on a secured network up to Protected B and delivered securely using encrypted email or previously established secure protocols.
 - Services will only be used for documents up to Protected B.

D4.11 Facility

- Provide an above grade and completely leak free environment and free of other openings warehouse storage facility.
- A climate controlled fire proof vault in at least one (1) warehouse in each geographical region, for storage of electronic records or other necessary forms, designed to protect against corruption, contamination and exposure.
- Provide a vault capable of maintaining a temperature of 18 degrees Celsius (+/- 2C) and 40% relative humidity (+/-5%). The vault must further be capable of maintaining a low particulate contaminant environment.
- Monitor the warehouse 24 hours a day, seven days a week for fire, floods and unauthorized entry.
- Provide a warehouse constructed of fire resistant materials and the information holdings storage area should be windowless to provide for a more efficient climate controlled and secure environment, as well as protect from possible storm damage, man-made or natural disaster.
- Provide a warehouse protected by smoke detectors according to local fire codes and have appropriate fire extinguisher equipment positioned throughout the facility that is well marked as to their locations, a sprinkler system and an intrusion alarm system, all monitored by the Contractor's own security resources or a security service company twenty four (24) hours a day, seven (7) days a week.
- Provide a warehouse allowing for all information holdings regardless of medium to be stored on clean fireproof shelving units, properly braced and at least three (3) inches off the floor and all shelving must meet local seismic and fire code regulations for use in a document or media storage facility
- Provide a warehouse operating with a Bar Code System able to identify the location of all information holdings.
- Provide a warehouse with the Receiving and Shipping dock(s) adjacent to the Records Warehouse capable of accommodating vehicles up to and including semi-trailers.

NOTE:

- The climate control specifications above only apply to the vault and not to the general records storage area.
- All proposed storage facilities must reside within the geographical boundaries of Canada.



D5. Deliverables

Provide a secure storage space for files and physical objects up to a Protected B level, a retrieval mechanism of files and boxes, a temperature controlled vault for microfilm, an onsite secure shredding for file destruction, an efficient delivery service of requested and returned files and a secure Website to access the databases containing all files and physical objects in storage to track, request, return files and physical objects for efficient lifecycle management of information.

D5.1 Storage facilities

- Records centre storage
- Vault storage

D5.2 Storage types of media

- Paper
- Microfilm/Microfiche
- Electronic media

D5.3.1 Retrieval services will be required for the following items

- Storage box(es)
- File(s)
- Document(s)
- Electronic media

D5.3.2 Retrieval services

- Next day
- Same day rush

D5.4.1 Refile/Interfile

- Storage box(es)
- File(s)
- Document(s)
- Electronic media

D5.5 Image on demand services are required for alternative retrieval when necessary for the following storage items.

- File(s)
- Document(s)
- Microfilm
- Microfiche

D5.6 Disposition/Permanent removal – Services and actions performed to permanently remove stored types of media and items from inventory as well as digital storage systems.

- Return to client as final disposition, inventory holding report to reflect permanent withdrawal and return to client.
- Secure certified destruction is the final disposition, inventory holding report to reflect permanent withdrawal and certified destruction.
- The Contractor must possess as a minimum capability, the ability to accurately remove from storage, update inventory, palletize and shrink wrap the inventory material for



transportation in a quantities of 1,000 containers daily per warehouse location. Processing of more than 1,000 containers daily may require scheduling negotiations between the Contractor and the Technical authority.

D5.7 Destruction

- Provide secure plant or mobile paper document shredding services using shredding equipment approved by the Royal Canadian Mounted Police (RCMP) for the bulk destruction of paper documents up to and including Protected B, as described in the RCMP Security Equipment Guide. The Contractor will provide a Certificate of Destruction and update the inventory holdings report to reflect the permanent withdrawal and certified destruction.
- The Contractor will provide a closed loop destruction service (unbroken chain of custody from storage to certified confidential destruction).
- The same levels of security and protection of information must be provided in the destruction facilities as is required for storage facilities.
- The Contractor must provide plant and mobile paper document destruction services.

D5.8 Boxes & reboxing

- Storage box(es) available to fit various types of records
- If storage box is identified by the Contractor as not having sufficient structural integrity, damage beyond reasonable repair or subject to security issues they are to be relabeled and the contents are to be transferred into the new carton in the order as the old carton.
- All labelling from the outside of the old carton must be transcribed to the outside of the new carton.
- The IT system must be updated to reflect the change in barcode, reference the old barcode as cross reference in the meta data (to be discussed with Technical Authority).

D6. Reporting

Provide capability to analyze information, issue management reports and recommendations to meet the call-up authorities' Record keeping and business objectives. Ability to provide comprehensive inventory reports including all required meta data fields.

D7. Accessibility

Printed labels on packages shipped to IRCC must be clearly visible in large printed text. The Contractors portal to manage boxes being stored and destructed must be easily accessible to IRCC employees, it must include accessibility features to assist with the visually impaired. If it is determined that a feature within the system is not accessible the Contractor must communicate with the Project / Technical authority, to come up with a potential solution to the accessibility need.

D8. Limitations and Constraints

In the event that information holdings, regardless of medium in which the information is recorded are damaged as a result of a man made or natural disaster, the Contractor will notify the Project / Technical Authority within twelve hours of the occurrence.

The Contractor must notify the Project / Technical Authority of any proposed change in any of the warehouse locations at least one hundred and twenty (120) days in advance of any



proposed changes unless otherwise agreed to by both Parties. In the case of any changes in locations of the warehouses, the Contractor must demonstrate that the new site location will meet all of the conditions established in the Contract for the facility before any of the holdings will be moved to the new locations. In such cases, the Contractor must assume all transportation and relocation costs.

IRCC reserves the right to inspect the Records Storage and Destruction Facility(s) at anytime during the life of the Contract. IRCC must be satisfied that the Contractor is in compliance with the terms of the contract in regards to facilities.

Any change in warehouse location must be approved by the Project / Technical Authority.

D9. Official Languages

The Contractor must provide resources able to communicate in French and English in the National Capital Region (NCR – Ottawa/Gatineau) and Quebec Region (Montreal). All other regions will require English-speaking resources.

All online, web-based customer-accessed systems must be offered in English and French. This includes all customer services using any web-based, telephony or call-center customer service interfaces.

D10. Location of services

Services to be provided to IRCC's offices in the following geographical areas/cities:

- Geographical region 1 (Atlantic Region) : Halifax (NS), Sydney (NS), New Waterford (NS);
- Geographical region 2: Ottawa (ON), Gatineau (QC) and Montreal (QC);
- Geographical region 3: Toronto (ON), Mississauga (ON), Hamilton (ON), Etobicoke (ON), Niagara Falls (ON), and Scarborough (ON);
- Geographical region 4 (Western Region): Edmonton (AB), Calgary (AB), Winnipeg (MB), and Saskatoon (SK)
- Geographical region 5 Pacific Region: Vancouver (BC) and Surrey (BC)

D11. Availability of Personnel

The Contractor certifies that its employees and subcontractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.

D12. Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, IRCC encourages product/service Contractors to improve their operations to reduce their negative impact on the environment.



D12.1 Environmental Properties Behaviour Recommended

The Contractor is encouraged to:

- Reduce packaging volume and weight for any goods shipped to IRCC.
- Use reusable shipping materials, including reusable plastic, crates and corrugated boxes.

D13. Diversity

IRCC is committed to making our Department more inclusive for everyone and fostering an equitable workplace culture that values diversity and creates an environment that is welcoming and rewarding for all. We encourage the businesses that work with us to reflect these values by among others:

- a. Have internally published policies or commitments on anti-racism and inclusiveness;
- b. Provide employees trainings on anti-racism and unconscious bias;
- c. Develop internal staffing and/or recruitment strategy to increase representation of underrepresented groups in their workforce.

More information can be found at:

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>



ATTACHMENT 1 TO APPENDIX D – KEY TERMS AND DEFINITIONS

TERM	DEFINITION
Storage	Storage is the physical act of safekeeping records held by the Contractor in a safe and secure environment on behalf of the Department of Immigration Refugees Citizenship Canada (IRCC)
Accession	A carton accession is a procedure by which the Contractor acquires or takes physical custody of, or otherwise takes responsibility of, a carton. This includes the documentation of the transfer, including the carton barcode registration, into the Contractor's Information Management Control System (IMCS), in order to locate the carton in the future when requested by the IRCC
Retrieval	Records Retrieval is the service of physically locating a record from storage and packaging or preparing it for delivery to an authorized client (an IRCC employee).
Refile	A Carton, File or Item previously retrieved by a customer that is returned to active storage at the Contractor's facility
Interfile	A new File or document that is sent to storage and inserted into an existing Carton or File
Transportation	The act of physically moving records from one facility to the next, this includes but is not limited to: <ul style="list-style-type: none"> - Preparation of records as required to facilitate the transportation process - The loading of records onto the transportation conveyance - Conveying the records to the delivery location and the unloading of same records
Storage Boxes	The Contractor must provide standard sized storage boxes at the request of the IRCC. Boxes are approximately 10"x12"x15" (one piece, carton lid included and attached).
Certified Secure Destruction	Certified Secure Destruction is the act of destroying a record using a shredder, disintegrator, or similar mechanism that renders a record unidentifiable and the issuance of a written certification attesting to the destruction of specific records follow RCMP guidelines and equipment requirements.
Delocation	Delocation is the one-time action and services performed to remove records from the Contractor's custody in preparation for the records' final disposition or permanent removal from Contractor's custody.
Final Disposition	Actions performed to permanently remove from storage records or containers of records from inventory
Reboxing	The Contractor must repackage damaged boxes in appropriate and similar sized boxes. Boxes identified by the Contractor as not having sufficient structural integrity, or damaged beyond reasonable repair are to be relabeled, and contents transferred in the same order to a new carton.
Digitization	Digitization, is an alternate document delivery service where the item requested is transformed to digital format when its physical form.



APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra. All prices are in Canadian funds

The Contractor will be paid the following all-inclusive **firm price per unit rates** for services pursuant to this Contract. The rates must be all inclusive, with the exception of fuel surcharge (see note below), of any expenditures required to fulfill the Contract. The expenditures includes, but are not limited to:

- (a) all travel and living expenses for work performed;
- (b) any travel expenses for travel between the Contractor’s place of business and the Locations served;
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of the Contract;
- (d) any parking charges the Contractor may occur when their vehicles are not in use;
- (e) any applicable handling charges for the provision of the goods and services as identified in Appendix D – Statement of Work.

NOTE: FUEL SURCHARGES

Fuel Surcharge are only applicable on the transportation cost identified under sections 2.09 and 2.10. The baseline fuel price is set to \$ 0.95 per litre which will be equal to a 5% fuel surcharge. For every \$0.04 increase/decrease (or increment thereof) in the average monthly price of fuel, (see MJ Erwin & Associates price indicator website: <http://www.mjervin.com/>) the Contractor will implement a 1% increase/decrease to the fuel surcharge percentage

Definition: Handling Charges

Any applicable fee or expense that would be charged to a customer in addition to the stated firm pricing for the provision of a goods or service. This may include but is not limited to:

- Vehicle loading and usage
- Preparation of items for transportation
- Transportation of items to and from the Contractor’s site and the IRCC office locations



SECTION 1 - INITIAL START UP PRICING							
Pricing Item #	Activity	Unit of Measure	Unit Price Per Unit of Measurement (CPI Adjustments will apply to Years 2 through 5)				
			YEAR 1 May 1, 2024 to April 30, 2025	YEAR 2 May 1, 2025 to April 30, 2026	YEAR 3 May 1, 2026 to April 30, 2027	YEAR 4 May 1, 2027 to April 30, 2028	YEAR 5 May 1, 2028 to April 30, 2029
1.01	Accession - Initial Move A carton accession is a procedure by which the Contractor acquires or takes physical custody of, or otherwise takes responsibility of, a container.	Cubic Feet	\$	\$	\$	\$	\$
SECTION 2 - ONGOING USAGE PRICING							
Pricing Item #	Activity	Unit of Measure	Unit Price Per Unit of Measurement (CPI Adjustments will apply to Years 2 through 5)				
			YEAR 1 May 1, 2024 to April 30, 2025	YEAR 2 May 1, 2025 to April 30, 2026	YEAR 3 May 1, 2026 to April 30, 2027	YEAR 4 May 1, 2027 to April 30, 2028	YEAR 5 May 1, 2028 to April 30, 2029
2.01	Storage	Cubic Feet	\$	\$	\$	\$	\$
2.02	Accession - Additional Containers	Containers	\$	\$	\$	\$	\$
2.03	Retrieval – Next day Service	Containers	\$	\$	\$	\$	\$
2.04	Retrieval – Next day Service	Files	\$	\$	\$	\$	\$
2.05	Retrieval - Same day Service	Containers	\$	\$	\$	\$	\$
2.06	Retrieval - Same day Service	Files	\$	\$	\$	\$	\$
2.07	Refile and Interfile Services	Containers	\$	\$	\$	\$	\$
2.08	Refile and Interfile Services	Files	\$	\$	\$	\$	\$
2.09	Transportation – Next day Service	Containers	\$	\$	\$	\$	\$
2.10	Transportation - Same day Service	Containers	\$	\$	\$	\$	\$
2.11	Reboxing Services (Price Does not include cost of storage container)	Containers	\$	\$	\$	\$	\$
2.12	Barcode Labels	Labels	\$	\$	\$	\$	\$



2.13	Storage Boxes	Boxes	\$	\$	\$	\$	\$
2.14	Image on Demand Services	Pages	\$	\$	\$	\$	\$
2.15	Destruction Services at Contractor's location (Price includes all services necessary to complete destruction, including delocation)	Containers	\$	\$	\$	\$	\$
2.16	Destruction Services – IRCC's locations (Price includes all services necessary to complete destruction)	Containers	\$	\$	\$	\$	\$
2.17	Delocation Delocation is the one-time action and services performed to remove records from the Contractor's custody in preparation for the records' final disposition.	Containers	\$	\$	\$	\$	\$
SECTION 3 - CONTRACT CLOSE OUT PRICING							
Pricing Item #	Activity	Unit of Measure	Unit Price Per Unit of Measurement (CPI Adjustments will apply to Years 2 through 5)				
			YEAR 1 May 1, 2024 to April 30, 2025	YEAR 2 May 1, 2025 to April 30, 2026	YEAR 3 May 1, 2026 to April 30, 2027	YEAR 4 May 1, 2027 to April 30, 2028	YEAR 5 May 1, 2028 to April 30, 2029
3.01	Delocation Delocation is the one-time action and services performed to remove records from the Contractor's custody in preparation for the records' final disposition.	Containers	\$	\$	\$	\$	\$



APPENDIX “F”, INSURANCE REQUIREMENTS

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

The Commercial General Liability policy must include the following:

- a) **Additional Insured:** Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Minister of Citizenship and Immigration.
- b) **Bodily Injury and Property Damage** to third parties arising out of the operations of the Contractor.
- c) **Products and Completed Operations:** Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d) **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) **Employees and, if applicable, Volunteers** must be included as Additional Insured.
- h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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



APPENDIX "G", SECURITY REQUIREMENTS CHECKLIST (SRCL)

Contract Number / Numéro du contrat 157860
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Immigration, Refugee and Citizenship Canada		2. Branch or Directorate / Direction générale ou Direction IM/Data, and Cyber Security Branch (IMCS)	
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 Storage, Retrieval, Disposition (Destruction) Transportation, Vault Storage, Refilling of boxes of physical files and microfilm, Image on demand.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input 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"/>	

Security Classification / Classification de sécurité Unclassified
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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 :

No / Non 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?

No / Non Yes / Oui

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

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

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

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

Special comments: / Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui

Security Classification / Classification de sécurité Unclassified
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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 / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	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 checked="" 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 checked="" 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.

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

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

Security Classification / Classification de sécurité Unclassified
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THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY. PAGE 4 OF THE SRCL (PART D - AUTHORIZATION) WILL BE INSERTED AT CONTRACT AWARD.



APPENDIX "H", VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

GST or HST Registration Number and Business Number (Revenue Canada)\

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.