



**RETOURNER LES SOUMISSIONS À /
RETURN BID TO :**

Attn : Nathalie Gervais
Courriel : [CBSA-ASFC_Solicitations-
Demandes_de_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

Demande de proposition à :

**l'Agence des services frontaliers
du Canada (ASFC)**

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

Request for Proposal to:

**Canada Border Services Agency
(CBSA)**

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 therefor.

Commentaires – Comments :

**LE PRÉSENT DOCUMENT COMPORTE
UNE EXIGENCE EN MATIÈRE DE
SÉCURITÉ - THIS DOCUMENT CONTAINS
A SECURITY REQUIREMENT**

Bureau de distribution - Issuing Office

ASFC / CBSA
355 Ch. North River Road, 17^e - 17th Floor
Ottawa ON K1A 0L8

Sujet - Title: Services of a Professional Photographer	
N° de l'invitation - Solicitation No. 100444159	Date: October 31, 2023

L'invitation prend fin - Solicitation Closes À / at: 02:00 PM (heures / hours) Le / on: November 27, 2023	Fuseau horaire - Time Zone <input checked="" type="checkbox"/> HNE (heure normale de l'Est) / EST (Eastern Standard Time) <input type="checkbox"/> HAE (heure avancée de l'Est) / EDT (Eastern Daylight Saving Time)
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F.A.B. - F.O.B.
Plant-Usine: **Destination:** **Autre - other:**

Adresser toutes questions à / Address Enquiries to:
Toute les communications relatives à cette demande de proposition doivent être envoyées à / All communications related to this solicitation must be sent to:

COURRIEL / EMAIL: [CBSA-ASFC_Solicitations-
Demandes_de_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)
Attn : Gervais Nathalie **Solicitation # 1000444159**
CC : nathalie.gervais@cbsa-asfc.gc.ca

Destination des biens et ou services :
Destination of Goods and or Services:
FOB

Instructions: Voir aux présentes - See Herein

Livraison exigée - Delivery Required voir aux présentes - See herein	Livraison proposée - Delivery Offered
Raison sociale et adresse du fournisseur/de l'entrepreneur: Vendor/Firm Name and Address :	
No de téléphone - Telephone No.:	Adresse courriel - Email Address.:

Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) - Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)

Signature Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION4

1.1 SECURITY REQUIREMENTS4

1.2 STATEMENT OF WORK4

1.3 DEBRIEFINGS4

1.4 PHASED BID COMPLIANCE PROCESS4

PART 2 - BIDDER INSTRUCTIONS.....5

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS5

2.2 SUBMISSION OF BIDS5

2.3 FORMER PUBLIC SERVANT5

2.4 ENQUIRIES - BID SOLICITATION5

2.5 APPLICABLE LAWS6

2.6 BID CHALLENGE AND RECOURSE MECHANISMS6

PART 3 - BID PREPARATION INSTRUCTIONS7

3.1 BID PREPARATION INSTRUCTIONS7

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION 11

4.1 EVALUATION PROCEDURES 11

4.2 TECHNICAL EVALUATION.....14

4.3 FINANCIAL EVALUATION15

4.4 BASIS OF SELECTION15

ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA 16

ATTACHMENT 2 TO PART 4 – PRICING SCHEDULE 17

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 20

5.1 CERTIFICATIONS REQUIRED WITH THE BID20

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....20

PART 6 - RESULTING CONTRACT CLAUSES 22

6.1 SECURITY REQUIREMENTS22

6.2 STATEMENT OF WORK22

6.3 STANDARD CLAUSES AND CONDITIONS22

6.4 TERM OF CONTRACT22

6.5 AUTHORITIES.....23

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....24

6.7 PAYMENT.....24

6.8 INVOICING INSTRUCTIONS.....24

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION25

6.10 APPLICABLE LAWS25

6.11 PRIORITY OF DOCUMENTS.....25

6.12 DISPUTE RESOLUTION25

6.13 INSURANCE.....26

6.14 INSPECTION AND ACCEPTANCE26

ANNEX A- STATEMENT OF WORK..... 27

STATEMENT OF WORK27



ANNEX "B"- BASIS OF PAYMENT	34
BASIS OF PAYMENT	34
ANNEX "C" SECURITY REQUIREMENTS CHECK LIST	35
SECURITY REQUIREMENTS CHECK LIST	35
ANNEX "D"	39
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM	39



PART 1 - GENERAL INFORMATION

1.1 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 6 - 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 V 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 6 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process (PSCP) applies to this requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only to CBSA-ASFC_Solicitations-demandes_de_soumissions@cbsa-asfc.gc.ca 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.

2.2.1 Improvement of requirement during solicitation period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to CBSA-ASFC_Solicitations-demandes_de_soumissions@cbsa-asfc.gc.ca no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must



be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

3.1.1 Format for bid: Canada requests that bidders follow the format instructions described in the preparation of their bid:

Electronic copies will be accepted in any of the following electronic formats:

- Portable Document Format (.pdf)
- Microsoft Word 97/2000 (.doc)
- Microsoft Excel 97/2000 (.xls)

- i. Use a numbering system that corresponds to the bid solicitation;
- ii. Include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contract information of its representative; and
- iii. Include a table of contents.

3.1.2 Submission of Only One Bid

- i. A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- ii. For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - A. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - B. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - C. the entities have now or in the two (2) years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - D. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.



- iii. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

3.1.3 Joint Venture Experience

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A Bidder is a joint venture consisting of members L and O. A bid solicitation requires that the Bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the Bidder has previously done the work. This Bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- ii. A joint venture Bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A Bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the Bidder have 3 years of experience providing maintenance service, and (b) that the Bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the Bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A Bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the Bidder demonstrate experience providing resources for a minimum number of 100 billable days, the Bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.



Section I: Technical Bid

- a. 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.
- b. The technical bid must 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.
- c. Bidders are requested to include the **Bid Submission Form- Attachment 1 to Part 3** with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- d. The technical bid must substantiate the compliance of the Bidder and its products and services with the specific requirements of **Attachment 1 to Part 4- Mandatory Technical Criteria**, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 1 to Part 4, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

Section II: Financial Bid

- a. Bidders must complete and submit with their financial bid, **Pricing Schedule provided in Attachment 2 to Part 4**. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration.
- b. Bidders must provide a **firm unit price for each item** for the entire duration of the contract. The price of the bid must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes extra. Prices must only be included in the financial proposal.
- c. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.
- d. Prices submitted with the bid will form part of any resulting contract.

3.1.4 Electronic Payment of Invoices – Bid

The Bidder must accept payment by Direct Deposit.



Bidders that supply goods and services to the Government of Canada must enrol in direct deposit for account payable.

3.1.5 Exchange Rate Fluctuation

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

Section IIIV: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical and financial evaluation criteria
- b. An evaluation team composed of representatives of Canada will evaluate the bids.
- c. In addition to any other time periods established in the bid solicitation:
 - i. Request for Clarification: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or longer if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. Extension of time: If additional time is required by the Bidder, the Contracting Authority may grant an extension at his or her sole discretion.
- d. Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- a. Canada is conducting the PBCP described below for this requirement.
- b. Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NONRESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NONRESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c. The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2017-07-17) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right.
- d. Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's



email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- a. After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b. Canada's review in Phase I will be performed by officials of the
- c. If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d. For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e. The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f. In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g. Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h. Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i. Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.



4.1.1.3 Phase II: Technical Bid

- a. Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b. Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c. A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d. The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e. The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f. Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- g. Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's



original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- h. Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i. Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- a. In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

The evaluation of Attachment 1 to Part 4 will include mandatory technical criteria, which are evaluated on a simple pass/fail basis.

4.2.1 Mandatory Technical Criteria

- a. The Bidder must comply with and meet all technical requirements and all terms and conditions specified in this bid solicitation. The Bidder must provide the necessary documentation to support compliance with this requirement.
- b. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that a bid does not meet a mandatory requirement at any time during the evaluation process.
- c. Each mandatory technical criteria should be addressed separately. The mandatory technical criteria must be provided at bid closing.
- d. The mandatory technical criteria are described in **Attachment 1 to Part 4- Mandatory Technical Criteria**, and must be provided at bid closing.
- e. Bidders are cautioned that Attachment 1 to Part 4- Mandatory Technical Criteria does not include all the mandatory requirements of this solicitation. This solicitation contains other mandatory requirements dealing with the submission, format and content of proposals, including the mandatory submission or certifications and mandatory requirements of the submission of cost proposal. It is the Bidder’s sole responsibility to read the entire solicitation to ensure that it complies with all mandatory requirements of this solicitation.
- f. Bidders are required to complete and submit with the technical proposal **Attachment 1 to Part 4- Mandatory Technical Criteria** in order to be evaluated. The format of the table should be similar to the format shown herein.



- g. The Phased Bid Compliance Process will apply to all mandatory technical criteria listed in Attachment 1 to Part 4- Mandatory Technical Criteria.

4.3 Financial evaluation

- a. Bidders must submit their financial without any conditions, assumptions, restrictions or otherwise. Bidders must complete and submit with their financial bid, **Attachment 2 to Part 4- Pricing Schedule**. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this bid solicitation, will be treated as being non-responsive and the Bidder's bid will be given no further consideration.
- b. Bidders must provide a firm unit price for each item, for the entire duration of the contract. The price of the bid must be in Canadian dollars, Delivered Duty Paid (DDP) at destination, Incoterms 2000, Canadian Custom duties and Excise Taxes included where applicable and Applicable Taxes extra. Prices must only be included in the Financial Proposal. Unit prices submitted are firm prices, including direct labour, product cost and overhead.
- c. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.
- d. Prices submitted with the bid will form part of any resulting contract.
- e. For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the **Pricing Schedule details in Attachment 2 to Part 4**.
- f. The Bidder must complete the pricing table in **Attachment 2 to Part 4- Pricing Schedule** and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting its financial bid, for each of the contract periods specified below, its quoted all-inclusive firm rate (in CAD \$) for each of the following columns:
- Column B (Rate)
 - Column C (total)
- g. The price must be rounded to 2 decimals.
- h. The financial evaluation will be carried out by calculating the sum of each column for each contract period.

4.4 Basis of Selection

A bid must comply with the 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.



ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

	Criteria	Additional Information	Pass	Fail
MCO1	The Bidder must demonstrate experience producing 10 professional photography service projects in a corporate context within the last five years of the bid closing date.	The tenderer must send the following information: a) Project names b) Date of projects		
MCO2	The Bidder must provide two (2) examples of photography service projects for corporate clients. It is the responsibility of the bidder to ensure that they obtain permission to disclose all client reference information.	The bidder must submit the following information for each project: a) Project names b) Name of organizations/clients c) Start and end date d) Description of services e) Number of resources deployed within the project schedule f) Name, email address, current and title of the client's project authority or authorized representative		
MCO3	The bidder must demonstrate experience in photographing animals and has worked on a minimum of two (2) projects.	The bidder must send the following information for each project: a) Name of projects b) Name of organization/client c) Start date and duration d) Description of services e) Number of resources deployed in project schedule f) Name, current telephone number and title of customer's project manager or authorized representative		



ATTACHMENT 2 TO PART 4 – PRICE SCHEDULE

Initial contract period (contract award to 2025-03-31)

CATEGORY	Level of effort A	RATE B	TOTAL C (A x B)
a) Portraits Recruits (576) Participants (240)	816 portraits	\$_____/ photo	
b) Photograph Service Day of ceremonies - Basic training program for officers (8 ceremonies x 5 hours = 40 hours) - Detector dog training program (6 x 2 hours = 12 hours)	14 events	\$_____/ event	
c) Service of a photographer for a special event, at the request of the project manager Number of photos to be determined.		\$____ half day (- of 4 hours) \$____ day (+of 4 hours)	
d) Other one-time projects or events, such as photo printing for the Senior Leadership Wall (size 8 x 10, matte finish, borderless), is subject to change.	5 prints	\$____ / photo \$____ / assembly	
Total for column C			

Option period 1: From 2025-04-01 to 2026-03-31

CATEGORY	Level of effort A	RATE B	TOTAL C (A x B)
a) Portraits Recruits (576) Participants (240)	816 portraits	\$_____/ photo	
b) Photograph Service Day of ceremonies - Basic training program for officers (8 ceremonies x 5 hours = 40 hours) - Detector dog training program (6 x 2 hours = 12 hours)	14 events	\$_____/ event	
c) Service of a photographer for a special event, at the request of the project manager Number of photos to be determined.		\$____ half day (- of 4 hours) \$____ day (+of 4 hours)	
d) Other one-time projects or events, such as photo printing for the Senior Leadership Wall (size 8 x 10, matte finish, borderless), is subject to change.	5 prints	\$____ / photo \$____ / assembly	
Total for column C			



Option period 2: From 2026-04-01 to 2027-03-31

CATEGORY	Level of effort A	RATE B	TOTAL C (A x B)
a) Portraits Recruits (576) Participants (240)	816 portraits	\$____/ photo	
b) Photograph Service Day of ceremonies - Basic training program for officers (8 ceremonies x 5 hours = 40 hours) - Detector dog training program (6 x 2 hours = 12 hours)	14 events	\$____/ event	
c) Service of a photographer for a special event, at the request of the project manager Number of photos to be determined.		\$____ half day (- of 4 hours) \$____ day (+of 4 hours)	
d) Other one-time projects or events, such as photo printing for the Senior Leadership Wall (size 8 x 10, matte finish, borderless), is subject to change.	5 prints	\$____ / photo \$____ / assembly	
Total for column C			

Option period 3: From 2027-04-01 to 2028-03-31

CATEGORY	Level of effort A	RATE B	TOTAL C (A x B)
a) Portraits Recruits (576) Participants (240)	816 portraits	\$____/ photo	
b) Photograph Service Day of ceremonies - Basic training program for officers (8 ceremonies x 5 hours = 40 hours) - Detector dog training program (6 x 2 hours = 12 hours)	14 events	\$____/ event	
c) Service of a photographer for a special event, at the request of the project manager Number of photos to be determined.		\$____ half day (- of 4 hours) \$____ day (+of 4 hours)	
d) Other one-time projects or events, such as photo printing for the Senior Leadership Wall (size 8 x 10, matte finish, borderless), is subject to change.	5 prints	\$____ / photo \$____ / assembly	
Total for column C			



Option period 4: From 2028-04-01 to 2029-03-31

CATEGORY	Level of effort A	RATE B	TOTAL C (A x B)
a) Portraits Recruits (576) Participants (240)	816 portraits	\$____/ photo	
b) Photograph Service Day of ceremonies - Basic training program for officers (8 ceremonies x 5 hours = 40 hours) - Detector dog training program (6 x 2 hours = 12 hours)	14 events	\$____/ event	
c) Service of a photographer for a special event, at the request of the project manager Number of photos to be determined.		\$____ half day (- of 4 hours) \$____ day (+of 4 hours)	
d) Other one-time projects or events, such as photo printing for the Senior Leadership Wall (size 8 x 10, matte finish, borderless), is subject to change.	5 prints	\$____ / photo \$____ / assembly	
Total for column C			



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

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

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



5.2.3 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 page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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 titled [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.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor or Offeror must hold at all times, during the performance of the Contract or Standing Offer, an effective Designated Organization Audit (VOD) certificate issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC);
2. The Contractor/Offeror personnel requiring access to sensitive site (3) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC;
3. Subcontracts with security requirements must not be awarded without the prior written approval of CSP, PWGSC;
4. The contractor or offeror must comply with the provisions of:
 - a. the Security Requirements Checklist and Security Directive (if applicable), reproduced attached as Appendix C;
 - b. of the Contract Security Manual (latest edition)
5. The following security requirements (SRCL and related clauses, as provided by the Contract Security Program) apply and form an integral part of the Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

[2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4007](#) (2022-12-01), Canada to own intellectual property rights in the Foreground Information

6.4 Term of Contract

6.4.1 Period of the Contract

The contract period is from the date of award to March 31, 2025 inclusively.

6.4.2 Option to Extend the Contract

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



Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nathalie Gervais
Title: Procurement Officer
Canada Border Services Agency
Acquisitions Branch
Directorate: CBSA Procurement Division
Address: 50 Place de la Cité, Sherbrooke, QC, J1H 5K2

Telephone: 819-574-8150
E-mail address: nathalie.gervais@cbsa-asfc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: (To be inserted at contract award.

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

Telephone: ____ ____ _____
E-mail address: _____

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

6.5.3 Contractor's Representative

To be inserted at contract award.



6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 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 Annex B - Basis of Payment (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Monthly payment

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

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

6.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show the applicable contract number.
- c. By submitting invoices the Contractor is certifying that the goods and/or services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

Email: Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

Direct Deposit:

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.



Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) [4007](#) (2022-12-01); Canada to own intellectual property rights in the Foreground Information;
- c) the General Conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity)
- d) Annex "A", Statement of Work;
- e) Annex "B", Basis of Payment;
- f) Annex "C", Security Requirements Check List;
- g) Annex "D" List of names for integrity verification form
- h) the Contractor's bid dated _____ (*insert date of bid*)

6.12 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](#)".



6.13 Insurance – No Specific Requirement

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

6.14 Inspection and Acceptance

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



ANNEX “A” – STATEMENT OF WORK

1. SCOPE OF WORK

The Contractor agrees to provide professional photography services at the Canada Border Services Agency (CBSA) College Main Campus.

These services include:

- Officer Induction Training Program;
- Detector Dog Training Program; and
- Other projects or one-time events.

2. OBJECTIVES

The work under this contract is to provide the equipment, materials and professional labour required to produce high-quality photos for various College activities, within a prescribed time as described in the Ceremonies sections.

3. BACKGROUND

The Main Campus of the Canada Border Services Agency (CBSA) College is the training ground for future officer trainees in the Officer Induction Training Program, the Detector Dog Training Program, and the maintenance of prior learning for existing officers.

3.1 OFFICER INDUCTION TRAINING PROGRAM

Eight (8) ceremonial events are held annually to recognize the success of recruits trained at the Main Campus. Bringing together recruits, their instructors, their families and members of the Agency’s senior management, this ceremony celebrates the completion of the Officer Induction Training Program and their new status as officer trainees. At this ceremony, new officer trainees receive the CBSA officer badge, symbolizing authority and public trust.

3.2 DETECTOR DOG TRAINING PROGRAM

Six (6) certificate presentation ceremonies are held annually to recognize the success of participants at the Main Campus.

3.3 OTHER PROJECTS OR ONE-TIME EVENTS

Other events, such as theme days, employee meetings, openings, portraits of new senior management members, etc., can also be held throughout the year.

4. REQUIREMENTS

The Contractor must provide high-resolution colour digital photography services.

4.1 OFFICER INDUCTION TRAINING PROGRAM – CBSA Induction Ceremony

4.1.1 Ceremonies:

Eight (8) CBSA Induction Ceremonies are held annually at the Main Campus in Rigaud. The subjects are recruits, their instructors, their families and members of the Agency’s senior management. Ceremonies



are scheduled annually, but the number can be adjusted up or down depending on the schedule. The annual schedule will be submitted to the subcontractor at least three (3) months prior to the start of a new fiscal year. The schedule is subject to change with a notice of ten (10) business days.

Each ceremony has two stages of photography: portraits before the ceremony and photos taken on the day of the ceremony.

4.1.1.1 Portraits:

- A photo schedule will be determined in consultation with the Project Authority and the Officer Induction Training Program Cohort Supervisor no later than two weeks prior to the photo session, depending on the availability of recruits. Should any changes occur, they will need to be approved by the Project Authority. Sessions are usually held on a Tuesday from 4:00 p.m. to 6:30 p.m. at the Main Campus photo studio.
- Seventy-two (72) high-resolution JPEG portraits per cohort are required a minimum of two (2) weeks prior to each CBSA Induction ceremony to allow for the editing of the PowerPoint presentation.
- Seventy-two (72) portraits must be delivered to the Project Authority 10 business days before the ceremony.
- Photos must comply with the uniform policy. The Project Authority and two Officer Induction Training Program instructors will provide specific instructions to be followed at the set-up meeting. The photographer must ensure that the subjects in the photos are well lit and that the photos are aesthetically pleasing so that they can be used in various contexts.
- Photos will need to be sorted and filed in separate folders, by class and in alphabetical order. Each file will need to be renamed with the last and first name of each recruit. Information associated with each recruit will be provided by the Project Authority.
- The best photos will be identified by the photographer and the Project Authority.
- The Contractor agrees to complete touch-ups and modifications to photos selected by the Project Authority to a maximum of three touch-ups per photo if required.
- The photographer must ensure that all photos are calibrated, that is to say that they accurately reflect the true colours, and that they are uniform, neat and correctly framed.
- The Contractor will be required to produce a photomosaic (photo showing the portraits of all trainee officers with their names). The size will vary depending on the request of the Project Authority.



Example:



- The Contractor must be able to produce, at the request of the Project Authority, paper copies and 8 x 10 enlargements.
- The Contractor must provide all equipment and devices specific to the execution of their photographic work.
- Photos must be provided electronically to the Project Authority on CD-ROM (provided by the Contractor) or an encrypted USB key that will be provided by the College and delivered to the Main Entrance Guardhouse.

4.1.1.2 Photos on the day of the ceremony:

On the day of the ceremony, the Contractor is required at the Main Campus from 7:00 a.m. to 12:00 p.m. (5 hours). The schedule is subject to change with a notice of ten (10) business days.

Before the ceremony begins, a total of **50 photos** are required:

- From 7:00 a.m. to 8:30 a.m., the Contractor will be required to take photos of recruits, their families and instructors in room S-187/188 (the room may change based on operational requirements).
- From 8:00 a.m. to 8:40 a.m., the Contractor will be required to take photos during the inspection of uniforms in room S-365 (the room may change based on operational requirements).
- From 8:40 a.m. to 9:00 a.m., the Contractor will be required to take a variety of photos in the gymnasium prior to the start of the ceremony (the room may change depending on operational requirements).

During the ceremony, a total of **300 photos** are required:

- From 9:00 a.m. to 10:30 a.m., during the ceremony, the Contractor will be required to take photos from various camera angles and different locations in the room of the:
 - Speakers during their speeches
 - Recruits during the solemn affirmation
 - Recruits when badges are presented on stage
 - Recruits when awards are given on stage



- Recruits and instructors at the back of the room, after receiving their badges

After the ceremony, a total of **50 photos** are required:

- At 10:30 a.m., or as directed by the Project Authority, the Contractor will photograph the guests of honour with the honour guard and the special award winners on stage in the gymnasium.
- Between 10:30 a.m. and 11:00 a.m., or as directed by the Project Authority, the photographer will take a variety of photos in the room (reception for family members and guests).
- At 11:00 a.m., or as directed by the Project Authority, photos will be taken in the auditorium of the:
 - Individual classes with wave instructors and supervisors
 - Entire cohort with instructors and guests of honour
- The Project Authority will reserve the choice of one (1) or two (2) photos taken at the ceremony for posting on the Agency's social networks. These photos must be provided to the Project Authority by 1:00 p.m. the same day.
- Photos will be identified by the photographer and Project Authority.
- Photos must be submitted in high-resolution JPEG format no later than five (5) business days after the ceremony.
- Photos will need to be sorted and filed in separate folders according to the phases of the ceremony (before, during, after).
- The Contractor agrees to complete touch-ups and modifications to photos selected by the Project Authority to a maximum of three touch-ups per photo if required.
- The photographer must ensure that all images are calibrated, that is to say that they accurately reflect the true colours, and that the photos are uniform, sharp and correctly framed.
- The Contractor will be required to produce a photomosaic (photo showing the portraits of all trainee officers with their names). The size will vary depending on the request of the Project Authority.

Example:



- The Contractor must be able to produce, at the request of the Project Authority, paper reproductions and 8 x 10 enlargements.



- The Contractor must provide all equipment and devices specific to the execution of their photographic work.
- Photos must be provided electronically to the Project Authority on CD-ROM (provided by the Contractor) or an encrypted USB key that will be provided by the College and delivered at the Main Entrance Guardhouse.

5.1 DETECTOR DOG TRAINING PROGRAM - Dog Handler Certificate Presentation Ceremony

5.1.1 Ceremonies:

Six (6) certificate presentation ceremonies for new dog handlers are held annually at the Main Campus in Rigaud. Ceremonies are scheduled annually, but the number can be adjusted up or down depending on the schedule. The annual schedule will be submitted to the subcontractor at least three (3) months prior to the start of a new fiscal year. The schedule is subject to change with a notice of ten (10) business days.

Each ceremony has two stages of photography: portraits before the ceremony and photos taken on the day of the ceremony.

5.1.1.1 Portraits:

- A photo schedule will be determined in consultation with the Project Authority no later than two weeks prior to the photo session, subject to participant availability. Should any changes occur, they will need to be approved by the Project Authority. The sessions will take place in the morning at approximately 8:30 a.m., for a duration of approximately 90 minutes, depending on the cooperation of the detector dogs.
- Forty (40) high-resolution (8x10) portraits, delivered at a minimum size of 2400 x 3000 pixels in JPEG format, are required at least two (2) weeks prior to each ceremony to allow for the editing of the PowerPoint presentation. These include photos of the dog handlers, dogs, the dog handler and dog team as well as group photos.
 - Portraits of the participants (12)
 - Portraits of their respective detector dog (12)
 - Portrait of participants and their respective detector dog (12)
 - Group photos (4)
- The photographer must ensure that the subjects in the photos are well lit and that the photos are aesthetically pleasing so that they can be used in various contexts.
- The photographer must ensure that all photos are calibrated and subjected to appropriate quality control.
- The best photos will be identified by the photographer and the Project Authority.
- The Contractor agrees to complete touch-ups and modifications to photos selected by the Project Authority to a maximum of three touch-ups per photo if required.
- The Contractor must provide all equipment and devices specific to the execution of their photographic work.
- Photos must be provided electronically to the Project Authority via CD-ROM (provided by the Contractor) or encrypted USB key that will be provided by the College and delivered at the Main Entrance security desk.



5.1.1.2 Photos on the day of the ceremony:

On the day of the ceremony, a photographer is required at the Main Campus from 1:00 p.m. to 3:00 p.m. (2 hours). The subjects are participants, their instructors, their families and members of the Agency's senior management. The schedule is subject to change with a notice of ten (10) business days.

During the ceremony, a total of **50 photos** are required:

- From 1:00 p.m. to 3:00 p.m., the photographer must take various photos in the room during the presentation of the certificates.
- The Contractor submits suggestions for the final selection of photos to the Project Authority for approval.
- The photographer must ensure that the subjects in the photos are well lit and that the photos are aesthetically pleasing so that they can be used in various contexts.
- The photographer must ensure that all images are calibrated and subjected to appropriate quality control.
- The Contractor agrees to complete touch-ups and modifications to photos selected by the Project Authority to a maximum of three touch-ups per photo if required.
- Within one week of the ceremony, the best photos must be submitted electronically to the Project Authority via CD-ROM or encrypted USB key.

*It should be noted that official presentations also apply to external participants managed by the CBSA.

6. OTHER PROJECTS OR ONE-TIME EVENTS

At the request of the Project Authority, the photographer may be asked to go to the Main Campus in Rigaud to take a variety of photos during special projects or one-time events, and to deliver photos in electronic JPEG format on a CD-ROM (provided by the contractor) or encrypted USB drive provided by the College.

If prints are required, delivery will be required within 24 hours of request in 8 x 10 format. Portraits senior management, they must be framed in our existing frames.

Taking of photos:

- Theme days (orange shirt, pink shirt): group photo of those wearing the shirt
- Town Hall: group photo
- Inauguration of a new building (e.g., Canine Centre of Expertise)
- Ministerial visit – usually covered by Communications in Ottawa, but we might need our own photographer
- Charitable campaign
- External groups in training

Prints:

At the request of the Project Authority, prints of photos in 8 x 10 format may be required (high resolution), sometimes on short notice, in order to maintain up-to-date portraits of senior management at the entrance



of the main campus (framed photo of the Minister, President of CBSA, Vice-President of CBSA, Vice-President of Human Resources Branch (HRB), Director General of the Canada Border Services College Directorate (CBSCD) and Executive Director of the CBSA College.

The frames will be provided by CBSA and the contractor will be responsible for mounting them.

Delivery time of 24 hours.

7. TRAVEL

Photography services will be conducted at the CBSA College Main Campus, 475 Chemin de la Grand-Ligne, Rigaud, J0P 1P0.

Travel and delivery costs will be the responsibility of the Contractor and the Contractor will be expected to be present at the ceremonies regardless of weather conditions, unless it is a request that falls under **3.3 OTHER PROJECTS OR ONE-TIME EVENTS**.

The Contractor must provide transportation to and from the work sites for its personnel, their tools and equipment, and all related equipment and supplies required to perform the work under the resulting contracts at no additional cost for transportation.

8. DELIVERY

Delivery will take place at the main entrance of the CBSA College Main Campus, or by registered mail, with a signature or with a tracking number at the following address:

475 Chemin de la Grand-Ligne
Rigaud, Quebec
J0P 1P0

9. SUPPORT OFFERED BY THE CLIENT

A photo studio will be provided by the Client to take the portraits, but the Contractor will be responsible for providing all required equipment for studio photography.

A schedule will be established for the taking of the portraits, in collaboration with the Project Authority and the photographer, depending on the availability of recruits/participants.

The Project Authority will provide the list of names and classes in order to facilitate the work of identifying portraits during the photo session.

The CBSA, through a representative of the Officer Induction Training Program, will ensure that the uniform policy is respected when photos are taken.

For the ceremonies, the Project Authority will provide the final version of the detailed schedule to the photographer the day before the event.

10. LANGUAGE OF WORK

The Contractor must be able to perform the work in both official languages (English and French).



ANNEX "B" - BASIS OF PAYMENT

To be inserted at contract award



ANNEX "C" – SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000444159
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		ASFC
2. Branch or Directorate / Direction générale ou Direction		Ressources humaines Collège ASFC/CBSA
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 Contrat photographe pour le campus principal du Collège de l'ASFC à Rigaud		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <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

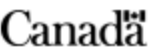
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

TBS/SCT 350-103(2004/12)

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

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

For users completing the form manually use the summary chart below to indicate the category(les) 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTRENTE	NATO CONFIDENTIEL		COSMIC TRES SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000444159
Security Classification / Classification de sécurité

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



ANNEX“D” - List of names for integrity verification form

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Supplier information

Supplier’s legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier’s address:
Supplier’s procurement business number (optional):
Solicitation or transaction number:
Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm- dd):



List of names

Name	Title

I, (name) _____, (position) _____, of (supplier's name) _____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.