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Public Services and Procurement Canada's Contract Security Program

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Registration process

To work on a federal government sensitive contract with security requirements, an organization **must be registered** in the Contract Security Program (CSP).

The *Policy on Government Security* gives Public Services and Procurement Canada the authority to administer the CSP in order to **ensure** that the Government of Canada's security requirements are met in the contracting processor for the:

- **personnel** security
- **physical** security
- **information technology** security



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PSPC's Contract Security Program

- enables industry to participate in sensitive government contracts in Canada and abroad
- provides security screening services for organizations and their employees
- ensures the necessary contract security clauses are included as part of the contracting vehicles
- ensures industry complies with contracting security requirements
- trains and educates the industry on contractual security requirements
- processes requests for visits



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Bid opportunity requirements

Buyandsell.gc.ca

Security requirements can be found in the:

- tender notice's **description**
- solicitation documents



Description

Trade Agreement: CETA / WTO-AGP / CPTPP / NAFTA / CFTA / FTAs with Peru / Colombia / Panama / Korea
Tendering Procedures: All interested suppliers may submit a bid
Competitive Procurement Strategy: Best Overall Proposal
Comprehensive Land Claim Agreement: No
Nature of Requirements:

Solicitation No. 5P201-180231/A
Toronto, ON - Architectural and Engineering Services for Lake Superior National Marine Conservation Area Multifunctional Buildings

Important Notice: Please be advised that the Public Works and Government Services Canada (PWGSC) Real Property Contracting office is moving to 4900 Yonge Street, Toronto, 10th floor on April 25, 2019.

SCOPE OF WORK:

Public Works and Government Services Canada (PWGSC), on behalf of the Parks Canada (PCA), intends to retain an Architectural firm in the capacity of Prime Consultant for the provision of a multi-disciplinary team to fulfil the services required for this project.

The project consists of the construction of a new multi-use building housing a discovery centre, administration offices, maintenance garage, a parking lot, site work for the outdoor portion of the interpretive exhibit and arrival sequence, and outside storage in Nipigon, Ontario

SECURITY REQUIREMENT:

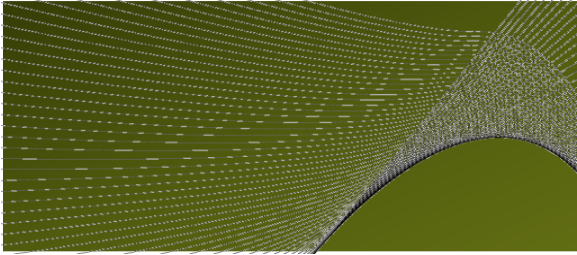


This procurement contains a security requirement. Proponents are advised that as detailed in Supplementary Instructions to Proponents (SI) 6 - Security Requirement, at the date of bid closing, the following conditions must be met:

(a) the Proponent must hold a valid organization security clearance as indicated in Supplementary Conditions SC1;

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Types of security screenings

	Organization screening	Personnel security screening	Information and assets
Classified National interest 	Facility security clearance	Top secret / COSMIC	Top secret / COSMIC
		Secret / NATO	Secret / NATO (Confidential)
Protected Non-national interest 	Designated organization screening	Enhanced reliability status	Protected C
		Reliability status	Protected B Protected A

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Organization Security

Designated organization screening (DOS):

- allows organizations to access protected information and assets through the security screening of employees to the reliability status level.
- unauthorized disclosure of **protected information** could reasonably be expected to cause injury to an individual interest such as a person or an organization.

Facility security clearance (FSC):

- allows organizations to access classified information and assets (Confidential, Secret, Top secret or NATO) through the security screening of employees to the level of the organization.
- unauthorized disclosure of **classified information** could reasonably be expected to cause injury to the defence and maintenance of the social, political and economic stability of Canada.

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Organization security safeguards

Document safeguarding capability

If your contract requires the **safeguarding of sensitive information and/or assets at your own work site(s)**, your organization will also need to obtain a document safeguarding capability (DSC) at the level specified in the contract.

- PSPC's Contract Security Program personnel will conduct physical security inspections **before contract award** for the following contract security requirements:
 - document safeguarding capability
 - production capability
 - authority to process information technology (IT)
- your organization must be willing to **make the required changes** to your facilities as well as **incur the cost(s)** in order to obtain a DSC

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Organization security safeguards (cont'd)

Information technology (IT) authorization

If the organization is required to **use their own IT system(s) to produce, process or store sensitive information electronically**, they will also need to obtain the IT authorization.

- IT requirements are defined by the client department in a **technical document** attached to the contract.
- PSPC's Contract Security Program personnel will conduct an IT security inspection typically **after contract award**, to validate the security safeguards found in:
 - the Information Technology Security Guidelines (ITSG-33)



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Sponsoring process

To register in PSPC's Contract Security Program (CSP), your organization must be sponsored by a Government of Canada **approved source**.

Who can be an approved source?

- a Government of Canada procurement officer, contracting officer or leasing officer
- a Government of Canada security officer or project authority
- a prime contractor registered in PSPC's CSP
- national and designated security authorities on behalf of a foreign company or government that is contracting to the organization



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Sponsoring process (cont'd)

1. The **approved source** submits a request for private sector organization screening (**PSOS**) and a security requirements checklist (**SRCL**) for the organization, as required.
 - The PSOS will identify the type(s) of security screening required and the reason for the organization screening request:
 - contract number or request for proposal (RFP)
 - subcontract number
 - program or project name
 - major crown project name
 - other (details required)
2. If submitting both forms at the **same time** the approved source sends them to:
TPSGC.SSIINSCRIPTION-ISSREGISTRATION.PWGSC@tpsgc-pwgsc.gc.ca **and**
TPSGC.SSILVERS-ISSSRCL.PWGSC@tpsgc-pwgsc.gc.ca.

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Sponsoring process (cont'd)

3. PSPC's Contract Security Program (CSP) personnel reviews the **contractual requirements** indicated on the PSOS form and validates it against the security requirements check list.
4. PSPC's CSP personnel advises the **approved source** if the PSOS request is **rejected** and why.
5. If the sponsorship **is approved**, PSPC's CSP personnel sends the **registration package** to the **sponsored organization**.
6. The organization has to comply by **submitting the completed forms** to the PSPC's CSP personnel on time.



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Registration process

Upon receipt of a valid request for private sector organization screening from an approved source, PSPC's Contract Security Program (CSP) personnel will contact your organization to request information to begin the registration process **by email or by mail**.

PSPC's CSP personnel will request the following information:

- your organization's structure, ownership and legal status
- the appointment of a company security officer (CSO) and alternate company security officer (ACSO)
- identification of key senior officials (KSOs)
- personnel security screening forms and documents for the CSO and ACSOs
- personnel security screening forms and documents for the KSOs (when accessing Confidential, Secret or Top Secret info/assets)

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Registration process (cont'd)

Company security officer

A **company security officer (CSO)** is a Canadian citizen or a permanent resident, who is an employee of your organization, and who holds a security screening at the level of **designated organization screening (DOS)** or **facility security clearance (FSC)**.

An effective company security officer is someone who:

- can make decisions on security matters
- has the authority to enforce compliance
- has knowledge of the Government contract and the work to be completed
- has knowledge of security principles and practices
- **appoints** an alternate company security officer

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Registration process (cont'd)

- Contract Security Program Application for Registration
- Corporate company security officer / company security officer appointment and acknowledgement form (**Annex 1-A**)
- Alternate company security officer security appointment and acknowledgement and undertaking form (**Annex 1-B**)
- Personnel screening, consent and authorization form (**TBS/SCT 330-23E**)
- Security clearance form (**TBS/SCT 330-60E**)
- Fingerprints applicant request form
- Public Works and Government Services Canada Security agreement (**Annexe 3-G**)
- Company security officer or alternate company security officer attestation form

It is very important to fill out all necessary forms correctly and accurately. Not doing so will result in applications being returned or processing delays.

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Registration roadmap

PSPC's Contract Security Program (CSP) will request the following:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
The approved source submits a request for private sector organization screening (PSOS) & security requirement checklist (as required) to PSPC's CSP, to sponsor your organization into the program.	Your organization is contacted by PSPC's CSP. You will receive an establishing letter, be asked to complete screening forms, a series of registration forms and appoint a company security officer (CSO). If required: your organization will also appoint an alternate company security officer (ACSO) and screen key senior officials (KSO).	Your organization must submit the completed forms to PSPC's CSP (within 30 days). Incomplete forms may cause delays or result in the rejection of the registration application.	PSPC's CSP reviews your organization's forms, analyzes security requirements, your organization structure, its ownership and required signatures.	Your organization must reply promptly to PSPC's CSP if any information or signatures are missing, forms are incomplete or if further details are required.	PSPC's CSP processes personnel security screening/clearance for CSO/ ACSO and KSOs (where required) and grants screening/clearances.	Your organization is officially registered in PSPC's CSP. You can now submit <i>personnel security screening requests</i> for your employees and register to use the Online industrial security services (OLISS) .
				Most common errors:		
				Missing signatures where required Missing copies of CSO photo ID		Missing proof of business ownership Missing Annex 1B if appointing an ACSO

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Processing timelines

Organization security clearances and safeguards	Estimated processing timelines
Designated organization screening	up to 4 months
Facility security clearance (Secret / NATO)	6 months or more
Facility security clearance (Top secret / COSMIC)	12 months or more
Document safeguarding capability	varies
Information technology authorization	varies

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Personnel security screening

The Company Security Officer and/or Alternate Company Security Officer must request a personnel security screening for employees who are required to work on **sensitive** Government of Canada contracts.

- employees' personnel security screenings must be obtained **before** beginning the work
- personnel security screenings can only be performed on a need-to-know basis
- the Online Industrial Security Services or OLISS, is the most efficient way of sending your Personnel security screening request



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Personnel security screening (cont'd)

There are **two** types of personnel security screening:

- reliability status (standard and enhanced)
- security clearance (Secret and Top secret including NATO)

Personnel security screenings are requested by **company security officers or alternates** for any employee of the organization required to perform work on sensitive government contracts.

Personnel security screenings can be **transferred** between government departments and **duplicated** between private sector organizations, upon request.

Before submitting security screening requests for your personnel, your organization must first be registered!

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Personnel security screening (cont'd)

Reliability status	Secret and NATO Secret	Top secret and COSMIC Top secret
<ul style="list-style-type: none"> • valid for 10 years • TBS form 330-23 • 5 years of verifiable background • law enforcement inquiry (criminal record check) • credit check 	<ul style="list-style-type: none"> • valid for 10 years • TBS forms 330-23 and 330-60 • 10 years of verifiable background • law enforcement inquiry (criminal record check) • credit check • CSIS indices check 	<ul style="list-style-type: none"> • valid for 5 years • TBS forms 330-23 and 330-60 • 10 years of verifiable background • law enforcement inquiry (criminal record check) • 3 passport photos • credit check • CSIS indices checks
<p>May require: out of country verification security screening interview</p>		

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Service standards

Personnel security screening	Service standards
Reliability status (simple)	7 business days
Reliability status (complex*)	up to 120 business days**
Secret/NATO (simple)	up to 75 business days
Secret/NATO (complex*)	up to 120 business days**
Top Secret/COSMIC	12 months +

*additional information and/or verification required

**in addition to reliability screening timelines

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Identifying subcontractors

Subcontracts are used when a **prime contractor** wishes to subcontract a portion of the prime contract to another organization or self-employed individual.

Example

Subcontractor:

a building contractor who subcontracts electrical wiring work to an electrician.

VS.

employee:

a building contractor who hires a permanent electrician to work on various projects.

Security needs to be considered in subcontracts when the prime contract has security requirements.

A contractor cannot request personnel screenings for employees of a subcontracting organization

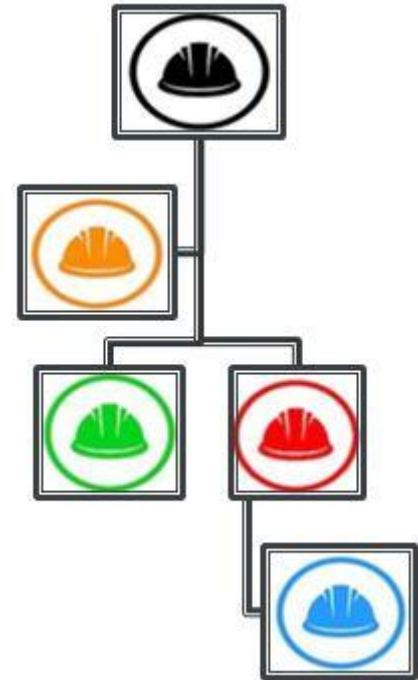
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Identifying subcontractors (cont'd)

Before initiating a subcontract with security requirements, the **prime contractor** must seek prior approval from PSPC's Contract Security Program to ensure that:

- the subcontract has the **same security requirements** as the prime contract (or lower)
- the subcontractor has the **appropriate security clearance**



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Subcontracting process

The **prime contractor's company security officer (CSO)** or **alternate company security officer (ACSO)** is responsible for:

1. completing a security requirement checklist (SRCL) identifying the security requirements of the subcontract
2. requesting a private sector organization screening (PSOS) on behalf of the subcontractor
3. submitting the SRCL and the request for PSOS to PSPC's Contract Security Program (CSP) personnel for approval
4. obtaining and inserting the security clauses and SRCL into the subcontract
5. validating the subcontractor's organization and personnel are cleared
6. submitting a copy of the awarded subcontract containing the SRCL to PSPC's CSP personnel, including amendments

Work cannot start until the subcontractor obtains the appropriate security screening.

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Security requirements checklist (SRCL)

The security requirements checklist (SRCL) is a Treasury Board Secretariat of Canada form that is completed for all Government of Canada contracts and subcontracts with security requirements.

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat TX-20000015-ABC
Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)	
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Company 123
2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance TX-20000015-ABC-001	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Company ABC, 1 Beaver Lane, Moose Jaw, Saskatchewan, S6H5K6
4. Brief Description of Work / Brève description du travail provide a brief description of the work to be performed by the supplier e.g. company ABC will translate the Government of Canada's Speech from the Throne.	
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

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Contact us

General inquiries

Phone

Toll-free: 1-866-368-4646

National capital region: 613-948-4176

Email

ssi-iss@tpsgc-pwgsc.gc.ca

Website

<http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>



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Useful links

Organization and personnel security screening

<http://www.tpsgc-pwgsc.gc.ca/esc-src/enquete-screening-eng.html>

Safeguarding equipment, sites, assets and information

<http://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding-eng.html>

Subcontracting security requirements

<https://www.tpsgc-pwgsc.gc.ca/esc-src/soustraitance-subcontracting-eng.html>

Security screening for government contracts

<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>

News and updates about contract security

<http://www.tpsgc-pwgsc.gc.ca/esc-src/nouvelles-news/index-eng.html>

Forms for contract security

<https://www.tpsgc-pwgsc.gc.ca/esc-src/formulaires-forms-eng.html>

Contract security resources

<http://www.tpsgc-pwgsc.gc.ca/esc-src/ressources-resources-eng.html>

Contract Security Program roadmaps for Government of Canada suppliers

<https://www.tpsgc-pwgsc.gc.ca/esc-src/ressources-resources/feuillederoute-roadmap-eng.html>

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