



Respect ♦ Integrity ♦ Excellence ♦ Leadership

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**GOVERNMENT,**  
Serving  
**CANADIANS.**

# Doing Business with the Government of Canada

*Office of Small and Medium Enterprises  
Public Services and Procurement Canada*



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

Canada

# Objectives

- Introduce the Office of Small and Medium Enterprises (OSME).
- Highlight procurement opportunities for Small and Medium Enterprises (SMEs).
- Present Government of Canada purchasing principles and thresholds.
- Describe general procurement approaches used by the Government of Canada.



# Office of Small and Medium Enterprises

- Provides assistance and information on how to sell your goods and services to the Government of Canada.
- Works to reduce barriers on your behalf in an effort to ensure fairness.
- Assists you in navigating the procurement process.
- Provides you with suggestions about where you may find opportunities.



Over 210,000 individuals and suppliers have been assisted through our national awareness program activities since 2006.

# The Build in Canada Innovation Program

- The [Build in Canada Innovation Program \(BCIP\)](#) helps companies bridge the pre-commercialization gap by procuring and testing late stage innovative goods and services within the federal government before taking them to market.
- Businesses receive valuable feedback from the testing of their innovations in federal departments and agencies.
- The BCIP targets innovations in the following priority areas:
  - Standard Component: Environment; Safety and Security; Health; and Enabling Technologies.
  - Military Component: Arctic and Maritime Security, Command & Support, Cyber-Security, In-Service Support, Protecting the Soldier, and Training Systems.



# Buyandsell.gc.ca

[Buyandsell.gc.ca](http://Buyandsell.gc.ca) is the authoritative source for government procurement information, including:

- How to register as a supplier;
- Procurement policies and guidelines;
- Past and current procurement data;
- Key procurement contacts in departments and agencies;
- Government of Canada procurement initiatives and programs; and
- Information related to upcoming events and seminars.

The screenshot shows the Buyandsell.gc.ca website. At the top, there is a navigation bar with the Government of Canada logo and text in both English and French. Below this is a search bar and a navigation menu with categories: For Businesses, For Government, Goods and Services, Applications, and Procurement Data. The main content area features a large heading 'Find opportunities with Buyandsell.gc.ca/tenders' and a sub-heading 'Access Government of Canada Tenders by using the quick search icons below.' There are two rows of icons representing different tender statuses: 'New Today', 'Amended Today', 'Active', 'Goods', and 'Services' in the first row; and 'Closing in 24 Hours', 'Expired', 'Awards', 'Services related to Goods', and 'Construction' in the second row. To the right, there is a 'Highlights' section with a link to 'Want to improve your bidding strategy?' and a news section with a link to 'Government announces new Defence Procurement Strategy (DPS)'. At the bottom, there is a 'Get started with Buyandsell.gc.ca/tenders' section with two bullet points: 'Businesses: Learn how to search for Government of Canada tenders and receive amendments on the Get Started page.' and 'Government buyers: Create and publish tender notices through the Tender Management Application (TMA).'

# Opportunities for SMEs

- The Government of Canada is one of the largest buyers of goods and services in Canada.
- Buys billions of dollars of a wide range of goods and services each year.
- Opportunities for contracts exist ranging from hundreds to billions of dollars.
- Small and Medium Enterprises received approximately three-quarters (more than 14,000 of the close to 18,000 contracts) awarded annually to suppliers in Canada, by PSPC.



# Contracting with the Government of Canada

- Public Services and Procurement Canada (PSPC) is the main procurement arm of the federal government.
- It is important that all procurement activities be conducted in an open, fair and transparent manner, and that all suppliers have an equal chance at doing business with us.
- Federal laws and regulations as well as Treasury Board of Canada policies guide the Government of Canada's procurement process.



# Delegated Purchasing Authorities within the Government of Canada

Delegated purchasing authorities of

Delegated purchasing authorities of  
departments and agencies

Goods  
up to \$25,000

Services and  
Construction Projects  
up to \$2,000,000

For procurements over these levels, departments and agencies  
work with PSPC.



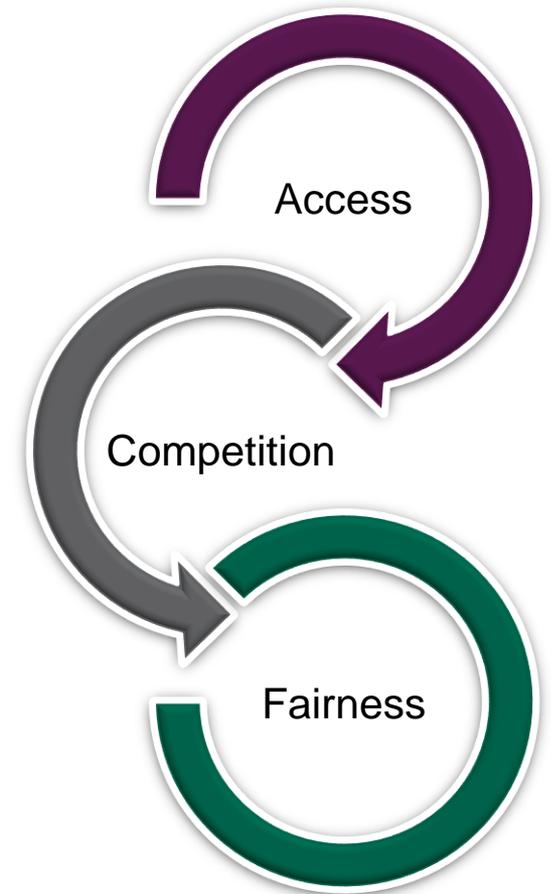
# Registering in the Supplier Registration Information System

- You will require a Procurement Business Number (PBN) in order to receive payment from PWGSC.
- A PBN will be supplied to you through the registration process in the [Supplier Registration Information](#) (SRI) System.
- Refer to registration information on [Buyandsell.gc.ca](http://Buyandsell.gc.ca)



# Procurement Under \$25,000

- The majority of contracts under \$25,000 are awarded using a competitive process, though there are non-competitive approaches used in some circumstances.
- Aims to get best value for Canadians while enhancing access, competition and fairness to businesses.
- Familiar way of working, but an exhaustive list of potential clients can make it challenging to identify the best fit.
- Suppliers may be identified through networks and research as well as various federal supplier registration systems.



# Publicly-Tendered Procurement

- Procurement of goods and services over \$25,000 is done through the solicitation of bids and quotes from potential suppliers using a variety of methods.
- The four most commonly used are:
  - An Invitation to Tender (ITT)
  - A Request for Proposal (RFP)
  - A Request for Standing Offer (RFSO)
  - A Request for Supply Arrangement (RFSA)
- The tender notice will indicate the method of procurement being used and will outline the solicitation documents.



# Security Requirements

- A security clearance is necessary when a Government of Canada contract requires your personnel to access classified or protected information, assets or sensitive federal work sites.
- Security requirements are identified in the solicitation document. If the opportunity that you are interested in requires a security clearance and you do not have one, contact the contracting authority as soon as possible to get the process started.
- The time required to obtain a security clearance will vary and in some cases may take up to 12 months. Delays in the security process could result in your bid being declared non-responsive.

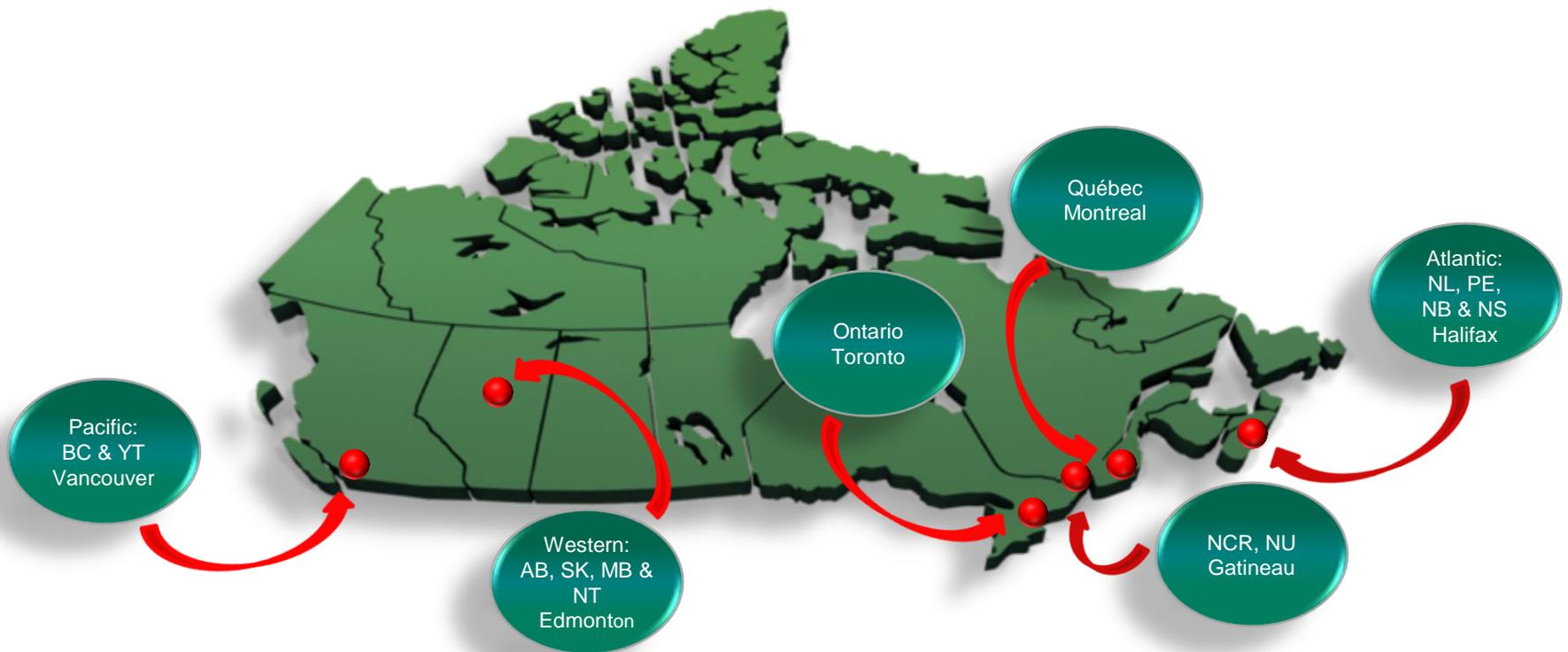


# The OSME National InfoLine



- You may call the national InfoLine at **1-800-811-1148** and they can help answer questions about:
  - Registering and selling to the federal government.
  - Who to contact to answer procurement-related questions.
  - How to use [Buyandsell.gc.ca](http://Buyandsell.gc.ca).

# National and Regional Offices



# OSME Contact Information

**Buyandsell.gc.ca**

## **Atlantic Region – Halifax**

Telephone: 902-426-5677

Facsimile: 902-426-7969

[osme-bpme-atl@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-atl@pwgsc-tpsgc.gc.ca)

## **Québec Region – Montréal**

Telephone: 514-496-3525

Facsimile: 514-496-5891

[QueBPME.QueOSME@tpsgc-pwgsc.gc.ca](mailto:QueBPME.QueOSME@tpsgc-pwgsc.gc.ca)

## **Western Region – Edmonton**

Telephone: 780-497-3601

Toll free: 1-855-281-6763

Facsimile: 780-497-3506

[osme-bpme-wst@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-wst@pwgsc-tpsgc.gc.ca)

**National Infoline: 1-800-811-1148**

## **Ontario Region – Toronto**

Telephone: 416-512-5577

Toll free: 1-800-668-5378

Facsimile: 416-512-5200

[ont.bpme-osme@pwgsc-tpsgc.gc.ca](mailto:ont.bpme-osme@pwgsc-tpsgc.gc.ca)

[www.pwgsc.gc.ca/ontario/osme](http://www.pwgsc.gc.ca/ontario/osme)

## **National Capital Region – Gatineau**

Telephone: 819-953-7878

Facsimile: 819-956-6123

[RCNBPME.NCROSME@tpsgc-pwgsc.gc.ca](mailto:RCNBPME.NCROSME@tpsgc-pwgsc.gc.ca)

## **Pacific Region – Vancouver**

Toll free: 1-866-602-0403

Facsimile: 604-775-7395

[osme-bpme-pac@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-pac@pwgsc-tpsgc.gc.ca)

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# Procurement Strategy for Aboriginal Business

## Business Development Directorate

9108104



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# Outline

- Overview
- Four Key Approaches to the Procurement Strategy for Aboriginal Businesses (PSAB)
- How the PSAB Works
- Tools, Approaches & Results
- Positive Trends in Federal Procurement
- PSAB Success
- Be Part of the Success
- Contact
  
- Annexes
  - Aboriginal Business Registrations





# Overview

## The Procurement Strategy for Aboriginal Business (PSAB)

- The PSAB was launched in 1996 to address the under-representation of Aboriginal businesses in federal procurement processes.
  - A key element of the Federal Framework for Aboriginal Economic Development
  - Places responsibility on Federal departments and agencies who are responsible to conduct contracting activities with Aboriginal businesses on behalf of the Government of Canada
  - Federal government contracts approximately \$20B in goods and services annually
  
- INAC coordinates the implementation of PSAB on behalf of the federal government
  - In close collaboration with Public Service and Procurement Canada (PSPC) and Treasury Board Secretariat (TBS)

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## Overview

- Committed to working with Canada's rapidly growing Aboriginal business sector:
  - There are over 37,000 Aboriginal-owned businesses across Canada covering a variety of economic sectors, that are well established in construction (18%), primary sectors (13%), and service-based industries (28%)
  - The 2006 census revealed an increase of 38 % since 2001 of Aboriginal Business owners – this exceeds that of self employed Canadians overall.
  - Aboriginal businesses have created approximately 82,000 full time jobs and 18,000 part time jobs,
  - A doorway to federal procurement opportunities.





## Overview

- INAC helps eligible Aboriginal businesses enhance their business capacity by:
  - Competing for federal government contracts;
  - Encouraging partnerships / joint-ventures;
  - Demonstrating their capabilities; and
  - Entering in supply chains.
- The success of PSAB gives INAC the credibility to work with willing partners to leverage significant opportunities in both public and private sectors:
  - Over 1,810 businesses currently registered in the Aboriginal Business Directory;
  - Over 100 procurement specialists who act as PSAB coordinators within their departments;
  - Over 24 presentations and 12 events/conferences a year to train Aboriginal entrepreneurs, federal officials and the private sector, and promote Aboriginal procurement; and
  - Aboriginal business federal contract awards more than doubled from \$49M in 2009 to \$82.87M in 2013.



## Four Key Approaches to PSAB

- The PSAB employs **four key approaches** to increase Aboriginal business participation in federal procurement: *mandatory set-asides; voluntary set-asides, joint venturing; and subcontracting criteria.*
- Aboriginal businesses must meet **eligibility criteria** (related to ownership and control, and proportion of Aboriginal workforce).
- Federal departments and agencies that purchase more than \$1 million in goods, services and construction establish **annual targets** related to the PSAB.
- INAC works closely with departments to **set reasonable and achievable objectives**, and advises on Aboriginal business capacity.





# How PSAB Works

## 1. Mandatory Set Asides

Set Asides are mandatory if:

- An area, community or group in which Aboriginal people make up at least 80% of the population;
- The Aboriginal population will be the recipient of the good, service or construction; and
- The value of the contract is over \$5,000.

## 2. Voluntary Set Asides

May be employed voluntarily if:

- Aboriginal capacity exists;
- The client department may *voluntarily* decide to apply the PSAB set aside where operational requirements, best value prudence and probity and sound contracting management can be assured.





# How PSAB Works

## 3. Joint-Venture Agreements and Partnerships

- Allows Aboriginal and non-Aboriginal partnerships to bid on opportunities that have been set aside.
- Aboriginal businesses need to demonstrate 33% value of the work.

## 4. Use of Aboriginal Criteria

In awarding of prime contracts, departments are encouraged to:

- Request Aboriginal sub-contracting plans either as a mandatory requirement or a rated evaluation criteria.
- *Can be applied by setting aside the procurement from the International Trade Agreements under the small and minority business exemption.*
- *For assistance please contact the Business Development Directorate at INAC [saea-psab@aadnc-aandc.gc.ca](mailto:saea-psab@aadnc-aandc.gc.ca).*





# How PSAB Works

## PSAB Eligibility Criteria

### An Aboriginal business may be:

- A sole proprietorship, limited company, cooperative, partnership or not-for-profit organization in which,
  - Aboriginal persons have majority ownership and control meaning at least 51 percent, and
  - In the case of a business enterprise with six or more fulltime employees, at least 33 percent of the full-time employees are Aboriginal persons, -OR-
- A Joint-venture agreement in which an Aboriginal business or Aboriginal businesses as defined above have at least 51 percent ownership and control.





# How PSAB Works

## As part of the **Joint-Venture agreement**:

- The “Content” requirement needs to be applied and is defined as at least 33% of the value of the work must be performed by an Aboriginal business.
  - “**Value of the work**” is the total value of the contract less any materials directly purchased by the contractor for the contract.
- However when calculating the 33% of the total monetary value of work, the managerial and administrative costs incurred by the Aboriginal Firm is included. Some examples are:
  - Contract management;
  - Recruiting (resources needed for actual contract);
  - Resources pay (resources working on the actual contract); and
  - Administrative work (related to the actual contract).
- The contractor must notify/bind subcontractors in writing to respect this requirement.





# Tools, Approaches & Results

## Aboriginal Business Directory (ABD)

- Open to the public, the ABD functions as a search engine to identify Aboriginal business suppliers and capacity;
- Used to conduct capacity searches to identify Aboriginal business capacity and to negotiate Aboriginal Participation Components and Aboriginal set-aside contracts; and
- Dashboard for customized access to PWGSC's Business Analytics (BA) application to improve data quality and efficiency and meet future PSAB reporting requirements.

Total number of capacity searches to date 124

Total number of Aboriginal businesses registered (as of November 2015) 1810

## Marketing and Outreach

- INAC works closely with businesses and stakeholders to undertake Aboriginal supplier development activities.
- Awareness building activities: trade events, webinars, teleconference, PSAB training video ([link to training video](#))

Total number of outreach events in 2013/14	41
Total number of outreach with OSME in 2013/14	12





# Tools, Approaches & Results

## National Coordinators Network

- To establish a closer and more customized relationship with the federal departments and agencies involved with the PSAB;
- Coordinate and convene the quarterly PSAB Coordinator Network meetings and the National PSAB Coordinator Network face-to-face meeting (November 2013).

Total number of PSAB Coordinators across various federal departments and agencies

100

## Interventions on Major Federal Procurement

- Facilitate, intervene and negotiate in the application of government procurement set-aside contracts for Aboriginal businesses through various interventions (Standing Offers, Supply Arrangements, Procurement Review Committee) according to Aboriginal business capacity, geographical location, length and size of contract .

Pre-determined set-asides increased 67% from 2009-10 to 2012-13

Number of interventions have more than **doubled between 2009-10 to 2012-13**





# Tools, Approaches & Results

## Collaboration with Federal Partners

### ➤ **MOU with PSPC (2016):**

- To provide INAC with comprehensive data on departments' procurement activity with Aboriginal suppliers;
- Gain access to contracting data to verify if businesses are eligible under the PSAB; and
- Collaborating on marketing/outreach.

### ➤ **MOU with Innovation, Science and Economic Development Canada (2016):**

- PSAB registration that allows Aboriginal businesses to self-register in the ABD and showcase their business information and capacity.

## Federal Portfolio Management

- Assist in matching departmental procurement needs with Aboriginal business capacity through setting procurement objectives, assessing departments' past contracts (goods and services) and forecasting department's procurement needs.

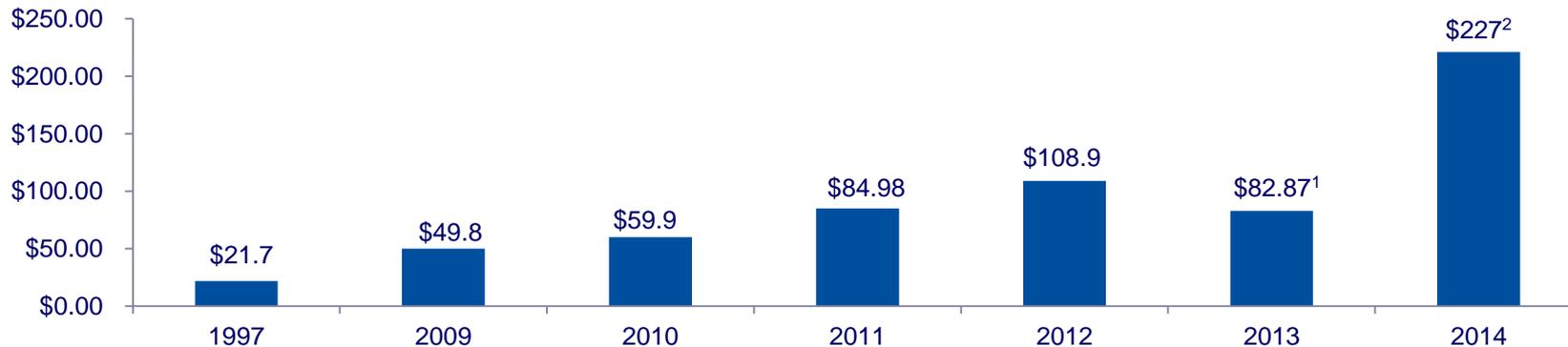
## Accountability and Integrity

- Pre- award, post- award and random audits are conducted to ensure Aboriginal businesses registered in the Aboriginal Business Database (ABD) meet the PSAB criteria.
- Automatic pre-award audits on contract valued over \$2M.





# POSITIVE TRENDS IN FEDERAL PROCUREMENT



Aboriginal Procurement Figures (Set-Asides)	
2014	\$227 Million <sup>2</sup>
2013	\$82.87 Million <sup>1</sup>
2012	\$108.9 Million
2011	\$84.98 Million
2010	\$59.91 Million
2009	\$49.77 Million
1997	\$21.70 Million

- More than \$5.2 billion in Aboriginal procurement since inception
- Value of PSAB set-aside contracts 2009-2014: Doubled and increased by over 295%
- 1767 Aboriginal businesses registered in the Aboriginal Business Directory (ABD)
- Aboriginal businesses are winning non set-asides: Value of incidentals range from \$400 – \$800 Million.

<sup>1</sup> This decrease in procurement is representative of an overall decrease in government procurement of nearly \$1B in 2013. Small and Medium Enterprises saw a decrease from \$6.4B in 2012 to \$4.5B in 2013. The relatively smaller decrease in Aboriginal procurement can be attributed to the effectiveness of the PSAB program and the strength of Aboriginal business capacity in Canada.

<sup>2</sup> Numbers provided by PSPC to be verified by departments.

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## PSAB Success

### INAC implements an annual work plan in support of FFAED commitments:

- In 2013, Aboriginal businesses secured \$82.68 million in PSAB set-aside contracts.

### Provincial Partners

- Worked closely with the Province of Ontario to assist in in developing a PSAB policy that mirrors the Federal policy; and
- Worked with the Province of Manitoba to establish a PSAB policy for the province that mirrors the Federal policy.





# Be Part of PSAB Success

## Register in the Aboriginal Business Directory:

- Aboriginal businesses can increase their visibility by registering in PSAB's [Aboriginal Business Directory](#) (ABD).
- The ABD is housed within Industry Canada's Canadian Companies Capabilities database and is a search engine available to industry and the federal procurement community for identifying Aboriginal business suppliers.
- It is also used by provincial and municipal governments AND the private sector to find qualified Aboriginal businesses in various sectors.
- Registration is FREE and it is available to the public.
- All businesses registered under PSAB in the ABD are subject to audits to ensure compliance under the PSAB.





## Be Part of PSAB Success (con't)

- Contact the Office of Small Medium Enterprise for assistance on how to:
  - Register on the Supplier Registration Information (SRI) to obtain a Procurement Business Number (PBN) <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>
  - Create a business profile (specific to business needs) on buy and sell (public tendering site for contracts above \$25, 000.00).
  - How to find contracting opportunities on the buy and sell <https://buyandsell.gc.ca/>
- For information on OSME sessions, you can view OSME events calendar <https://buyandsell.gc.ca/event-calendar/2016-11>.
- For contracts under \$25, 000.00 (which are not posted on the buy and sell), Aboriginal Business should contact the PSAB coordinators to market themselves.

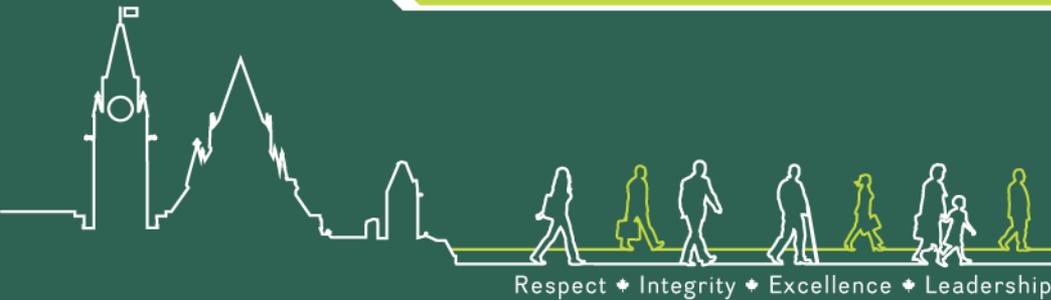




## Contact

- The PSAB team is pleased to answer your questions.
- Contact us through the PSAB Help Line at 1-800-400-7677 or by email to [saea-psab@aadnc-aandc.gc.ca](mailto:saea-psab@aadnc-aandc.gc.ca).
- The [PSAB website](#) can provide you with more information.





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# HOW TO OBTAIN A SECURITY CLEARANCE WITH THE CONTRACT SECURITY PROGRAM



Departmental Oversight Branch, Industrial Security Sector  
Outreach Division 2017



Government  
of Canada

Gouvernement  
du Canada

Canada

# Overview

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- Objective
- Contract Security Program (CSP)
- Contract security and registration
- Organization security screening
- Personnel security screening
- Subcontracting
- Your role
- Forms
- Contact us

# Objective

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Learn when, why and how the Government of Canada's Contract Security Program applies to industry.



# Contract Security Program

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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 security requirements for personnel, physical and information technology security are met in the contracting process.

# Contract Security Program(continued)



- 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 contracting vehicles;
- Ensures industry complies with contracting security requirements.

# Bid opportunities requirements

Ask yourself: Does this bid opportunity have security requirements?

Security requirements can be found in:

- The tender notice's description
- The solicitation documents
- E.g. Check the table of contents for security requirements (these are typically found in “Part 6 – Resulting Contract Clauses” and the SRCL is typically attached as an annex)



Secur-File / Vehicle Safe (E60HN-145FYS/A) - Procurement Information on Buyandsell.gc.ca - Windows Internet Explorer provided b

https://buyandsell.gc.ca/procurement-data/tender-notice/PW+HN-660-65361

File Edit View Favorites Tools Help

Secur-File / Vehicle Safe (E60HN-145FYS/A) - Procure...

Region of delivery	Alberta, British Columbia, Manitoba, National Capital Region, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan	Trade Agreement: WTO-AGP/NAFTA/AIT/Canada FTAs with Peru/Colombia/Panama Tendering Procedures: All interested suppliers may submit a bid Attachment: YES (PWGSC) Diskette Competitive Procurement Strategy: Lowest/Lower Bid Comprehensive Land Claim Agreement: No
Notice type	Notice of Proposed Procurement (NPP)	Nature of Requirements: Benoit Guertin 819-956-4479 benoit.guertin@pwgsc-tpsgc.gc.ca
GSIN	<a href="#">N7125: Cabinets, Lockers, Bins and Shelving</a>	National Master Standing Offer (NMSO) for two different models of secure containers: two (2) types of vehicle safes and three (3) types of secure filing cabinets. The safes/cabinets are to be built to RCMP specification and drawings ACOPS/CCSM 118/11 and 101/11 respectively. The period for this NMSO will be for three years plus a right to request two (2) extensions of an additional period of up to 12 months each. Up to two (2) NMSO's, one per model type, may be awarded.
Trade agreement	Agreement on Internal Trade (AIT) Canada-Colombia Free Trade Agreement Canada-Peru Free Trade Agreement (CPFTA) North America Free Trade Agreement (NAFTA) World Trade Organization-Agreement on Government Procurement (WTO-AGP) Canada-Panama Free Trade Agreement	A compliant First Article unit will be required as per details herein.
Tendering procedure	All interested suppliers may submit a bid	In order to obtain the specifications, vendors must currently have the following valid security clearances, at the Confidential level issued by CISED:  Facility Security Clearance (FSC), Document Safeguarding Capability (DSC), and Information Technology (IT) system.
Competitive procurement strategy	Lowest/Lower Bid	
Procurement entity	Public Works & Government Services Canada	
End user entity	Public Works & Government Services Canada	
Contact information		
Contact name		
Contact phone		



# Bid opportunities requirements (continued)

Contract Number / Numéro du contrat
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	2. Branch or Directorate / Direction générale ou Direction
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	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input 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 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 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 type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



# Bid opportunities requirements (continued)

**Do you meet the necessary contract security requirements?**



**YES:** Your organization is already registered in the CSP and is cleared at the appropriate level.



**NO:** Your organization will need to register in the CSP.



**How can I meet these contract security requirements?**  
Your organization must register in the CSP.

# How can I register in the CSP?

A Government of Canada **approved source** must sponsor your organization.

- The approved source must submit a Request for Private Sector Organization Screening (PSOS) and when applicable a Security Requirement Check List (SRCL) for your organization.
- The PSOS will identify the type of security screening required.



# Who is an approved source recognized by the CSP?



- A government procurement officer – an officer who carries out specialized advanced purchase of goods and services;
- A Government of Canada security officer or project manager leading a project you have bid on or intend to bid on;
- A prime contractor registered in the CSP for whom you are subcontracting (for approved subcontracts only); or
- National and Designated Security Authorities on behalf of a foreign company or government that is contracting to your organization.

# How do I get sponsored?

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- Communicate with the contact person in the tender notice that you would like to bid on;
- Ask that person if the department can sponsor you because you would like to bid on its contract and need to meet the contract security requirements;
- Clearly indicate if you are bidding as a prime contractor or as a subcontractor.

# Registration process



1. The approved source submits the PSOS to the CSP
2. The CSP reviews the contractual requirement indicated on the PSOS
3. The CSP advises the approved source if the PSOS is rejected and why. If the sponsorship is approved,
4. The CSP sends the registration package to the sponsored organization
5. Organization has to comply by submitting the completed forms to the CSP on time

# What to expect from the registration process



Upon receipt of a valid request for PSOS from an approved source, the CSP will contact your organization to request information to begin the registration process **by email or by mail**.

The CSP will request the following information:

- Your organization's structure, ownership and legal status;
- The appointment of a Company Security Officer (CSO) and/or Alternate Company Security Officer (ACSO);
- Identification of Key Senior Officials (KSOs) (when accessing Confidential, Secret or Top Secret info/assets);
- Personnel security screening forms and documents for CSO, ACSO and/ or KSOs.



# Types of organization clearances

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A **Designated Organization Screening (DOS)** allows organizations to access Protected information and assets through the security screening of employees to the Reliability Status level.



A **Facility Security Clearance (FSC)** allows organizations to access Classified information and assets through the security screening of employees to the level of the organization (Secret and Top Secret).

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# Types of security screenings

	Information and Assets	Organization Screening	Personnel Security Screening
<b>CLASSIFIED</b> National Interest 	Top Secret	Facility Security Clearance	Top Secret
	Secret		Secret
	Confidential		
<b>PROTECTED</b> Non-national Interest 	Protected C	Designated Organization Screening	Reliability Status
	Protected B		
	Protected A		

# Who can request a 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.

# Document Safeguarding Capability



If the contract requires the safeguarding of sensitive information and/or assets at your site(s), your organization will also need to obtain a Document Safeguarding Capability (DSC).

The CSP conducts physical security inspections when the following contract security requirements have been identified:

- Document Safeguarding Capability
- Production Capability
- Authority to Process Information Technology

# Subcontracting

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

The organization who intends to subcontract is responsible for:

1. Completing an SRCL identifying the security requirements of the subcontract;
2. Requesting a PSOS on behalf of the subcontractor;
3. Submitting the SRCL and PSOS form to the CSP for approval;
4. Obtaining and inserting the security clauses and SRCL into the subcontract;
5. Validating the subcontractor's organization and personnel are cleared; and
6. Submitting a copy of the awarded subcontract containing the SRCL to the CSP.

# CSP service standards

Personnel Security Screening	CSP Service Standards
Reliability Status (simple)	7 business days
Reliability Status (complex*)	Up to 120 business days
Secret (simple)	Up to 4 months
Secret (complex*)	Up to 12 months

\* Additional information and/or verifications required.



# Your role

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- Find an approved source.
- Comply with the CSP registration process.
- Obtain and maintain organization security clearance.
- Screen personnel involved in government sensitive contract.
- Meet physical security requirements if necessary.
- Identify subcontractors and ensure security of subcontracts if necessary.

# Forms



- Application for Registration – Industrial Security Program
- Company Security Officer Appointment and Acknowledgement and Undertaking (**Annex 1-A**)
- Alternate Company Security Officer Security Appointment and Acknowledgement and Undertaking (**Annex 1-B**)
- Personnel Screening, Consent and Authorization Form (**TBS/SCT 330-23E**)
- Security Clearance Form (**TBS/SCT 330-60E**)
- PWGSC Security Agreement (**Annex 3-G**)
- Security Requirements Check List (SRCL) (**TBS/SCT 350-103**)
- Request for Private Sector Organization Screening (PSOS)
- Fingerprints Applicant Request Form (FARF)

**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.**

# Contact us

## General Inquiries

### Phone

Toll-Free: 1-866-368-4646

National Capital Region: 613-948-4176

### Email

[ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca)

### Website

<http://ssi-iss.tpsgc-pwgsc.gc.ca>

### Webinars

TPSGC.SSIDSICSensibilisation-  
ISSCISDOutreach.PWGSC@tpsgc-pwgsc.gc.ca



# Useful links

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## **Buy and Sell**

<https://buyandsell.gc.ca/>

## **PWGSC Contacts for Goods and Services Identification Number codes**

<https://buyandsell.gc.ca/procurement-data/goods-and-services-identification-number/contacts-for-gsin-codes>

## **Office of Small and Medium Enterprises**

<https://buyandsell.gc.ca/for-businesses/contacts-for-businesses/office-of-small-and-medium-enterprises-osme-regional-offices>

## **Contract Security Program Forms**

<http://ssi-iss.tpsgc-pwgsc.gc.ca/formulaires-forms/index-eng.html>



# Thank you!

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