



**RETURN BIDS TO :**

**RETOURNER LES  
SOUMISSIONS À:**

Courts Administration Service / Service  
administratif des tribunaux judiciaires  
Procurement and Materiel Management /  
Approvisionnement et gestion du matériel

[Leticia.Obeng-Asante@cas-satj.gc.ca](mailto:Leticia.Obeng-Asante@cas-satj.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To:  
Courts Administration Service**

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

**Proposition aux:  
Service administratif des tribunaux  
judiciaires**

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

**Comments - Commentaires**

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

**Issuing Office – Bureau de distribution**

**Courts Administration Services  
Procurement & Material Management  
90 Sparks Street  
Ottawa, ON, K1A 0H9**

<b>Title – Sujet</b> Shredding and Disposal Services	
<b>Solicitation No. – N° de l'invitation</b> 5X001-24-0051A	<b>Date</b> April 23, 2024
<b>Client Reference No. – N° référence du client</b>	
<b>GETS Reference No. – N° de reference de SEAG</b>	
<b>File No. – N° de dossier</b> 5X001-24-0051A	<b>Supply Arrangement No. (if applicable)</b>
Solicitation Closes – L'invitation prend fin at – à 2 :00 PM on May 8, 2024	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Time EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b>  Email: <u><a href="mailto:Leticia.Obeng-Asante@cas-satj.gc.ca">Leticia.Obeng-Asante@cas-satj.gc.ca</a></u>	
<b>Telephone No. – N° de téléphone :</b>  343-598-6540	<b>FAX No. – N° de FAX</b>  N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b> See Herein	

<b>Delivery required - Livraison exigée</b> See Herein	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
Email – Courriel Telephone No. – N° de téléphone	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>(type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de</b> <b>l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
Signature _____	Date



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Tracking Sheet, and the Integrity Check.

### **1.2 Summary**

The Courts Administration Service is seeking to establish a contract for the services of shredding and disposal services as defined in Annex A, Statement of Work, for a period of one (1) year with an option to extend by three (3) additional (1) year option periods.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

This requirement is exempt from all the trade agreements except for the Canada Free Trade Agreement (CFTA)

**Exclusions: ( R117A) – Paper Shredding & R117AA Mobile Shredding Services**  
**Canadian Chili Free Trade Agreement (CCFTA) - Annex Kbis 01.01**  
**Canadian Columbia Free Trade Agreement (CFTA) - Annex 1401-4**  
**Canadian Korea Free Trade (CKFTA) Chapter 14C**  
**Canadian Panama Free Trade Agreement (CPFTA) - Chapter 16 Annex 5**  
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Courts Administration  
Service

Service administratif des  
tribunaux judiciaires

Solicitation # 5X001-24-0051A



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to the Courts Administration Services (CAS) as indicated on page one (1) of the bid solicitation.

Due to the nature of the solicitation, submissions must be submitted by email only to:

**Leticia.Obeng-Asante@cas-satj.gc.ca**

### **2.3 Former Public Servant**

The 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 FPS's, 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 timeframe will render the bid non-responsive.

## **Definitions**

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

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



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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority **no later than three (3) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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



## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in separately bound section as follows:

- Section I: Technical Bid (PDF)
- Section II: Financial Bid (PDF)
- Section III: Certifications and Additional Information (PDF)

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

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

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

#### **Section I: Technical Bid**

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

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

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

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

#### **Section III: Certifications and Additional Information**

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

##### **3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.2.1** As indicated in Part 6 under 6.1 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





Courts Administration    Service administratif des  
Service                      tribunaux judiciaires

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City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 3.1.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 6 - Security 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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1 Technical Evaluation**

Criteria #	Mandatory Requirement	Requirement Met (Yes/No)	Cross Reference to Proposal
<b>M1</b>	<p>The Bidder must demonstrate that all shredders meet the required standard for SECRET under the <u><a href="#">RCMP Security Equipment Guide(SEG), Appendix A (Class 2)</a></u> in the link below :</p> <p><u><a href="#">Equipment Selection Guide for Paper Shredders (rcmp-grc.gc.ca)</a></u></p>		
<b>M2</b>	<p>The Bidder must hold a valid Secret security clearance and provide proof of a valid Facility Security Clearance (FSC) issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC) at bid closing.</p>		
<b>M3</b>	<p>The Bidder must demonstrate in their proposal that they successfully fulfilled three (3) similar contracts, projects or request with the volume specified below, within the last five (5) years.</p> <p>A project is defined as 25 skids or more per bulk request.</p> <p>A skid is 32 banker boxes of letter size or legal size.</p> <p>Experience to demonstrate is for all security requirement type.</p>		
<b>M4</b>	<p>The Bidder must provide three (3) compliant references for shredding the equivalent of 20 skids* per year within the last five (5) years.</p> <p>A compliant reference is a company for whom the Bidder has performed work in</p>		



<b>Criteria #</b>	<b>Mandatory Requirement</b>	<b>Requirement Met (Yes/No)</b>	<b>Cross Reference to Proposal</b>
	<p>the last five (5) year.</p> <p>* Any classification level of destruction or any media or specialty items.</p> <p><b>Name of the Reference:</b></p> <p><b>Contact information:</b></p> <p><b>Phone number:</b></p> <p><b>Email address:</b></p> <p><b>Canada will accept a Reference Letter</b></p> <p>Additional information that could be verified with the references:</p> <p>Billing accuracy</p> <p>Dependability</p>		

#### 4.1.2 Financial evaluation

The Bidder must use Annex B – Basis of payment to provide pricing for this requirement.

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory technical criteria

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



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

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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



## **PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2035 (2022-12-01) General Conditions -High Complexity – Services apply to and form part of the Contract.

### 7.3 Security Requirements

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, with approved document safeguarding at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **secret** as required, granted or approved by the CSP, PWGSC
3. Processing of **protected/classified** information electronically at the contractor/offeror's site is **not** permitted under this contract/standing offer
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b. Contract Security Manual (latest edition)

#### 7.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

- 7.3.1.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.



## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from Contract Award to March 31, 2025.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one year (1) period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leticia Obeng-Asante  
Title: Manager, Procurement and Materiel Management  
Courts Administration Services  
90 Sparks Street, Ottawa, ON  
Email: [Leticia.Obeng-Asante@cas-satj.gc.ca](mailto:Leticia.Obeng-Asante@cas-satj.gc.ca)  
Telephone: 343-598-6540

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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



### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) for a cost of \$ \_\_\_\_\_. 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.

#### 7.7.2 Limitation of Expenditure

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





### **7.7.3 Method of Payment – Monthly**

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.

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

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

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

### **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a) a copy of the monthly Disposal Tracking sheet progress at Annex “E” – Tracking Sheet.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **7.9 Certifications and Additional Information**

#### **7.9.1 Compliance**

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

#### **7.10 Applicable Laws**

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

#### **7.11 Integrity Verification**

As soon as possible, the Contractor must inform the Contracting Authority of any changes to the list of names identified in Annex “F” – Integrity Check during the duration of the contract. If the Contractor fails to adequately comply with the terms of this Annex, Canada reserves the right to terminate the Contract.



## 7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2022-12-01) Services – High Complexity
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirement Check List
- (f) Annex D, Electronic Payment Instruments
- (g) Annex E, Tracking Sheet
- (h) Annex F, Integrity Check
- (i) the Contractor's bid dated \_\_\_\_\_

## 7.13 Insurance Requirement

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
    - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.



- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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.

## 7.14 Dispute Resolution

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



## ANNEX "A" STATEMENT OF WORK

### 1. Title: Recurring Purge and Bulk Shredding

#### 1.1. Introduction

Courts Administration Service (CAS) requires the services of a Contractor to provide a monthly recurring purge of a minimum of 96 (1.2 cu ft) banker boxes, with additional requirements for bulk shredding pick ups during the year.

Note: We are currently using 1.2 cu ft, however pricing is also being requested for 2.4 & 3.6 cu ft banker boxes should there be a need in the future.

#### 1.2. Objectives of the Requirement

The shredding of all banker boxes/Documents to the **Secret** level.

#### 1.3. Background and Specific Scope of the Requirement

Work is to be performed as a result of the Retention and Disposition of Corporate and Court Files that have reached the retention period and approval has been provided for destruction.

### 2. Requirements

#### 2.1. Tasks, Activities, Deliverables and Milestones

2.1.1 The Contractor must schedule one (1) recurring pick up each month as well as schedule additional bulk shredding pick ups as required. No pick up must be scheduled in the month of March of each contractual year.

2.1.2 Boxes will be picked up from 1770 Pink Road and transported to a location within 100 km of the pick up location. **Boxes must be housed and shredded in a Secret level secured Facility.**

2.1.3 Each skid of banker boxes will be brought to the loading dock by a CAS employee. The Shredding company will be responsible for loading the skids onto the shredding Truck. Each banker box is accounted for with a disposal number. A CAS employee will take each banker box disposal number prior to it being loaded onto the truck for destruction and add that number to the tracking sheet.

#### 2.2. Method and Source of Acceptance

The Contractor's driver must sign CAS's inventory tracking sheet upon receipt of the boxes to be destroyed.

Upon completion of the shredding, a Certificat of Destruction must be provided to the Project Authority for each monthly pick up and any additional bulk pick ups. Refer to Annex E.

### 3. Other Terms and Conditions of the SOW

#### 3.1. Courts Administration Service (CAS) Obligations

- access to the loading dock at 1770 Pink Rd
- access to a staff member who will be available to coordinate activities



### 3.2. Contractor's Obligations

- Unless otherwise specified, the contractor shall use its own equipment for the performance of this Statement of Work.

### 3.3. Location of Work, Work site and Delivery Point

- Pick up at 1770 Pink Road, Gatineau, QC, Canada, K1A0H9
- Shredding to be conducted at providers facility

### 3.4. Security Requirements

It is a condition that, prior to performance of any Work, the Service Provider and their employees assigned to the performance of such contract will be security cleared by the federal government up to **Secret level.**



**ANNEX "B" BASIS OF PAYMENT**

The contractor will be paid in accordance with the following basis of payment for work performed under this contract.

**Period of Contract: from Contract Award to March 31, 2025**

<b>Shredding Services Fees – <u>Off Site</u></b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$
<b>Optional - Shredding Services Fees – <u>On Site</u></b>	
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$



**Option Year 1: April 1, 2025 to March 31, 2026**

<b>Shredding Services Fees – <u>Off Site</u></b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$
<b>Optional - Shredding Services Fees – <u>On Site</u></b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$



**Option Year 2: April 1, 2026 to March 31, 2027**

<b>Shredding Services Fees – <u>Off Site</u></b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$
<b>Optional - Shredding Services Fees – <u>On Site</u></b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$





**Option Year 3: April 1, 2027 to March 31, 2028**

<b>Shredding Services Fees – Off Site</b>	<b>Unit Price</b>
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$
<b>Optional - Shredding Services Fees – On Site</b>	
<b>Unit Price</b>	
<b>Scheduled Monthly Shredding</b>	
Monthly Administration charge	\$
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
<b>Ad Hoc Bulk Shredding</b>	
Transportation Charge for over 50 boxes	\$
Shred-per standard Banker Box - 1.2 Cuft	\$
Shred-per standard Banker Box – 2.4 Cuft	\$
Shred-per standard Banker Box - 3.6 Cuft	\$
Fuel Surcharge per trip	\$
Additional charges per trip	\$



**ANNEX "C" - SECURITY REQUIREMENT CHECK LIST**

Government of Canada / Gouvernement du Canada

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**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 <b>Courts administration service</b>	2. Branch or Directorate / Direction générale ou Direction <b>Digital services Branch</b>	
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 <b>Certified destruction of boxes at the secret level off-site</b>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <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"/>	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 checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel : \_\_\_\_\_  
Document Number / Numéro du document : \_\_\_\_\_

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



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

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[Redacted]		[Redacted]	[Redacted]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[Redacted]		[Redacted]	[Redacted]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[Redacted]		[Redacted]	[Redacted]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[Redacted]		[Redacted]	[Redacted]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]



**ANNEX D" to PART 3 OF THE BID SOLICITATION**

**ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);





**ANNEX "F" INTEGRITY CHECK**

<b>Adresse de courriel /E-mail Address:</b> Procurement.Approvisionnement@cas-satj.gc.ca	
<b>Ministère/Department:</b> Courts Administration Service	
<b>Dénomination sociale complète du fournisseur / Complete Legal Name of Supplier</b>	
<b>Adresse du fournisseur / Supplier Address</b>	
<b>NEA du fournisseur / Supplier PBN</b>	
<b>Numéro de la demande de soumissions (ou numéro du contrat proposé) Solicitation Number (or proposed Contract Number)</b> 5X001-24-0051	
<b>Membres du conseil d'administration (Utilisez le format - Prénom Nom) Board of Directors (Use format - first name last name)</b>	
<b>1. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>2. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>3. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>4. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>5. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>6. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>7. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>8. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>9. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>10. Membre / Director</b>	Cliquez ici pour entrer du texte. / Click here to enter text.
<b>Autres Membres/ Additional Directors:</b> Cliquez ici pour entrer du texte. / Click here to enter text.	