



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Transport Canada**

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

**Proposition à : Transports Canada**

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 annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT  
CE DOCUMENT CONTIENT DES EXIGENCES RELATIVES À LA SÉCURITÉ

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

By e-mail to: - Par courriel au :

[trevor.hardman@tc.gc.ca](mailto:trevor.hardman@tc.gc.ca)

**Solicitation Closes - L'invitation prend fin**

At - à :  
2:00 PM - 14:00

On - le :  
August 10, 2023 - 10 août 2023

Time Zone - Fuseau Horaire :  
Central Time Zone - Fuseau horaire central

**Title - Sujet**

Software as a Service acquisition to manage Occupational Health and Safety programs for Transport Canada - Acquisition d'un logiciel en tant que service permettant de gérer les programmes de santé et sécurité au travail pour Transports Canada

**Solicitation No.  
N° de l'invitation**

T8080-220683-1

**Date of Solicitation  
Date de l'invitation**

June 30, 2023 - 30 juin 2023

**Address enquiries to: - Adresser toute demande de renseignements à :**

Trevor Hardman

**Telephone No. - N° de telephone**

431 335-3874

**E-Mail Address - Courriel**

[trevor.hardman@tc.gc.ca](mailto:trevor.hardman@tc.gc.ca)

**Instructions:** Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

**Instructions :** Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Person authorized to sign on behalf of Vendor/Firm (type or print):**

**La personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :**

**Name - Nom**

**Title - Titre**

**Signature**

**Date**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

A. 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.

### **1.2 Summary**

#### **1.2.1 Description**

A. Transport Canada (TC) requires services to grant right of access to their SaaS, cloud-based, to all TC employees (7 000) to support the department in the implementation and management of its Occupational Health and Safety (OHS) Programs. This service shall include training on how to use the solution (for the "everyday user" as well as for "administrators") along with supports to:

- Create a Transport Canada system within the SaaS;
- Create synchronization and integration of current TC's system with the SaaS using their capabilities to:
  - consume APIs from TC HR system;
  - expose APIs that can be consumed by TC HR systems using connectors.
- Create processes, templates, user guides and reports;
- Visualize all data in real time in integrated dashboards or connect to Microsoft Power BI.

#### **1.2.2 Security Requirements**

A. There are security requirements associated with this requirement. For additional information, consult Part 6, Security, Financial and Other Requirements, and Part 7, Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](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.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

- A. All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. 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.
- C. The 2003 (2023-06-08), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
    - d. send its bid only to the Transport Canada location specified on page 1 of the bid solicitation;
  - (ii) Section 05, Submission of bids, subsection 4, is amended as follows:
    - Delete: 60 days
    - Insert: 90 days
  - (iii) Section 06, Late bids, is deleted in its entirety and replaced with the following:

Transport Canada will not return any bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07.

For bids submitted electronically, the late bids will be deleted. Late paper bids will be disposed of in accordance with Transport Canada document management policies.

### **2.2 Submission of Bids**

- A. Bids must be submitted only Transport Canada by the date, time, and place indicated on page 1 of the bid solicitation.

#### **2.2.1 Transmission by E-mail**

- A. Individual e-mails that may include certain scripts, formats, embedded macros, and/or links, or those that exceed 10 megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

### **2.3 Former Public Servant**

- A. 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.

### 2.3.1 Definitions

A. For the purposes of this clause:

- (i) "Former public servant" is any former member of a department as defined in the *Financial Administration Act* (<http://laws-lois.justice.gc.ca/eng/acts/f-11/>), 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;
- (ii) "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; and
- (iii) "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.

### 2.3.2 Former Public Servant in Receipt of a Pension

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

( ) Yes

( ) No

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

(i) Name of former public servant; and

(ii) Date of termination of employment or retirement from the Public Service.

C. 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](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) and the [Guidelines on the Proactive Disclosure of Contracts](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676&section=text) (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676&section=text>).

### 2.3.3 Work Force Adjustment Directive

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

( ) Yes

( ) No

B. If so, the Bidder must provide the following information:

- (i) Name of former public servant;
- (ii) Conditions of the lump sum payment incentive;
- (iii) Date of termination of employment;
- (iv) Amount of lump sum payment;
- (v) Rate of pay on which lump sum payment is based;
- (vi) Period of lump sum payment including start date, end date and number of weeks; and
- (vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

#### **2.4 Enquiries - Bid Solicitation**

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. 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**

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. 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](https://buyandsell.gc.ca/) (<https://buyandsell.gc.ca/>) website, under the heading "[Bid Challenge and Recourse Mechanisms](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms)" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>) contains information on potential complaint bodies such as:
  - (i) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have

concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations \(https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html\)](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-143/page-1.html) or visit the [OPO website](#); and

(ii) 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**

- A. The bid must be gathered per section and separated as follows:
- Section I: Technical Bid;
- Section II: Financial Bid;
- Section III: Certifications.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. It is recommended that all electronic documents be submitted using PDF file format.

### **3.2 Submission of Only One Bid**

- A. 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 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.
- B. 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:
- (i) They are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (ii) They are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
  - (iii) The entities have now or in the two 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
  - (iv) 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.
- C. Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

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

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

- A. Bidders must submit their financial bid in accordance with the Attachment to Part 3 titled "Pricing Schedule".

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

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

**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

**1. General**

- A. Bidders are requested to complete the following Pricing Schedule and include it in the bid.
- B. All prices must be submitted in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.

**2. Firm Lot Prices**

Item	Description	Number of Years	Firm Price	Sub-Total
1	Initial Contract Period	5	\$	\$
2	Option Period 1	1	\$	\$
3	Option Period 2	1	\$	\$
4	Option Period 3	1	\$	\$
5	Option Period 4	1	\$	\$
6	Option Period 5	1	\$	\$
			Taxes:	
			Total:	

## **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**

- A. Mandatory and point rated technical evaluation criteria are included in the Attachment to Part 4 titled "Evaluation Criteria".

#### **4.1.2 Financial Evaluation**

- A. The price of the bid will be evaluated as follows:
  - (i) Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded; and
- B. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

### **4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

- A. To be declared responsive, a bid must:
  - (i) Comply with all the requirements of the bid solicitation; and
  - (ii) Meet all mandatory criteria; and
  - (iii) Obtain the required minimum points specified for each criterion section for the technical evaluation; and
- B. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- D. 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 70%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. 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 3 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>
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	3rd	2nd

H. Should two or more responsive bids achieve an identical highest combined rating of technical merit and price, the bid with the lowest overall price will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

**1. Mandatory Technical criteria**

The bidder should include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No	Mandatory Requirement	Met / Not met	Proposal Reference
<b>M1</b>	<p>The Bidder must provide in their Technical Proposal an approach, methodology and schedule in sufficient detail to describe how it relates to the requirements identified in Section 3 of the SOW and includes:</p> <ul style="list-style-type: none"> <li>• the General Approach which will be undertaken for the work;</li> <li>• the Methodology that is proposed for the work and if it has been previously deployed by the Bidder;</li> <li>• the Work Plan and Project Schedule cross referenced against the tasks in the SOW.</li> </ul> <p>This section can't exceed 2 pages.</p>		
<b>M2</b>	<p>The contractor must demonstrate that they are located in Canada and operate in Canada and that they are the owner of the SaaS. Subcontracting to another company will not be accepted. Note: The contractor can also operate in other countries.</p>		
<b>M3</b>	<p>The contractor must provide information to demonstrate their capabilities to:</p> <ul style="list-style-type: none"> <li>- consume APIs from TC HR system;</li> <li>- expose APIs that can be consumed by TC HR systems using connectors.</li> </ul>		
<b>M4</b>	<p>The bidder must submit with its technical proposal videos of each requirement by category (ex: Risk analysis, Audit and Inspection, etc.) to demonstrate all functionalities listed in the SOW.</p> <p>Each video can't exceed 3 minutes and can be in English or French. Just the monitor with the SaaS demonstration should be visible in the video.</p>		
<b>M5</b>	<p>The bidder must submit 2 projects summaries of previous similar projects completed. Projects summaries must include the following information:</p> <ul style="list-style-type: none"> <li>• Name of the client(s) / employer(s) (Note: if this cannot be provided due</li> </ul>		

	<p>to confidentiality, replace with “confidential”);</p> <ul style="list-style-type: none"> <li>• The start and end dates of the project;</li> <li>• Objective(s) of the project;</li> <li>• Details about the work performed by the proposed resource(s) including number of working months, tasks, technologies used, and deliverables; and,</li> <li>• Reference contact information that can attest to the quality of the work completed by the Bidder.</li> </ul>		
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**2. Point rated technical Criteria**

The bidder should include the following tables in their proposal, indicating that their proposal meets the criteria, and providing the proposal page number or section that contains information and the video reference (name and time) to verify that the criteria has been met.

For each rated technical requirement, the bidder must demonstrate that each requirement is met to obtain the maximum points. If the bidder is not able to demonstrate it fully, no point will be attributed for the specific rated technical requirement. (Ex: RA 1 met: 15 points – RA 1 not fully met: 0).

Any bidder which fails to obtain the minimum threshold of at least 70% of all available points for a category requirement (ex: Risk analysis requirement) will be declared non-compliant.

Each point rated technical criteria section should be addressed separately.

**Section 1: Risk analysis requirements**

The bidder must demonstrate how they meet each criteria listed below related to Risk analysis requirements as stated in the Statement of Work.

RA 1, RA 2 and RA 3 must be met to be considered for the scoring of the Risk analysis requirement.

No	Rated Technical Requirements	Maximum Points	Proposal Reference
<b>RA 1</b>	Allow users to create risks and associate them to position, tasks, machines or even a combination of those elements.	15	
<b>RA 2</b>	Assess the level of individual risk to prioritize mitigation actions.	15	
<b>RA 3</b>	Determine safety measures for individual risks and calculate the residual risk level.	15	
<b>RA 4</b>	Create and manage risks inventory for jobs, tasks, and machines.	10	
<b>RA 5</b>	Complete audit history for each risk profile.	5	
<b>RA 6</b>	Generate PDF reports on risk analysis to share static risk profile with non-users.	10	

<b>RA 7</b>	Generate secure “view only” link to share dynamic risk profile with non-users.	10	
<b>RA 8</b>	View and access to risks analysis in real time directly in the SaaS.	10	
<b>RA 9</b>	Visualize data via integrated dashboards or connected to TC’s PowerBi platform. through integrated dashboards.	10	
<b>Total</b>		<b>100</b>	
<b>Minimum Total Score to Achieve (70%)</b>		<b>70</b>	

**Section 2: Audit and Inspection requirements**

The bidder must demonstrate how they meet each criteria listed below related to Audit and Inspection requirements as stated in the Statement of Work.

AI 1, AI 2, AI 3 and AI 4 must be met to be considered for the scoring of the Audit and Inspection requirements.

<b>No</b>	<b>Rated Technical Requirements</b>	<b>Maximum Points</b>	<b>Proposal Reference</b>
<b>AI 1</b>	Allow users, based on role in the system, to create / edit audit and inspection forms.	15	
<b>AI 2</b>	The forms must be available simultaneously in both Canada’s official language to ensure that information is immediately available in the preferred official language.	10	
<b>AI 3</b>	Allow TC to distribute the inspections/audits based on the employee’s roles and pre-established schedule.	15	
<b>AI 4</b>	Allow users to perform audit and inspection observation through a mobile interface, regardless of network availability. Inspections performed while offline need to be synchronized without requiring an action form the user.	15	
<b>AI 5</b>	New or modified forms can be deployed to the field once complete to prevent inspection/audit on incomplete forms.	10	
<b>AI 6</b>	For each observation point, managers can add details and notes accessible to auditors in mobile app.	10	
<b>AI 7</b>	Allow users to sort/filter/search inspections based on their subjects, date, inspector, etc.	5	
<b>AI 8</b>	Allow users to access individual inspections / audits directly in the SaaS platform based on their rights (view/edit, for specific workplace)	10	
<b>AI 9</b>	Visualize audit and inspection data and generate reports via integrated dashboards or connect to TC’s PowerBI platform.	10	
<b>Total</b>		<b>100</b>	
<b>Minimum Total Score to Achieve (70%)</b>		<b>70</b>	

**Section 3: Energy Isolation Management Requirements**



The bidder must demonstrate how they meet each criteria listed below related to Energy Isolation Management requirements as stated in the Statement of Work.

LOTO 1, LOTO 2, and LOTO 3 must be met to be considered for the scoring of the Energy Isolation Management requirements.

No	Rated Technical Requirements	Maximum Points	Proposal Reference
<b>LOTO 1</b>	<p>Allow users, based on their rights, to create/edit/view multiple processes to standardize the LOTO management workflow. The process should minimally include the following:</p> <ul style="list-style-type: none"> <li>- Steps within the process;</li> <li>- Possible transitions from each steps;</li> <li>- Time allotted to perform the step (LOTO);</li> <li>- The validity period of the document once approved.</li> </ul>	10	
<b>LOTO 2</b>	<p>In order to eliminate the errors associated with manually repeated information on procedures, allow users to build a library of multilingual (French and English) of isolation devices (valves, disconnect switch, circuit breakers, etc.) that procedures will be able to reference. Information associated with the devices should be mostly limits to the information available in the generic libraries form requirement:</p> <ul style="list-style-type: none"> <li>- Isolation device type</li> <li>- Energy source controlled</li> <li>- Lockout position</li> <li>- Return to service position</li> <li>- Additional lockout mechanism</li> </ul> <p>Information unique to each device should be limited to physical characteristics of each device:</p> <ul style="list-style-type: none"> <li>- ID</li> <li>- Description</li> <li>- Physical location</li> <li>- Picture/images</li> </ul>	10	
<b>LOTO 3</b>	<p>Allow users to perform the lockout from a mobile device (both online and offline). Users have to provide confirmation of the execution of every individual steps of the LOTO procedure.</p>	10	
<b>LOTO 4</b>	<p>Complete usage history for each procedure.</p>	5	
<b>LOTO 5</b>	<p>Complete history of checks performed for each procedure.</p>	5	
<b>LOTO 6</b>	<p>Allow users to sort/filter/search LOTO procedures based on their associated machine ID, machine description, status, etc.</p>	5	
<b>LOTO 7</b>	<p>Allow Managers and admin to define a multilingual (French and English) library of terms to be used in the system like:</p>	5	

	<ul style="list-style-type: none"> <li>- Energy sources</li> <li>- Lockout mechanisms</li> <li>- Standard lockout positions</li> <li>- Isolation device types</li> </ul>		
<b>LOTO 8</b>	Propagate changes made within the library to every affected item in the system	5	
<b>LOTO 9</b>	In order to prevent errors during the return to service phase, the system should allow users to automate the return to service steps based on the isolation steps in the procedure.	10	
<b>LOTO 10</b>	Allow users to print LOTO procedures in order to execute lockout using a paper copy	5	
<b>LOTO 11</b>	When LOTO is executed using a mobile device, the system should track information about each step of the LOTO implementation (user performing the task, date/time of each step confirmation, etc.)	10	
<b>LOTO 12</b>	Allow users to access individual procedures directly in the SaaS platform based on their rights (view/edit, for specific workplace)	10	
<b>LOTO 13</b>	Visualize LOTO data and generate reports via integrated dashboards or connect to TC's PowerBI platform.	10	
Total		100	
Minimum Total Score to Achieve (70%)		70	

**Section 4: Corrective and preventive actions (CAPA) requirements**

The bidder must demonstrate how they meet each criteria listed below related to Corrective and preventive actions (CAPA) requirements as stated in the Statement of Work.

CAPA 1, CAPA 2, CAPA 3 and CAPA 4 must be met to be considered for the scoring of the Audit and Inspection requirement

No	Rated Technical Requirements	Maximum Points	Proposal Reference
<b>CAPA 1</b>	Gather CAPA from events, audits and inspections, risks analysis, initiatives, etc. in centralized place.	15	
<b>CAPA 2</b>	Allow Managers or admins to create/edit multiple processes to standardize the CAPA management workflow. The process should minimally include the following: <ul style="list-style-type: none"> <li>- Steps within the process</li> <li>- Possible transitions from each steps</li> </ul>	15	
<b>CAPA 3</b>	Allow users to break down the work to be done at any step and assign it to additional contributors.	10	
<b>CAPA 4</b>	The system allows TC to automatically notify the necessary personnel of the progress of individual CAPA	15	

<b>CAPA 5</b>	Users can be assigned to individual steps of the CAPA management process. Users are notified of their assignment to ensure an efficient processing of the CAPA.	10	
<b>CAPA 6</b>	Link individual CAPA to multiple sources (events, risks analysis, etc.).	15	
<b>CAPA 7</b>	Allow users to find which step of the CAPA management process each CAPA is currently in and how much time is left to complete the CAPA	10	
<b>CAPA 8</b>	Allow users to access individual CAPA directly in the SaaS platform based on their rights (view/edit, for specific workplace)	5	
<b>CAPA 9</b>	Visualize CAPA data and generate reports via integrated dashboards or connect to TC's PowerBI platform.	5	
<b>Total</b>		<b>100</b>	
<b>Minimum Total Score to Achieve (70%)</b>		<b>70</b>	

<b>Category requirement</b>	<b>Essential criteria met / not met</b>	<b>Score</b>	<b>Final scoring: Met / not met</b>
Risk analysis			
Audit and Inspection			
Energy Isolation Management			
Corrective and preventive actions (CAPA)			

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

### **5.1 General**

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. 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.
- C. 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.

### **5.2 Certifications Required with the Bid**

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

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

- A. 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.

#### **5.2.2 Security Requirements - Required Documentation**

- A. In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) of Public Works and Government Services Canada, the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form, found as Attachment to Part 5 titled "Application for Registration (AFR)", to be given further consideration in the procurement process.
- B. 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.

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

- A. 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.

#### **5.3.1 Integrity Provisions - Required Documentation**

- A. 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.

### 5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

- A. 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](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html) website (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors/compliance-assessment.html>).
- B. 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.

### 5.3.3 Status and Availability of Resources

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

### 5.3.4 Education and Experience

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

### 5.3.5 Price Support

- A. The Bidder must provide, on Canada's request, one or more of the following price support, if applicable:
  - (i) A current published price list indicating the percentage discount available to Canada; or
  - (ii) Copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
  - (iii) A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
  - (iv) Price or rate certifications; or
  - (v) Any other supporting documentation as requested by Canada.

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

### **6.1 Security Requirements**

- A. Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses; and
- B. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
- (i) 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; and
  - (ii) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
- C. For additional information on security requirements, Bidders should refer to the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada website.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### ARTICLES OF AGREEMENT

#### 7.1 Statement of Work

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

#### 7.2 Standard Clauses and Conditions

- A. 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

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

##### 7.2.2 Supplemental General Conditions

- A. The following Supplemental General Conditions apply to and form part of the Contract:

- (iii) [4003](#) (2010-08-16), Licensed Software; and
- (iv) [4004](#), (2013-04-25) Maintenance and Support Services for Licensed Software.

#### 7.3 Security Requirements

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

##### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. TC-C-00375**

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 A**, 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 EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED A**.
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 C;

(b) *Contract Security Manual* (Latest Edition)

**7.4 Term of Contract**

**7.4.1 Period of the Contract**

A. The Work is to be performed during the period of September 1, 2023 to August 31, 2028.

**7.4.2 Option to Extend the Contract**

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- B. Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.5 Authorities**

**7.5.1 Contracting Authority**

A. The Contracting Authority for the Contract is:

Name: Trevor Hardman  
 Telephone: 431 335-3874  
 E-mail: [trevor.hardman@tc.gc.ca](mailto:trevor.hardman@tc.gc.ca)

B. 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 Technical Authority**

A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

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

B. The Technical 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 Technical Authority; however, the Technical 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**

[Contact information to be detailed in the resulting contract]

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



Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

- A. By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) (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](https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html) (<https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/changes-contracting-limits-approval-new-requirements.html>) of the Treasury Board Secretariat of Canada.

## 7.7 Basis of Payment

### 7.7.1 Firm Lot Price(s)

- A. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot price(s), as specified in the Annex titled "Basis of Payment" for a cost of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

### 7.7.2 Limitation of Price

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

### 7.7.3 Method of Payment

#### 7.7.3.1 Multiple Payments

- A. Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:
- (i) 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;
  - (ii) all such documents have been verified by Canada; and
  - (iii) the Work delivered has been accepted by Canada.

### 7.7.4 Electronic Payment of Invoices - Contract

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
- (i) Direct Deposit (Domestic and International);

## 7.8 Invoicing Instructions

- A. The Contractor must submit invoices in accordance with the section titled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- B. Invoices must be distributed as follows:

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

- A. 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**

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

### **7.11 Priority of Documents**

- A. If there is a discrepancy between the wordings of any of the 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.
  - (i) The Articles of Agreement;
  - (iv) The supplemental general conditions 4003 (2010-08-16), Licensed Software;
  - (v) The supplemental general conditions 4004, (2013-04-25) Maintenance and Support Services for Licensed Software;
  - (x) The General Conditions 2035 (2022-12-01), General Conditions - Higher Complexity - Services;
  - (xi) Annex A, Statement of Work; and
  - (xii) Annex B, Basis of Payment; and
  - (xiii) Annex C, Security Requirements Check List; and
  - (xviii) the Contractor's bid dated [date to be specified in the resulting contract], as clarified on [date to be specified in the resulting contract, if required], and as amended on [date to be specified in the resulting contract, if required], excluding the Contractors Terms and Conditions; the Contract contains the Terms and Conditions between the parties.

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

- A. 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 - No Specific Requirement**

- A. 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 Inspection and Acceptance**

- A. The Technical 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.

#### **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" (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution>).

**ANNEX A - STATEMENT OF WORK**

**Software as a Service acquisition to manage Occupational Health and Safety programs for Transport Canada (applicable to all employees)**

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# Scope

## Objective

The objective **is to procure a Software as a Service (SaaS)** to support Transport Canada (TC) in the implementation and management of its Occupational Health and Safety (OHS) Programs

As per the Canada Labour Code (CLC) part II, associated OHS Regulations and the National Joint Council (NJC) OHS directive, it is mandatory to develop, implement and revise the OHS programs at all levels in the organization. TC's Corporate OHS team is responsible for the sound delivery and management of:

- incident and accident reports;
- workplace: inspections, risk assessments, safety procedures, audits; and
- correctives actions.

## Background

The Canada Labour Code Part II, associated OHS Regulations and the National Joint Council (NJC) OHS directive requires Transport Canada to develop, implement and manage OHS programs including:

- Reports of incidents, accidents, occupational diseases, and other hazardous occurrences;
- Workplace inspections, risk assessments; safety procedures, audits, and
- Corrective actions.

Currently, Transport Canada has no standardized processes and tools to support Corporate OHS and all employees in the implementation and management of those programs. The tools being used on a day-to-day basis are Excel spreadsheets, fillable PDF forms, word documents and emails. As a result, the program has very little reporting capacity, a high risk for the loss of information, is exposed to more human errors due to manual data entry, difficulties reporting back to the National Policy Health and Safety Committee (NPHSC) in a timely and accurate manner, as well as difficulties demonstrating compliance to OHS regulations in order to take appropriate corrective actions. As an example, TC received an Assurance of Voluntary Compliance (AVC) from the Labour Program on January 31, 2023 regarding the Hazardous Prevention Program as well as some recommendations for action on the Hazardous Occurrence Incident Reports program. As a first step, this indicates that TC could now face administrative measures and fines for its non-compliance.

**Administrative fines are defined as per the CLC Part IV – Administrative Monetary Penalties.**

As Occupational Health and Safety must be compliant to applicable legislation and regulations specific to Canada, the contractor shall be located in Canada and operate in Canada to provide services in alignment with OHS legal requirements.

The contractor must be the owner of the SaaS. Subcontracting to another company will not be accepted to ensure the efficiency and optimization of service procurement.

## Terminology

**AVC:** Assurance of Voluntary Compliance – Administrative measure for non-compliance to Canada Labour Code Part II

**CAPA:** Corrective and preventive actions

**CLC part II:** Canada Labour Code part II – Occupational Health and Safety

**Custom / customized:** personalized as per Transport Canada requirements

**HOIR:** Hazardous Occurrences Incident Reports

**HPP:** Hazardous Prevention Program

**OHS:** Occupational Health and Safety

**NJC:** National Joint Council

**NPHSC:** National Policy on Health and Safety Committee

**Risk analysis:** method for estimating health risks from exposure to various levels (based on the frequency and severity of exposure) of a workplace hazard.

**SaaS:** Software as a Service

**SWP:** Safe Work Procedures

**THA:** Task Hazard Analysis

**WHSC:** Workplace Health and Safety Committees

## Reference document

As OHS programs are prescribed by the Canada Labour Code part II and associated regulations, reference documents are listed below:

- [CLC part II](#);
- [Canada OHS Regulations, Part XVI](#);
- [National Joint Council OHS directive, Part XVII](#).

## Requirements

### Scope of work

Transport Canada (TC) requires services to grant right of access to their SaaS, cloud-based, to all TC employees (7 000) to support the department in the implementation and management of its Occupational Health and Safety (OHS) Programs. This service shall include training on how to use the solution (for the “everyday user” as well as for “administrators”) along with supports to:

- Create a Transport Canada system within the SaaS;
- Create synchronization and integration of current TC’s system with the SaaS using their capabilities to:
  - consume APIs from TC HR system;
  - expose APIs that can be consumed by TC HR systems using connectors.
- Create processes, templates, user guides and reports;
- Visualize all data in real time in integrated dashboards or connect to Microsoft Power BI.

### Tasks

The Contractor must:

- Create TC organizational hierarchy for the viewing of data at all levels of the organization in the SaaS;
- Synchronize and integrate current TC’s systems and data with the SaaS including organizational hierarchy, staff list, workplaces, list of WHSC’S co-chairs, etc. using APIs.
- Establish role-based permissions to simplify management of authorized users.
- Establish single sign-on (SSO) and log-less access.
- Provide support in the reviewing, confirmation, and optimization of usage scenarios for data creation and use with a smaller group to adjust configuration before deployment at a larger scale. This should represent a maximum of 5 days per requirement section: risk analysis, audit and inspection, Energies isolation, and Corrective and preventive actions (CAPA)).
- Provide non-productive online environment for the solution (training, processes configuration, report generation tests).
- Provide training to 4 to 8 “administrators” during the 2 first months of the operationalization of the SaaS (after synchronization and integration of current TC’s system with the SaaS) to ensure a quick and optimal deployment of the solution for all users.
- Provide access to data 24/7 from anywhere and any devices, to all employees (7 000)
- Provide technical support as needed.

- Communicate new functionalities as soon as available on monthly basis if applicable.
- Conserve TC's data for the duration of the contract and for a minimum of 2 years after the end of the contract as per TC guidelines and requirements and provide to TC their data in the required format (Excel, PDF, link, etc.).

## Deliverables and acceptance criteria

The Contractor must provide:

- Continuous access to the SaaS and applicable modules/functionalities including non-productive environment and training material, anywhere and on all devices.
- Technical support.
- The SaaS solution in both official languages.
- Integration to deployment of the entire solution is expected to start by September 2023 and to be fully operational by September 2024.
- Contractors will provide an invoice within the first month of the purchase, scheduled September 2023, and 2 months before the annual renewal.

### Acceptance criteria for the general system:

- Compatible with TC's systems and Power BI. The vendors must provide information to demonstrate their capabilities to:
  - consume APIs from TC HR system;
  - expose APIs that can be consumed by TC HR systems using connectors.
- Meet Security Authorization requirement to host Protected A information and maintain it.

### Acceptance criteria for specific functionalities required:

- **Risk analysis requirements:**
  - Allow users to create risks and associate them to position, tasks, machines or even a combination of those elements.
  - Assess the level of individual risk to prioritize mitigation actions.
  - Determine safety measures for individual risks and calculate the residual risk level.
  - Create and manage risks inventory for jobs, tasks, and machines.
  - Complete audit history for each risk profile.
  - Generate PDF reports on risk analysis to share static risk profile with non-users.
  - Generate secure "view only" link to share dynamic risk profile with non-users.
  - View and access to risks analysis in real time directly in the SaaS.
  - Visualize data via integrated dashboards or connected to TC's PowerBi platform. through integrated dashboards.
- **Audits and inspections requirements:**
  - Allow users, based on role in the system, to create / edit audit and inspection forms.
  - The forms must be available simultaneously in both Canada's official language to ensure that information is immediately available in the preferred official language.
  - Allow TC to distribute the inspections/audits based on the employee's roles and pre-established schedule.
  - New or modified forms can be deployed to the field once complete to prevent inspection/audit on incomplete forms.
  - For each observation point, managers can add details and notes accessible to auditors in mobile app.

- Allow users to perform audit and inspection observation through a mobile interface, regardless of network availability. Inspections performed while offline need to be synchronized without requiring an action from the user.
- Allow users to sort/filter/search inspections based on their subjects, date, inspector, etc.
- Allow users to access individual inspections / audits directly in the SaaS platform based on their rights (view/edit, for specific workplace)
- Visualize audit and inspection data and generate reports via integrated dashboards or connect to TC's PowerBI platform.
  
- **Energy Isolation Management Requirements**
  - Allow users, based on their rights, to create/edit/view multiple processes to standardize the LOTO management workflow. The process should minimally include the following:
    - Steps within the process;
    - Possible transitions from each steps;
    - Time allotted to perform the step (LOTO);
    - The validity period of the document once approved.
  
  - Allow users to sort/filter/search LOTO procedures based on their associated machine ID, machine description, status, etc.
  - Complete usage history for each procedure.
  - Complete history of checks performed for each procedure.
  - Allow Managers and admin to define a multilingual (French and English) library of terms to be used in the system like:
    - Energy sources
    - Lockout mechanisms
    - Standard lockout positions
    - Isolation device types
  
  - Allow Managers and admin to define a multilingual (French and English) library of terms to be used in the system like:
    - Energy sources
    - Lockout mechanisms
    - Standard lockout positions
    - Isolation device types
  
  - Propagate changes made within the library to every affected item in the system
  - In order to eliminate the errors associated with manually repeated information on procedures, allow users to build a library of multilingual (French and English) of isolation devices (valves, disconnect switch, circuit breakers, etc.) that procedures will be able to reference. Information associated with the devices should be mostly limits to the information available in the generic libraries form requirement:
    - Isolation device type
    - Energy source controlled
    - Lockout position
    - Return to service position
    - Additional lockout mechanism



- Information unique to each device should be limited to physical characteristics of each device:
  - ID
  - Description
  - Physical location
  - Picture/images
  
- In order to prevent errors during the return to service phase, the system should allow users to automate the return to service steps based on the isolation steps in the procedure.
- Allow users to print LOTO procedures in order to execute lockout using a paper copy
- Allow users to perform the lockout from a mobile device (both online and offline). Users have to provide confirmation of the execution of every individual steps of the LOTO procedure.
- When LOTO is executed using a mobile device, the system should track information about each step of the LOTO implementation (user performing the task, date/time of each step confirmation, etc.)
- Allow users to access individual procedures directly in the SaaS platform based on their rights (view/edit, for specific workplace)
- Visualize audit and inspection data and generate reports via integrated dashboards or connect to TC's PowerBI platform.
  
- **Corrective and preventive actions (CAPA) requirements:**
  - Gather CAPA from events, audits and inspections, risks analysis, initiatives, etc. in centralized place.
  - Allow Managers or admins to create/edit multiple processes to standardize the CAPA management workflow. The process should minimally include the following:
    - Steps within the process
    - Possible transitions from each steps
  
  - Allow users to find which step of the CAPA management process each CAPA is currently in and how much time is left to complete the CAPA
  - Allow users to break down the work to be done at any step and assign it to additional contributors.
  - The system allows TC to automatically notify the necessary personnel of the progress of individual CAPA
  - Users can be assigned to individual steps of the CAPA management process. Users are notified of their assignment to ensure an efficient processing of the CAPA.
  - Link individual CAPA to multiple sources (events, risks analysis, etc.).
  - Allow users to access individual CAPA directly in the SaaS platform based on their rights (view/edit, for specific workplace)
  - Visualize CAPA data and generate reports via integrated dashboards or connect to TC's PowerBI platform.

## Constraints

The contractor must provide the following services:

- Continuous access to the SaaS, all data within the SaaS, and applicable modules/functionalities including non-productive environment and training material, anywhere and on all devices (mobile, computers and tablets) (24/7).
- SaaS solution available in both official languages (English and French)
- SaaS solution available in all TC work locations identified inside or outside of a TC building.

No additional costs will be required for travel expenses.

The SaaS provided by the contractor must meet and maintain security authorization requirements to host and store up to Protected A information. Information regarding security authorization requirement available here: [RFSA - SaaS Method of Supply \(GC Cloud\) - Tender Notice | CanadaBuys](#).

The contractor shall provide direct services in both official languages.

The contractor shall be located in Canada and operate in Canada.

The contractor must be the owner of the SaaS. Subcontracting to another company will not be accepted.

Note: The contractor can also operate in other countries.

## Resources

In order to assist the contractor, resources will be provided to the contractor, as needed/required, during the contract period, including the following:

- Employees from IT and HR management teams to support the technical integration and deployment of the SaaS within TC's systems.
- Employees from Corporate OHS to support the reviewing, confirmation, and optimization of usage scenarios for data creation.
- Internal processes related to the OHS concerned programs.
- Pilot group to try the system before deployment at a larger scale.
- Contact persons within Corporate OHS to serve as a liaison.

## Contractor qualifications

TC's Corporate OHS office reserves the right to conduct evaluations and reference checks to verify that the resources meet the qualifications at any time during the Contract period.

## Security

The contract must meet and maintain security authorization requirements up to Protected A. Information regarding requirement can be find on: [RFSA - SaaS Method of Supply \(GC Cloud\) - Tender Notice | CanadaBuys](#).

The Contractor agrees to hold as confidential and shall not disclose any information gathered through this work or the knowledge of pending work, where that information has been identified as confidential by the party who initially submitted the data.

**ANNEX B - BASIS OF PAYMENT**

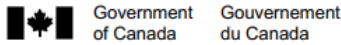
**1. General**

A. All prices are in Canadian Dollars, Canadian customs duties and excise taxes included, Delivered Duty Paid (DDP), Applicable Taxes excluded.

**2. Firm Lot Prices**

Item	Description	Number of Years	Firm Price	Sub-Total
1	Initial Contract Period	5	\$	\$
2	Option Period 1	1	\$	\$
3	Option Period 2	1	\$	\$
4	Option Period 3	1	\$	\$
5	Option Period 4	1	\$	\$
6	Option Period 5	1	\$	\$
				Taxes:
				Total:

**ANNEX C – SECURITY REQUIREMENTS CHECKLIST**



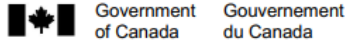
Contract Number / Numéro du contrat <b>TC-C-00375</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

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

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

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Short Title(s) of material / Titre(s) abrégé(s) du matériel :  Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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?  If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité UNCLASSIFIED
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**PART C (continued) / PARTIE C (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>
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