



Solicitation : 500078551

**RETURN BIDS TO:**

**Canadian Nuclear Safety Commission (CNSC)**

Send by email to: [solicitation-demandedesoumission@cnsccsn.gc.ca](mailto:solicitation-demandedesoumission@cnsccsn.gc.ca)

**Bid solicitation**

**Proposal to: Canadian Nuclear Safety Commission (CNSC)**

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 and services listed herein and on any attached sheets at the price(s) set out thereof.

**Instructions: See herein**

**Supplier name and address:**

**Issuing office: CNSC**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

|  |  |   |  |
|--|--|---|--|
| <b>Solicitation no.:</b><br>500078551  |  | <b>Date:</b><br>March 21, 2024                          |  |
| <b>Title:</b><br>Canadian Adversary Testing Team (CATT) Training   |  |   |  |
| <b>Solicitation closes:</b><br>At 2 p.m. / 14:00<br>May 6, 2024  |  | <b>Time zone:</b><br>Eastern Daylight Saving Time (EST) |  |
| <b>Address inquiries to:</b><br>Luc Bonhomme   |  |   |  |
| <b>Telephone:</b><br>613-293-0419  |  |   |  |
| <b>Email:</b> <a href="mailto:solicitation-demandedesoumission@cnsccsn.gc.ca">solicitation-demandedesoumission@cnsccsn.gc.ca</a> |  |   |  |
| <b>Destination:</b><br>See herein  |  |   |  |
|  |  |   |  |
| <b>Supplier name and address:</b>  |  |   |  |
|  |  |   |  |
| <b>Telephone:</b>  |  |   |  |
| <b>Fax:</b>  |  |   |  |
| <b>Name and title of person authorized to sign on behalf of supplier (type or print):</b>  |  |   |  |
|  |  |   |  |
| <b>Signature</b>   |  | <b>Date</b>   |  |



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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, and the Task Authorization Form.

### 1.2 Summary

The Canadian Nuclear Safety Commission (CNSC) requires the services of a Contractor to provide training/refresher course for the Canadian Adversary Testing Team (CATT) using the most up-to-date and best practices for protective force techniques, tactics and procedures. The CATT has been used the adversary force for the conduct of NSR 36(2) security exercises at High Security Nuclear Facilities (HSNF) under the auspices of the CNSC's Performance Testing Program (PTP).

### 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.

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.



## 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. The following changes are made:

a) With the exception of sections 01 and 03 of the 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements, all references to Public Works and Government Services (PWGSC) should be deleted and replaced with the Canadian Nuclear Safety Commission (CNSC).

b) Revise subsection 2.d. of section 05, Submission of Bids, to read:  
*“send its bid only to the CNSC as specified on page 1 of the bid solicitation”.*

c) Revise subsection 4 of section 5, Submission of Bids, as follows:

Delete: 60 days

Insert: one hundred and eighty (180) days

d) Delete all reference to Canada Post Corporation’s epost Connect service:

1. Third paragraph of section 6 – Late Bids, replace with:

“For bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of all late bids submitted”;

2. Delete Subsection 1., paragraph b. of section 07

e) Delete section 8, Transmission by Facsimile or by epost Connect, in its entirety.

f) Add the following paragraphs to section 18, Conflict of Interest – Unfair Advantage:

Conflict of Interest – Performance of the Work

4. The CNSC reserves the right to review real, potential or apparent conflict(s) of interest. Bidders must disclose any of their activities related to the subject of the statement of work that are licensed by the CNSC. Bidders are also required to disclose any involvement in previous, current or planned work undertaken for a CNSC licensee that is or may be related to the subject of the statement of work. Such activities or work are not in themselves grounds for rejection; however, proposals to review previous work contributed by the bidder on behalf of a CNSC licensee, and proposals to make recommendations affecting the CNSC licensing decisions in which the bidder has a financial or non-financial interest may be rejected.

5. Bidders must address in detail, in their submitted bids, any real, potential or apparent conflict(s) of interest they may encounter while performing the work, and must substantiate



which measures they are taking to prevent the conflict(s). If in doubt about a particular situation, bidders may contact the Contracting Authority before bid closing. The CNSC reserves the right to reject any bids in which a real, potential or apparent conflict of interest exists.

g) Delete subsection 2 of section 20, Further Information, in its entirety.

**2.2 Submission of Bids**

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

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

**2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada’s request and meet the requirement within the prescribed time frame will render the bid non-responsive. Refer to Part 5 for certification.

**2.4 Enquiries - Bid Solicitation**

All inquiries must be submitted in writing to the contracting authority no later than the dates indicated in the table below. Inquiries received after the QP-2 closing date may not be answered.

| Question Period (QP) | Closing Date of QP | Expected Response Date<br>(posted on CanadaBuys) |
|----------------------|--------------------|--|
| QP-1                 | April 2, 2024      | April 9, 2024                                    |
| QP-2                 | April 16, 2024     | April 23, 2024                                   |

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 Ontario.



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

## 2.6 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 by email, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders should provide their bid in a single transmission, subject to a 15MB limitation.

The bid must be gathered per section and separated as follows:

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

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

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

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

#### **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. 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 Pricing Schedule detailed in Attachment 1 to Part 3 below.

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

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

- 1.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which



safeguarding measures are required for Work Performance. The Bidder should provide this information with its Bid, or upon request, by submitting a completed “Contract Security Program (CSP) Application for Registration (AFR) for Canadian legal entities” form\* provided in a fillable PDF format along with this RFP as additional and separate document on CanadaBuys, or at [Guidance on completing the Contract Security Program Application for registration form - Contract security forms – Security requirements for contracting with the Government of Canada – Canada.ca \(tpsgc-pwgsc.gc.ca\)](#) .

\*Note: An AFR must be provided with every RFP that has a security requirement

- 1.2 The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.





## Attachment 1 to Part 3 - Pricing Schedule

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below.

1. In consideration of the Contractor satisfactorily completing all its obligations under the Contract, the Contractor will be paid a firm per diem rate per resource for all resource (same rate for each individual proposed resource) for as described in the table below. Customs duties are included, and Applicable Taxes are extra.
2. 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.
3. Even though the level of effort in the table below has been derived from historical data, the inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

To maintain consistency amongst bids, the level of effort cannot be modified.

### Proposed Resources:

- 1.
- 2.
- 3.
- 4.

Initial contract period: From the date of the contract award to May 31, 2025

| Description                       | # of Resources | Estimated level of effort per resource (days) | Total estimated level of effort (days)<br>A*B | Firm per diem rate (same rate per resource for all resource) | Estimated extended cost<br>C*D |
|-----------------------------------|----------------|---|---|--|--------------------------------|
|                                   | A              | B   | C   | D  | E                              |
| Site Recce                        | 2              | 2   | 4   | \$   | \$                             |
| Course Preparation                | 2              | 9   | 18  | \$   | \$                             |
| Course delivery                   | 4              | 10  | 40  | \$   | \$                             |
| Post Course Activities and Report | 1              | 3   | 3   | \$   | \$                             |



|                            |    |
|----------------------------|----|
| <b>Total (Taxes extra)</b> | \$ |
|----------------------------|----|

**Option Period 1: June 1, 2025, to May 31, 2026**

| Description                       | # of Resources | Estimated level of effort per resource (days) | Total estimated level of effort (days)<br>A*B | Firm per diem rate (same rate per resource for all resource) | Estimated extended cost<br>C*D |
|-----------------------------------|----------------|---|---|--|--------------------------------|
|                                   | A              | B   | C   | D  | E                              |
| Site Recce                        | 2              | 2   | 4   | \$   | \$                             |
| Course Preparation                | 2              | 9   | 18  | \$   | \$                             |
| Course delivery                   | 4              | 10  | 40  | \$   | \$                             |
| Post Course Activities and Report | 1              | 3   | 3   | \$   | \$                             |
| <b>Total (Taxes extra)</b>        |                |   |   |  | \$                             |

**Option Period 2: June 1, 2026, to May 31, 2027**

| Description                       | # of Resources | Estimated level of effort per resource (days) | Total estimated level of effort (days)<br>A*B | Firm per diem rate (same rate per resource for all resource) | Estimated extended cost<br>C*D |
|-----------------------------------|----------------|---|---|--|--------------------------------|
|                                   | A              | B   | C   | D  | E                              |
| Site Recce                        | 2              | 2   | 4   | \$   | \$                             |
| Course Preparation                | 2              | 9   | 18  | \$   | \$                             |
| Course delivery                   | 4              | 10  | 40  | \$   | \$                             |
| Post Course Activities and Report | 1              | 3   | 3   | \$   | \$                             |
| <b>Total (Taxes extra)</b>        |                |   |   |  | \$                             |

**Option Period 3: June 1, 2027, to May 31, 2028**

| Description | # of Resources | Estimated level of effort per | Total estimated | Firm per diem rate | Estimated extended cost |
|-------------|----------------|-------------------------------|-----------------|--------------------|-------------------------|
|-------------|----------------|-------------------------------|-----------------|--------------------|-------------------------|



|                                   |   | resource (days) | level of effort (days)<br>A*B | (same rate per resource for all resource) | C*D |
|-----------------------------------|---|-----------------|-------------------------------|---|-----|
|                                   | A | B               | C                             | D   | E   |
| Site Recce                        | 2 | 2               | 4                             | \$  | \$  |
| Course Preparation                | 2 | 9               | 18                            | \$  | \$  |
| Course delivery                   | 4 | 10              | 40                            | \$  | \$  |
| Post Course Activities and Report | 1 | 3               | 3                             | \$  | \$  |
| <b>Total (Taxes extra)</b>        |   |                 |                               |   | \$  |

**Option Period 4: June 1, 2028, to May 31, 2029**

| Description                       | # of Resources | Estimated level of effort per resource (days) | Total estimated level of effort (days)<br>A*B | Firm per diem rate (same rate per resource for all resource) | Estimated extended cost<br>C*D |
|-----------------------------------|----------------|---|---|--|--------------------------------|
|                                   | A              | B   | C   | D  | E                              |
| Site Recce                        | 2              | 2   | 4   | \$   | \$                             |
| Course Preparation                | 2              | 9   | 18  | \$   | \$                             |
| Course delivery                   | 4              | 10  | 40  | \$   | \$                             |
| Post Course Activities and Report | 1              | 3   | 3   | \$   | \$                             |
| <b>Total (Taxes extra)</b>        |                |   |   |  | \$                             |

4. Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4 of this bid solicitation.

##### 4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4 of this bid solicitation. Point-rated technical criteria not addressed in the bid will be given a score of zero.

#### 4.1.2 Financial Evaluation

- a) Refer to Attachment 1 to Part 3 of this bid solicitation.
- b) For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3 of this bid solicitation.

##### 4.1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **70** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100** points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.



3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 %** for the technical merit and **40 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **60%**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40 %**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

**Basis of selection – Highest combined rating technical merit (60%) and price (40%)**

|                                |                              | <b>Bidder 1</b>             | <b>Bidder 2</b>            | <b>Bidder 3</b>            |
|--------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|
| <b>Overall technical score</b> |                              | 115/135                     | 89/135                     | 92/135                     |
| <b>Bid evaluated price</b>     |                              | \$55,000.00                 | \$50,000.00                | \$45,000.00                |
| <b>Calculations</b>            | <b>Technical merit score</b> | $115/135 \times 60 = 51.11$ | $89/135 \times 60 = 39.56$ | $92/135 \times 60 = 40.89$ |
|                                | <b>Pricing score</b>         | $45/55 \times 40 = 32.73$   | $45/50 \times 40 = 36.00$  | $45/45 \times 40 = 40.00$  |
| <b>Combined rating</b>         |                              | 83.84                       | 75.56                      | 80.89                      |
| <b>overall rating</b>          |                              | 1st                         | 3rd                        | 2nd                        |



## Attachment 1 to Part 4 - Evaluation Criteria

### Evaluation Disclaimer

The Technical Evaluation of the proposals will be performed in two phases as follows:

### Evaluation Phase 1: Mandatory Technical Criteria

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Bids must demonstrate compliance with all of the following Mandatory requirements and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet any mandatory requirements will be deemed non-compliant and will be given no further consideration.

### Evaluation Phase 2: Point Rated Technical Criteria

The Bidder must obtain the required minimum number of points specified for the point rated technical criteria.

|                                  |     |
|----------------------------------|-----|
| Overall Maximum Points Available | 100 |
| Overall Minimum Points Required  | 70  |

In their curriculum vitae, each resource should indicate:

- a. A list of current and past employers, indicating the supervisor’s name and contact information

For each of the mandatory and point rated requirements listed below, the Bidder **must demonstrate experience by using project descriptions** as executed by the proposed resources, where applicable. The project description should include the following:

- a. Project Title;
- b. Description of project;;
- c. List of tasks performed by the resource
- d. Start and end date of project (if end date applies) (dates must include month and year);
- e. Start and end date when the resource actually worked in this capacity on this project (dates must include month and year);
- f. The Bidder must provide concrete and detailed examples to clearly demonstrate how the experience requirements were met, merely stating you have the experience will not qualify;
- g. Reference contact information that includes name and email. The reference must be a person who was either the Project; or Technical Authority, or the supervisor or employer of the resource, if an employee.

Indicate the location in your proposal where the requested information can be found for both the mandatory and point rated requirements.

### **Merely stating the experience is not sufficient and the proposal will be deemed non-compliant.**

**Example:** If the mandatory and point rated criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the resource has experience gathering, analyzing and validating findings. The experience must be demonstrated and a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.



The Contracting Authority reserves the right to request reference(s) from any of the listed projects to verify and validate the information stated in the bid. If the reference is unable to verify or validate the information stated in the proposal, the bid will be deemed non-compliant.

**Definitions**

A. Experience Time Frame

All experiences time-frames provided for evaluation is experience gained by bid closing date. Any experience described after bid is closed will not count towards experience.

**1. Mandatory Criteria**

| No. | Mandatory Criteria   | Met/Not Met | Evaluator's Notes and Comments |
|-----|--|-------------|--------------------------------|
| M1  | The Bidder must demonstrate experience successfully training a team to conduct five (5) security exercises (projects) at a High Security or Critical Infrastructure Facility, within Canada. |             |                                |
| M2  | The Bidder must demonstrate experience using SAAB laser engagement equipment, including when installed on a Colt C8 carbine, or equivalent, platform during security exercise.               |             |                                |
| M3  | The Bidder must demonstrate experience using simulated improvised explosive devices during security exercises.   |             |                                |
| M4  | The Bidder must demonstrate experience operating, defeating and training persons on the defeating of physical protection systems.  |             |                                |

**2. Point Rated Criteria**



| No.       | Point Rated Criteria  | Points to be assigned based on the following   | Maximum Points | Bidder's Score | Bidder's Cross Reference in the Proposal |
|-----------|---|--|----------------|----------------|--|
| <b>R1</b> | The Bidder should clearly demonstrate experience in the delivery of training, above the minimum of five (5) projects outlined at M1. To demonstrate the experience, the Bidder should provide up to five (5) additional projects above the ones provided in M1  | 6 points will be awarded for each additional project for a maximum five (5) projects.  | <b>30</b>      |                |  |
| <b>R2</b> | <p>The Bidder should demonstrate experience in the area of adversary tactics.</p> <p>To demonstrate the experience, the Bidder should provide up to three (3) projects that demonstrate the bidder's ability to train and instruct on adversary tactics.</p> <p>This should include:</p> <ol style="list-style-type: none"> <li>1.Exterior tactics</li> <li>2. interior tactics</li> <li>3.Adversary mindset</li> </ol> | 15 points will be awarded to projects containing all three elements. For projects with less than the three elements no points will be awarded. | <b>45</b>      |                |  |
| <b>R3</b> | The Bidder should demonstrate experience operating, defeating and training persons on the defeating of physical protection systems in a nuclear environment.  | The resource needs to outline their experience working in the nuclear field.   | <b>25</b>      |                |  |
|           | <b>Total Score CR1 to CR3</b>   | <b>Minimum pass mark 70/100 (70%)</b>  | <b>/100</b>    |                |  |





## PART 5 – CERTIFICATIONS

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

### 5.2 Certifications Precedent to Contract Award

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Former Public Servant

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



### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

**As per the above definitions, is the Bidder a FPS in receipt of a pension?**

Yes  No

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

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

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

### Work Force Adjustment Directive

**Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?**

Yes  No



**If so**, the Bidder must provide the following information:

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



## PART 6 - SECURITY REQUIREMENT

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



## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

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

#### **7.2.2 Amendment to the General Conditions 2035** (Effective November 28, 2023)

Subsection 5 of the General Conditions are amended as follows:

##### **Delete:**

5. The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.

##### **Insert:**

5. The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

### **7.3 Security Requirements**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) **must be a citizens of Canada** and must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.



3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. Processing of PROTECTED materiel electronically at the Contractor site is NOT permitted under this Contract.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - (b) *Contract Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from the date of the Contract award to May 31, 2025, inclusive.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year 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 anytime 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 *(to be completed at contract award)*

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 E-mail: \_\_\_\_\_

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** *(to be completed at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

*In its absence, the Project Authority is: (as applicable)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

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** *(to be completed at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

**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 – One Firm Per Diem Rates for all Resource**

The Contractor will be paid a firm per diem rate per resource for all resource for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Firm per diem rate per resource for all resource: \$\_\_\_\_\_ *(to be completed at contract award)*

**7.7.1.1 Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of



the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

### 7.7.1.2 Competitive Award

The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

## 7.7.2 Canada's Total Responsibility

### 7.7.2.1 Limitation of Expenditure

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

### 7.7.3 Method of Payment – Multiple payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.





#### 7.7.4 T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

#### 7.8 Invoicing Instructions

7.8.1 Invoices can be emailed to [finance@cnsccsn.gc.ca](mailto:finance@cnsccsn.gc.ca)

7.8.2 Original receipts are required for reimbursable travel expenses if these expenses are included in the basis of payment found in Annex B attached to this contract. The Contractor must identify the actual travel costs separately on any invoice issued pursuant to the Contract. Travel costs must be itemized by: airfare, train, car rental, personal vehicle, other transportation, accommodation, meals and other. Incidentals are not reimbursable.

7.8.3 The Contractor must clearly indicate the contract number (3000xxxxxx) and appropriate Applicable Taxes registration number on all invoices pertaining to the contract.

7.8.4 The last and final invoice under the contract shall be clearly marked “final invoice”.

#### 7.9 Certifications

##### 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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

#### 7.11 Priority of Documents

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



- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirement Check List
- (e) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ",as amended on \_\_\_\_\_ " (*if applicable*).

## 7.12 Foreign Nationals

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

## 7.13 Insurance

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.

## 7.14 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

The proposed resources are:

- 1.
- 2.
- 3.
- 4.



## 7.15 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

### A. Background

Section 36(2) of the *Nuclear Security Regulations* (NSR), requires High Security Nuclear Facility (HSNF) licensees to “...conduct or cause to be conducted at a facility at which it carries on licensed activities, in cooperation with the off-site response force, at least one security exercise every two years to test the effectiveness of the contingency plan and of the physical protection system.” NSR 36(2) security exercises are designed to test and evaluate the licensee’s physical protection system by observing and evaluating its response, including the execution of tactical deployment plans (TDPs) and contingency plans with off-site response forces, to adversaries characterized by the design basis threat (DBT).

Since 2008, the Canadian Nuclear Safety Commission (CNSC) has used the Canadian Adversary Testing Team (CATT) as the adversary force for the conduct of NSR 36(2) security exercises at HSNF under the auspices of the CNSC’s Performance Testing Program (PTP), which is administered by the CNSC’s Nuclear Security Division (NSD). The CATT membership consists of highly trained and top performing Nuclear Response Force (NRF) officers from each of the HSNFs. These members have been nominated by the licensees and selected by the CNSC through an evaluation process that includes a written exam, a physical testing regimen and an interview.

In order to ensure that the execution of NSR 36(2) security exercises is conducted in a manner that takes into consideration the latest adversary tactics, as well as the most up-to-date and best practices for protective force techniques, tactics and procedures, CNSC engages outside subject matter expertise to support the development and execution of certain aspects of the CATT selection process, which includes training for new candidates and refresher training for existing members.

### B. Objective

To prepare and deliver the CATT Refresher Course (hereafter referred to as the “CATT course”) on an annual basis over a five-year term to be held annually between the time period of mid-August to late November.

The CNSC requires at a minimum a Lead Instructor with the addition of one (1) Team Instructor per team of four (4) participants. Currently, the course is to be delivered to twelve (12) participants divided into three (3) teams of four (4). As the need for more PTP, the CNSC reserves the right to increase the number of teams/participants and the course duration.

### C. Task list

#### a. Pre-Course Preparation

| Activity  | Estimated Level of Effort (Days) |
|---|----------------------------------|
| 1. Attend annual CATT course planning meeting   | 1                                |
| 2. Attend annual training site preparation.   | 2                                |
| 3. Design the course syllabus and create content to be delivered to CATT for theory and practical training days. (Listed below) | 9                                |



| Activity  | Estimated Level of Effort (Days) |
|---|----------------------------------|
| 4. Produce course manual, on CNSC provided tablet for course attendees and facilitators, identifying:<br>a) Adversary tactics and methodologies, including target diagrams, photographs, maps and other visual aids as required.<br>b) Outline for each topic to be delivered to CATT (see <b>3.2 CATT Course Delivery</b> ).<br>c) Design training scenarios to be used as a final confirmation of the skills and abilities learned throughout the week. These scenarios should be typical of those used in exercises conducted at HSNF.<br>d) Design and establishment of the exercise start-states for the protection force (PROFOR), typical to that of an HSNF, for each of the training scenarios, in coordination with NSD subject matter experts (SMEs),<br>e) Design and establish controllership principals for the final confirmation scenarios to both train new members on the principles of controllership, while also ensuring scenarios are being conducted in a safe manner. |                                  |
| 5. Prepare pre-course study package, for course attendees and facilitators. This package will serve as reading material for CATT members ahead of the course.   |                                  |
| 6. Visit the CATT course delivery training facility prior to the course to apply and validate the drill and scenario concepts to the training facility.   |                                  |
| 7. Deliver an overview of the CATT course mission planning training to the CNSC/NSD PTP Coordinator at the CATT course development progress meeting at an agreed upon location or virtually, prior to the course and in accordance with the deliverable date in section 4 of this document.   |                                  |
| 8. Provide status update on course development upon CNSC request and with reasonable notice.  |                                  |
| 9. Deliver the pre-course instructor meeting the day before course begins.  | 1                                |
| 10. Set up the facility in accordance with the layout of the course delivery syllabus and final scenarios.  | 1                                |
| 11. Deliver pre-course briefing and material to CATT the night before course begins.  |                                  |



**b. CATT Course Delivery**

| Activity   | Estimated Level of Effort (Days) |
|--|----------------------------------|
| <ol style="list-style-type: none"><li>1. Administer CATT fitness assessment (The test and necessary equipment will be provided to the contractor by CNSC)<ol style="list-style-type: none"><li>a) Administer pre-health screening (Blood pressure/Heart Rate)</li><li>b) Set up exterior testing equipment for fitness assessment.</li><li>c) Facilitate and evaluate each candidate throughout the test.</li><li>d) Take down testing equipment.</li></ol></li><br/><li>2. Deliver lessons on the following:<ol style="list-style-type: none"><li>a) Brief history of the CNSC Performance Testing Program including what the PTP program is designed to test and rationale.</li><li>b) Mission planning: basic mission planning fundamentals including mission milestone stacking.</li><li>c) Unconventional small group tactics as they would apply to an adversary attacking an HSNF.</li><li>d) Reconnaissance: how to conduct a reconnaissance on a high security location. What information should be extracted and how to do so undetected.</li><li>e) Subject (insider) interview activities: Principles on how to conduct an interview to retrieve information from a person who is both cooperative and uncooperative. How to build relationships with a person being interviewed and use this relationship to get information.</li><li>f) Roles and responsibilities of different participants during a security exercise held in accordance with subsection 36(2) of the NSR.</li><li>g) Activities conducted in each phase of a security exercise held in accordance with subsection 36(2) of the NSR.</li><li>h) Tactical communications in high stress situations.</li><li>i) Adversary mindset including current and relevant adversary tactics for both exterior and interior movements for multiple adversary threat groups.</li></ol></li><br/><li>3. Deliver the following instruction and course training materials as it relates to an adversary:<ol style="list-style-type: none"><li>a) Exterior Tactics, Techniques and Procedures (TTPs) classroom instruction, including delivery of topic lesson plans and practical demonstrations, for the following topics relevant to an adversary's mindset:<ol style="list-style-type: none"><li>i. Open ground movement</li><li>ii. Simulated fence breaching</li><li>iii. simulated fence climbing</li><li>iv. simulated door breaching</li><li>v. Cover and movement</li></ol></li></ol></li></ol> | 10                               |



| Activity   | Estimated Level of Effort (Days) |
|--|----------------------------------|
| <ul style="list-style-type: none"> <li>vi. Team movement</li> <li>vii. Individual movement</li> <li>viii. Suppression fire</li> <li>ix. Light Armoured Vehicle (LAV) avoidance</li> <li>x. PROFOR vehicle characteristics and capabilities for response to security incursions and responses</li> <li>xi. Area denial</li> <li>xii. Use of simulated improvised explosive devices (IEDs)</li> <li>b) Interior TTPs classroom instruction, including delivery of topic lesson plans and practical demonstrations, for the following topics relevant to an adversary's mindset:               <ul style="list-style-type: none"> <li>i. Team movement</li> <li>ii. Individual movement</li> <li>iii. Simulated door breaching</li> <li>iv. Hallways</li> <li>v. Stairways</li> <li>vi. Assaulting fixed fighting positions</li> <li>vii. Violence of action</li> <li>viii. Silent movement</li> <li>ix. Room entry</li> <li>x. Area denial</li> </ul> </li> <li>c) Demonstration and instruction on the use of the following equipment, relevant to an adversary's mindset (Equipment will be provided by the CNSC):               <ul style="list-style-type: none"> <li>i. Diversion devices</li> <li>ii. Smoke devices usage</li> <li>iii. Simulated improvised explosive devices (IEDs)</li> <li>iv. Incorporation of prop usage into practical exercises</li> <li>v. Simulated fence breaching</li> <li>vi. Simulated fence scaling</li> <li>vii. Converted simulated firearms</li> </ul> </li> <li>d) Practical reinforcement of exterior and interior TTPs based on training scenario plan for an adversary's mindset.</li> </ul> |                                  |
| <ul style="list-style-type: none"> <li>4. Conduct mid-week evaluation with individual CATT members           <ul style="list-style-type: none"> <li>a) These evaluations shall be conducted in a way that presents both CNSC and each CATT member with a clear overview of the individual member's progress on the delivered topics leading up to the evaluation as well as provide constructive feedback that will lead each member to a successful completion of the course</li> <li>b) A plan shall be put in place to assist members who might not be progressing according to the evaluation criteria established by the CNSC</li> </ul> </li> <li>5. Create and deliver scenarios to be used the for end-of-week testing and evaluation of CATT including:           <ul style="list-style-type: none"> <li>a) TTPs and methodologies implementing varying levels of use-of-</li> </ul> </li> </ul>  |                                  |



| Activity   | Estimated Level of Effort (Days) |
|--|----------------------------------|
| <p>force;</p> <p>b) Activities to confirm that approved breaching methodologies are being appropriately used;</p> <p>6. Coordination with the CNSC equipment team and set-up/deployment of necessary equipment to meet training requirements;</p> <p>7. Conduct CATT, PROFOR, controller and evaluator briefings at the beginning of and during each training day to coordinate positions and timing; and</p> <p>8. Conduct the adversary challenge including:</p> <p>a) Small-scale force-on-force (FoF) exercise;</p> <p>b) Exterior and interior TTPs practical reinforcement.</p>  |                                  |
| <p>9. Oversee daily activities, including:</p> <p>a) Ensuring instructor activities listed in items 2 and 3 as described above, in this section, are followed and delivered as per CATT course syllabus;</p> <p>b) Acting as Range Safety Officer (RSO) or as Assistant RSO by conducting all necessary safety inspections and sanitization of equipment, range (field of exercises), vehicles and personnel to identify and address/mitigate all safety hazards;</p> <p>c) Conducting safety briefs, equipment set up, briefings and staging of controllers, CATT members and PROFOR, location preparation;</p> <p>d) Ensuring all vehicles are properly parked and secured;</p> <p>e) Providing site familiarization and identifying safe training locations;</p> <p>f) Verifying that personal protective equipment (PPE) is properly worn;</p> <p>g) Overseeing the safe-handling and operation of training firearms and specialized equipment;</p> <p>h) SME support role – direct scenarios and drills related to CATT missions and evaluation of CATT with CNSC support, and develop written instructional material and maps and sketches, including PROFOR strategy and controller assignments;</p> <p>i) Directing CATT members into secure equipment areas and overseeing CATT member kit-up;</p> <p>j) Participating in end-of-training day debrief for CATT members and instructor/CNSC staff;</p> <p>k) Liaising and supporting the range safety officer for twice a day site sanitization; and</p> <p>l) Liaising with training facility staff twice per day to ensure site is turned over to CNSC and the contractor at the beginning of the day and turned back over to facility staff at the end of the day</p> |                                  |





| Activity   | Estimated Level of Effort (Days) |
|--|----------------------------------|
| <p>10. Conducting the following end-of-day activities:</p> <ul style="list-style-type: none"> <li>a) Ensure the facility is cleaned up;</li> <li>b) Ensure that discharged brass is collected and properly disposed of from all training spaces, including vehicles used for training;</li> <li>c) Ensure that firearms are properly cleaned;</li> <li>d) Oversee firearms and special equipment safety checks, including user-level sealing of blanks for next day use;</li> <li>e) Conduct end-of-day debrief for CATT and prepare injury report (as required);</li> <li>f) Conduct end-of-day instructor debrief and next day planning; and</li> <li>g) Ensure facility secured for departure in collaboration with training facility staff.</li> </ul> <p>11. Conduct a post-course survey of CATT students to identify strengths and areas for improvement of the CATT training course.</p> |                                  |

**c. Post-Course Activities**

| Activity   | Estimated Level of Effort (Number of Days)                               |
|--|--|
| <p>1. Supply an informal post-course critique to CNSC staff (end of the week).</p>   | <p>TBD by contractor / part of course preparation and delivery fees.</p> |
| <p>2. Review of CATT training and exercise activities to identify areas for improvement.</p>   |  |
| <p>3. Submit written report with comments and recommendations, including feedback provided by CNSC staff within 60 working days post course. This report shall be accepted by CNSC staff once the content has been reviewed and deemed reasonable and adequate both in quantity and quality. The report should include the following criteria:</p> <ul style="list-style-type: none"> <li>(a) Summary of CATT training activities.</li> <li>(b) Notable achievements and milestones during the training activities.</li> <li>(c) Lessons Learned for future CATT training activities and implementation strategies for future courses.</li> <li>(d) Discussions/Conclusions from CATT training activities.</li> <li>(e) Results of CATT fitness tests and evaluations.</li> <li>(f) Results of CATT post-course survey.</li> </ul> |  |



**D. Deliverables**

| Activity   | Delivery Date                              |
|--|--|
| 1. Course material:<br>a) CATT course syllabus and classroom training manual; and<br>b) PowerPoint presentations.  | 45 days prior to day 1 of course           |
| 2. Course delivery.  | As indicated in the Task Authorisation     |
| 3. Meeting participation (in-person and/or via video/teleconference):<br>a) Planning and course development meetings; and<br>b) Pre-course meeting, site preparation and dry-runs, as necessary. | Various                                    |
| 4. Final report.   | 60 working days after completion of course |

**E. Format of Deliverables**

To be specified by the Project Authority.

1. Single-spaced Times New Roman font, size 12, is to be used.
2. Electronic copies must be provided in a format readable by Microsoft Word 2016 or higher with minor formatting changes. Any electronic files that cannot be readily opened and read and/or require major formatting changes when opened will not be accepted and will be returned to the contractor for correction.

**F. Government Furnished Equipment / Information**

All information related to the work must be processed, stored and/or produced using a CNSC provided tablet. Nothing must be processed, stored and/or produced on the Contractor's or their resources' system.

**G. Language of Work**

The course material and the course delivery must be provided in English.

**H. Travel Requirements**

The contractor will be required to travel to the location of the course delivery. The course delivery will take place on a third-party site that will be supplied by the CNSC. The Contractor may need to visit the site prior to the beginning of the work.

**I. Location of work**

Preliminary work will be performed at the Contractor place of work. The delivery of the course should take place at the Gallipeau Centre, located at 361 Queen Street Smiths Falls, Ontario, or alternate facilities in or near the National Capital Region identified by the Project Authority in the Task Authorization.



## **ANNEX “B” – Security Requirement Check List**

Please see below.



**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 /<br>Ministère ou organisme gouvernemental d'origine | <b>CNSC</b> | 2. Branch or Directorate / Direction générale ou Direction | <b>Nuclear Security Division</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  
**Preparation of course material (lecture notes, presentation slides, diagrams, training aides, etc.) for the Canadian Adversary Testing Team Refresher Course. In addition, the contractor will lead the delivery of training (lectures, demonstrations, in-field instruction). The contractor will also be responsible for producing an after-action/summary report.**

|  |  |                                    |
|--|--|------------------------------------|
| 5. a) Will the supplier require access to Controlled Goods?<br>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?<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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.<br>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?<br>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                                  |  |   |   |
| <table border="1"> <tr> <td>Canada <input checked="" type="checkbox"/></td> <td>NATO / OTAN <input type="checkbox"/></td> <td>Foreign / Étranger <input type="checkbox"/></td> </tr> </table> | Canada <input checked="" type="checkbox"/> | NATO / OTAN <input type="checkbox"/>        | Foreign / Étranger <input type="checkbox"/> |
| Canada <input checked="" type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>       | Foreign / Étranger <input type="checkbox"/> |   |

|  |  |  |
|--|--|--|
| 7. b) Release restrictions / Restrictions relatives à la diffusion                                   |  |  |
| No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/>       | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>                               | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/>       |
| Not releasable<br>À ne pas diffuser <input checked="" type="checkbox"/>                              |  |  |
| Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies) / Préciser le(s) pays : | Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies) / Préciser le(s) pays : | Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies) / Préciser le(s) pays : |

|  |   |  |
|--|---|--|
| 7. c) Level of information / Niveau d'information                    |   |  |
| PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>                    | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>      | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>                    |
| PROTECTED B<br>PROTÉGÉ B <input checked="" type="checkbox"/>         | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>                    |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>                    | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>       | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>                    |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>                | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                   | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>                |
| SECRET<br>SECRET <input type="checkbox"/>                            | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>      | SECRET<br>SECRET <input type="checkbox"/>                            |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>                   |   | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>                   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/> |   | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/> |



**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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category / Catégorie                                       | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉ      |        |                          | NATO  |                                       |             |  | COMSEC              |   |   |                             |        |                          |
|--|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|-----------------------------|--------|--------------------------|
|  | A                   | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMIC TRÈS SECRET | PROTECTED / PROTÉGÉ |   |   | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET |
|  |                     |   |   |                             |        |                          |   |                                       |             |  | A                   | B | C |                             |        |                          |
| Information / Assets / Renseignements / Biens / Production |                     | X |   |                             |        |                          |   |                                       |             |  |                     |   |   |                             |        |                          |
| 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**