

**Title: Investigations Services for The Office of the Privacy  
Commissioner of Canada**

**REQUEST FOR PROPOSAL (RFP) # P2400049  
DATE: JULY 21, 2023**

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**SOLICITATION CLOSES ON AUGUST 31, 2023 AT 3:00 PM (Eastern  
Day Time)**

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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 Attachments include:

- Pricing Schedule
- Evaluation Procedures – Technical Criteria; and
- Certifications Required with the Bid

The Annexes include:

- Annex “A” Statement of Work
- Annex “B” Basis of Payment
- Annex “C” Security Requirements Check List
- Annex “D” Application for Registration

### **1.2 Summary**

- 1.2.1 The Office of the Privacy Commissioner of Canada seeks to establish a single contract as defined in Appendix “A”, Statement of Work, from October 1, 2023 to September 30, 2025.
- 1.2.2 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**

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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**

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

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

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

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

Bids must be transmitted electronically (by email) to the Contracting Authorities of the Office of the Privacy Commissioner by the date and time indicated on page 1 of the bid solicitation. Bids transmitted by facsimile or delivered to the Office will not be accepted.

Our electronic system will not accept emails larger than **fifteen** megabytes (MB). If the size of your email submission, including the attached bid, is less than 15 MB, it can be sent electronically just as it is. If it is larger than 15 MB, it will need to be divided into two or more emails, with each email being less than 15 MB (including any attachment)

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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## 2.4 Applicable Laws

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

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

## 2.5 Basis for Canada's Ownership of Intellectual Property

Office of the Privacy Commissioner of Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

## 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.

**ATTACHMENT 1 TO PART 2**

**PRICING SCHEDULE**

1. The Bidder must complete this pricing schedule and include it in its financial proposal.
2. The price specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:
  - a. work described in Part 7, Resulting Contract Clauses, which needs to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4. The *National Capital Act* is available on the Justice Web site: <http://laws.justice.gc.ca/eng/acts/N-4;>
  - b. travel between the successful bidder's place of business and the NCR; and
  - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The Contractor will be paid fix rates as follows, for work performed in accordance with the Contract. Customs duties are included and applicable taxes are extra. Proposed firm prices must be in Canadian dollars
4. The inclusion of volumetric data in this document does not represent a commitment by the Office of the Privacy Commissioner that its future usage of the services described in the bid solicitation will be consistent with this data.

<b>Resource(s) Level</b>	<b>All-inclusive fixed Per-Diem Rate (A)</b>	<b>Volumetric Data (estimated) (B)</b>	<b>Total (C) C = A x B</b>
Intermediate		<b>225 days</b>	
Senior		<b>450 days</b>	
			<b>\$</b>
<b>Evaluated Price (Applicable Taxes excluded):</b>			<b>\$</b>
<b>Applicable Taxes (GST, HST, PST)</b>			
The Contractor must include the required applicable taxes. In the event that taxes are not entered, the applicable taxes required for the province under which the Contractor's place of business resides will be applied.			<b>\$</b>
<b>TOTAL AMOUNT (Taxes included)</b>			<b>\$</b>

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- a. Canada requests that bidders provide their bid in separately bound sections as follows :
  - i. Section I: Technical Bid (one (1) electronic copy)
  - ii. Section II: Financial Bid (one (1) electronic copy)
  - iii. Section III: Certifications not included in the Technical Bid (one (1) electronic copy)Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid:
  - i. use a numbering system that corresponds to the bid solicitation;
  - ii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative;
  - iii. Include a table of contents; and
  - iv. Soft copies will be accepted in any of the following electronic formats:
    - Portable Document Format .pdf
    - Microsoft Word 2010+ (.docx)
    - Microsoft Excel 2010+ (.xlsx)

#### Section I: Technical Bid

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

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

#### Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1 to Part 2. The total amount of Applicable Taxes must be shown separately.
- B. Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.



- C.** When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.
- D.** For evaluation purposes only, the proposed resource and the category that applies must be clearly indicated in the financial bid. Proposed firm prices must be in Canadian dollars.

**Section III: Certifications**

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

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## **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 the Office of the Privacy Commissioner of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Refer to section 1 of Attachment 1 to Part 4.

##### **4.1.1.2 Point Rated Technical Criteria**

Refer to section 1 of Attachment 1 to Part 4.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause **A0220T** (2014-06-25), Evaluation of Price

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 2.

### **4.2 Basis of Selection**

#### **4.2.1 *SACC Manual* Clause **A0027T**, Basis of Selection – 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 points specified for each criterion for the technical evaluation, and
    - d. obtain the required minimum of 48 points for Senior level and 42 points for Intermediate level overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 60 points.

2. Bids not meeting (a) or (b) or (c) and (d) 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 70% for the technical merit and 30% 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 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
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%)**

		Bidder 1	Bidder 2	Bidder 3
<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 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00

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<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

**ATTACHMENT 1 TO PART 4 – EVALUATION PROCEDURES**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory criteria specified below IN THE ORDER SHOWN and MUST include the referenced Section/Page in Bidder's proposal. The Bidder must provide the necessary documentation to support compliance with this requirement.

The bidder's proposal shall include complete curriculum vitae for the proposed resource. The curriculum vitae shall fully demonstrate that the proposed resource meet or exceed the mandatory requirements.

Bids which fail to meet the mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

\*\*\* In order to be considered, the Bidder must propose a maximum of three (3) resources per level.

No.	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Bid
MTC1	<p>For <b>Senior</b> Level:</p> <p>The Bidder must provide a resume for the proposed resource(s) demonstrating extensive* experience (more than 5 years) conducting or overseeing the conduct of investigations under the Privacy Act, PIPEDA or Canadian provincial Privacy legislation.</p> <p>*Extensive experience is defined as a minimum of 5 years, with a minimum of 6 months (960 hours) each year.</p> <p>For <b>Intermediate</b> Level:</p> <p>The Bidder must provide a resume for the proposed resource(s) demonstrating good experience (more than 3 years) conducting or overseeing the conduct of investigations under the Privacy Act, PIPEDA or Canadian provincial Privacy legislation.</p> <p>*Good experience is defined as a minimum of 3 years, with a minimum of 6 months (960 hours) each year.</p> <p>The OPC reserves the right to contact the client project authority to confirm the information provided by the Bidder</p>			

**BIDS THAT DO NOT MEET ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.**

## 2. Point Rated Technical Criteria

Only those resources proposed that meet all the Mandatory Requirements will be further evaluated and scored in accordance with specific point rated evaluation criteria as detailed in the table below.

Rated Technical Criteria		Maximum Number of Points Available	Minimum Number of Points Required	Cross Reference to Bid
No.	Description			
RTC1	<p>The Bidder must provide two (2) detailed projects, completed by the proposed resource(s) within ten (10) years of the bid closing date, demonstrating experience in conducting or overseeing the conduct of investigations under the Privacy Act, PIPEDA or Canadian Provincial Privacy Legislation.</p> <p>For each of the two projects, the Bidder must clearly provide the following information:</p> <ol style="list-style-type: none"> <li>1. Start and end dates of the project;</li> <li>2. Detailed description of the project;</li> <li>3. Tasks performed by the proposed resource;</li> <li>4. Reference name and contact for whom the work was performed.</li> </ol> <p><b>Notes:</b>            The OPC reserves the right to contact the references to confirm the information presented by the Bidder.</p>	<p>10 points per project as per rating scale</p> <p>Total number of points: 20</p>	<p>For <b>Senior</b> level:</p> <p>8 points per project as per rating scale.</p> <p>Total number of points: 16</p> <p>-----</p> <p>For <b>Intermediate</b> Level:</p> <p>7 points per project as per rating scale.</p> <p>Total number of points: 14</p>	

<p><b>RTC2</b></p>	<p>The Bidder must provide two (2) writing samples, completed by the proposed resource(s) within ten (10) years of the bid closing date, demonstrating experience in analyzing facts, writing reports and making recommendations as it relates to the conduct of investigations within the field of privacy.</p> <p>For each of the two writing samples, the Bidder must clearly provide the following information:</p> <ol style="list-style-type: none"> <li>1. The writing samples;</li> <li>2. Start and end dates of the projects from which the writing samples were drawn;</li> <li>3. Reference name and contact for whom the work was performed.</li> </ol> <p>Notes: The OPC reserves the right to contact the references to confirm the information presented by the Bidder.</p>	<p>10 points per writing sample as per rating scale</p> <p>Total number of points: 20</p>	<p>For <b><u>Senior</u></b> level:</p> <p>8 points per writing sample as per rating scale. Total number of points: 16</p> <p>-----</p> <p>For <b><u>Intermediate</u></b> Level:</p> <p>7 points per writing sample as per rating scale. Total number of points: 14</p>	
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<p><b>RTC3</b></p>	<p>The Bidder must provide two examples where mediation/negotiation was used to resolve a complaint under PA, PIPEDA or Canadian provincial Privacy legislation.</p> <p>For each of the examples, the Bidder must clearly provide the following information:</p> <ol style="list-style-type: none"> <li>1. Details of the complaint (no personal information to be included);</li> <li>2. Steps/approach used to reach a resolution;</li> <li>3. Outcome.</li> </ol> <p>Notes:          The OPC reserves the right to contact the references to confirm the information presented by the Bidder.</p>	<p>10 points per example as per rating scale</p> <p>Total number of points: 20</p>	<p>For <b>Senior</b> level:</p> <p>8 points per example as per rating scale.</p> <p>Total number of points: 16</p> <p>-----</p> <p>For <b>Intermediate</b> Level:</p> <p>7 points per example as per rating scale.</p> <p>Total number of points: 14</p>	
<p><b>Point Total:</b></p>		<p>Maximum Points: 60</p>	<p>Minimum Points for Senior: <b>48</b></p> <p>Minimum Points for Intermediate: <b>42</b></p>	



<b>Points Scale</b>	<b>Evaluation</b>
0	Information provided does not address the criteria.
1 to 3	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Information provided is poor and not sufficient to demonstrate bidder/resource's ability to properly perform all the tasks listed under Appendix "A", Statement of Work.
4 to 7	Information provided demonstrates a good understanding of some of the elements of the rated criteria. Information provided is fairly good and somewhat sufficient to demonstrate bidder/resource's ability to properly perform all the tasks listed under Appendix "A", Statement of Work.
8 to 10	Information provided demonstrates a thorough understanding of all of the elements of the rated criteria. Information provided is excellent and meets and exceeds what is required to demonstrate bidder/resource's ability to properly perform all the tasks listed under Appendix "A", Statement of Work.

## 2. Financial Criteria

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

**The Bidder must complete Attachment 1 to Part 2 Pricing Schedule and include it in its financial proposal.**

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

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

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

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

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

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

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

Bidders must submit the Certifications duly completed certifications as part of their bid (refer to Attachment 1 to Part 5):

1. Former Public Servant;
2. Status and Availability of Resources;
3. Education and Experience;
4. Certification; and
5. Application for Registration (AFR).

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

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

#### **5.2.1 Security Requirements – Required Documentation**

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

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

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Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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## ATTACHMENT 1 to PART 5 OF THE BID SOLICITATION

### CERTIFICATIONS REQUIRED WITH THE BID

#### 1. Former Public Servant

SACC *Manual* clause A3025T (2020-05-04), Former Public Servant – Competitive Bid

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](#).

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## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

### 2. 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.

### 3. Education and Experience

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

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.

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**4. Certification**

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

**5. Application for Registration (AFR)**

See Annex D

\_\_\_\_\_  
NAME OF REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  
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.

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## 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 set out in 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 Supplemental General Conditions

4007 (2022-12-01) Canada to own intellectual property rights in Foreground Information, apply to and form part of the Contract.

4013 (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules (if working on site).

A9068C (2010-01-11) Government Site Regulations (if working on site).

### 7.3 Security Requirements

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

- 1) The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by PSPC.
- 2) The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted, or approved by PSPC.
- 3) The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction.
- 4) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission from OPC appropriate authority.
- 5) The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
  - b. Contract Security Manual (latest edition)
- 6) The supplier must respect all Treasury Board Secretariat (TBS) and OPC policies, directives, and standards as they pertain to receiving, transmitting, and safeguarding documents.
- 7) The contractor must return the equipment provided to them by the OPC when the contract is completed or at the request of the OPC. The contractor shall return the equipment in the same condition as received and shall be returned to the designated location specified by the OPC.



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- 8) The contactor must provide inventory of the equipment provided to them when asked.
  - 9) The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information. The contractor must use OPC's Information Technology systems when processing, producing or store protected information.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from October 1, 2023 to September 30, 2025.

### 7.4.2 Termination on Thirty Day's Notice

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lise Andrée Pitre  
Title: A/Procurement and Material Management Advisor  
The Canadian Human Rights Commission  
Address: 344 Slater Street, 8<sup>th</sup> floor, Ottawa, ON K1A 1E1  
E-mail address: [OPCProcurement-CPVPAprovisionnement@chrc-ccdp.gc.ca](mailto:OPCProcurement-CPVPAprovisionnement@chrc-ccdp.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the

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Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

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

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

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

### 7.7 Payment

#### 7.7.1 Basis of Payment – Fixed time rate – Limitation of expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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 Monthly Payment

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

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

#### **7.7.4 SACC Manual Clauses**

C0305C (2014-06-26) Cost Submission – Limitation of Expenditure or Ceiling Price

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

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

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

#### **7.7.6 Discretionary Audit**

C0705C (2010-01-11) Discretionary Audit

C0101C (2010-01-11) Discretionary Audit – Non-commercial Goods and/or Services

#### **7.8 Invoicing Instructions**

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

Each monthly invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses (if applicable).
2. Invoices must be distributed as follows:

One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

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

##### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

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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 Québec.

### 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 supplemental general conditions:
  - 4007 (2022-12-01) Canada to own intellectual property rights in Foreground Information;
  - 4013 (2022-06-20) Compliance with on-site measures, standing orders, policies, and rules (if working on site);
  - A9068C (2010-01-11) Government Site Regulations (if working on site)
- (c) the general conditions 2035 (2022-12-01) Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### 7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### 7.14 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract

### 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.

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- (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](#)".

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## ANNEX "A" - STATEMENT OF WORK

### 1. TITLE

Reduction of Backlog of Complaints and Files at Early Resolution (ER) under the *Privacy Act* (PA) and the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

### 2. BACKGROUND

#### 2.1 Mandate of the Office of the Privacy Commissioner of Canada

The mandate of the Office of the Privacy Commissioner of Canada (OPC) is to oversee compliance with both the *Privacy Act* (PA), which covers the personal information-handling practices of federal government departments and agencies, and the *Personal Information Protection and Electronic Documents Act* (PIPEDA), Canada's private-sector privacy law, along with some aspects of Canada's anti-spam law (CASL). The OPC's mission is to protect and promote privacy rights of individuals.

#### 2.2 Early Resolution backlog reduction

The intention behind hiring contractors is to close, in the greatest quantity possible (minimum set at 288, see Task 4.9) of complaints assigned to them. Backlogged complaints are of varying complexity. At time of writing, there are approximately 250 unassigned complaints at the Early Resolution stage.

#### 2.3 Complaint Processes and Approach to Risk

The Early Resolution Unit within the Compliance, Intake, and Resolution Directorate is responsible for mediating and negotiating the resolution of complaints received. In a minority of cases, formal reports of findings are required.

If a complaint cannot be concluded by the ER Unit, the complaint is assigned for a more comprehensive investigation by either the PA or PIPEDA Compliance Directorates. Compliance staff may consult the OPC Legal Services; Policy, Research and Parliamentary Affairs Directorate; or the Technology Analysis Directorate, as needed to address the complaint.

The Compliance Sector has adopted an elevated approach to risk in order to ensure judicious use of resources. In general, low-risk complaints may be closed by investigators (e.g., those that are withdrawn by the complainant), medium-risk complaints may be closed with the approval of a manager, and higher risk complaints may be closed with the approval of the Director of PA or PIPEDA, Executive Director of CIRDC, Deputy Commissioner of Compliance, or the Commissioner. In the interest of expedited approvals, the contractors will report directly to, and receive approval for file closure from, either the Manager of Intake Unit, the Manager of the ER Unit, the Executive Director of CIRDC, or the Deputy Commissioner of Compliance.

### 3. OBJECTIVE

The OPC requires the services of highly skilled and experienced team of investigators to carry out complaint file reviews and/or investigations under the PA and PIPEDA, primarily through ER. Engagement with internal legal services is expected to be light but will be necessary in certain cases. The objective for the investigator contractor(s) is to resolve backlogged

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complaint files and/or investigations under the PA and/or PIPEDA, in accordance with OPC procedures and under the management of the ER Manager.

The team must consist of at least one (1) investigator at senior level and one (1) investigator at intermediate level.

In general, an investigator at intermediate level closes around 95 files in 225 days of work, and a senior investigator closes around 235 files in 450 days of work.

A maximum of three (3) resources, per level, are allowed to be submitted per bidder.

#### **4. TASKS**

The investigator contractor(s) must, independently or as part of an investigative team, use the tools, processes and procedures defined by the Office to conduct privacy investigations, under PA and PIPEDA as follows:

- 4.1 plan and conduct complaint reviews, investigations for assigned complaints, including discontinuing or declining complaints where appropriate;
- 4.2 manage the assigned caseload, making decisions on the conduct of complaint reviews and/or investigations, while adhering to the principles of procedural fairness and exercising the powers delegated by the Privacy Commissioner during the investigation;
- 4.3 interpret and apply applicable legislation, policy instruments, case law, jurisprudence, precedents, previous decisions of the Privacy Commissioners, recent policy positions, announcements and statements by the OPC's senior management;
- 4.4 conduct research and gather evidence; track, scan and store all the data, notes and information collected into the Case Management System provided by the office; and document all events and decisions in same system;
- 4.5 negotiate resolutions between parties or act as a conciliator to resolve the complaint in line with granted authorities;
- 4.6 meet with and interview complainants, witnesses and other parties to the complaint as necessary;
- 4.7 consult with management, representatives of other directorates, and/or the Commissioner to discuss approaches to complaints or issues that require careful management;
- 4.8 respond to pushback from complainants, write Reports of Finding and closing letters for the Privacy Commissioner or those with delegated authority for review and comments; and
- 4.9 by implementing Tasks 4.1 to 4.8, close a minimum of 288 complaints/investigation by the end of the contract. The duration of one investigation vary from a couple of hours to a couple of weeks.

#### **5. DELIVERABLES**

The contractor must provide the following:

- 5.1 Complete/close the identified number of complaints through negotiation, resolution, or with a Reports of Finding, approved by OPC Management (generally the ER Manager).

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5.2 an attestation that all information under Task 4.4 has been entered in the Case Management System.

**6. WORK LOCATION**

The contractor will carry out the work at 30 Victoria, Gatineau, Quebec, or remotely with advance approval. OPC approval will be required for any work done outside of the NCR. OPC will provide the resource(s) with an electronic device and a secure token to connect to OPC's network in order to complete the requested work.

**7. TRAVEL**

No travel is required with this engagement.

**8. RESOURCE AND LANGUAGE REQUIREMENT**

8.1 The work will be completed primarily in English, but may have some files in French.

8.2 The investigator team must have 1 bilingual Senior investigator. The other investigators must be either advanced English or bilingual.

**9. Approval and Acceptance Criteria**

All deliverables must be completed to the satisfaction of the Project Authority.



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**ANNEX "B" - BASIS OF PAYMENT**

The Contractor will be paid in accordance with the following basis of payment for work performed pursuant to the Contract.

**1. FIRM ALL-INCLUSIVE RATE**

The Contractor will be paid per diem rates as follows for work performed in accordance with the Contract. Customs duties are included and applicable taxes are extra.

Resource(s)	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
	A	B	C = A x B
	\$	days	\$
	\$	days	\$
	\$	days	\$
	\$	days	\$
	\$	days	\$
	\$	days	\$
<b>Evaluated Price (Applicable Taxes excluded):</b>			<b>\$</b>
<b>Applicable Taxes (GST, HST, PST)</b>			
The Contractor must include the required applicable taxes. In the event that taxes are not entered, the applicable taxes required for the province under which the Contractor's place of business resides will be applied.			\$
<b>TOTAL AMOUNT (Taxes included)</b>			<b>\$</b>

**2. TRAVEL AND LIVING EXPENSES**

The Office of the Privacy Commissioner will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

**3. OVERTIME WORK**

No overtime charges will be authorized under this Contract.

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

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat <b>P2400049</b>
	Security Classification / Classification de sécurité Unclassified

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**Reliability Status**





Contract Number / Numéro du contrat
<b>P2400049</b>
Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<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
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMBLEMES <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
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?	<input checked="" type="checkbox"/> No / Non <input 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
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité <b>Reliability Status</b>
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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens		<input checked="" type="checkbox"/>															
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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



Contract Number / Numéro du contrat
<b>P2400049</b>
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Brent Homan (Sue Lajoie)</b>		Title - Titre <b>Deputy Commissioner Compliance</b>	Signature <i>Sue Lajoie</i> <b>Lajoie, Sue</b> 2023.07.13 17:08:01 -04'00'
Telephone No. - N° de téléphone 613-816-5336	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>Brent.Homan@priv.gc.ca</b>	Date
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>Emilie Tremblay</b>		Title - Titre <b>Manager Admin services &amp; Security</b>	Signature <i>Emilie Tremblay</i> <b>Tremblay, Emilie</b> Digitally signed by Tremblay, Emilie Date: 2023.07.12 11:52:34 -04'00'
Telephone No. - N° de téléphone 613-219-3945	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>emilie.tremblay@priv.gc.ca</b>	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) <b>Lise Andrée Pitre</b>		Title - Titre <b>Procurement officer</b>	Signature <i>Lise Andrée Pitre</i> <b>Pitre, LiseAndree</b> Digitally signed by Pitre, LiseAndree Date: 2023.07.12 11:52:34 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) <b>Alexandra Galipeau Cadieux</b>		Title - Titre <b>Senior Administrative Services Officer (Acting Manager)</b>	Signature <i>Alexandra Galipeau Cadieux</i> <b>GalipeauCadieux, Alexandra</b> Digitally signed by GalipeauCadieux, Alexandra Date: 2023.07.17 08:19:20 -04'00'
Telephone No. - N° de téléphone 819-639-4216	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>alexandra.galipeau-cadieux@priv.gc.ca</b>	Date 2023-07-17

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**ANNEX "D" - APPLICATION FOR REGISTRATION (AFR)**

See next page



## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

#### Instructions for completing the Application for Registration (AFR)

#### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the Policy on *Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/access-to-information-and-privacy)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/standard-personal-information-banks)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

#### General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](https://www.tpsgc-pwgsc.gc.ca/international-industrial-security-directorate) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

**For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.**

**In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.**





## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (in some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.





## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

#### SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b>	
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



### CONTRACT SECURITY PROGRAM (CSP)

#### SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

#### For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business
01 – Site address:
02 – Site address:

#### SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile
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### SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

#### Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada’s Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

#### SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

#### Ownership - Level 1 (Direct Parent)

Name of organization or individual
Address
Type of entity (e.g. private or public corporation, state-owned)
Stock exchange identifier (if applicable)
Facility security clearance (FSC) yes/no
Percentage of ownership
Country of jurisdiction or citizenship



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1
Name of organization or individual
Address
Type of entity (e.g. private or public corporation, state-owned)
Stock exchange identifier (if applicable)
Facility security clearance (FSC) yes/no
Percentage of ownership
Country of jurisdiction or citizenship

### SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

#### Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2
Name of organization or individual
Address
Type of entity (e.g. private or public corporation, state-owned)
Stock exchange identifier (if applicable)
Facility security clearance (FSC) yes/no
Percentage of ownership
Country of jurisdiction or citizenship



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)
--------------------------------------	--------------------------------	-----------------------	--------------------------

### SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature