



Purchasing Office - Bureau des achats:

Public Works and Government Services Canada
Acquisitions Branch

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out in the contract, for the goods, services, and/or construction listed in the contract at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, conformément aux modalités et conditions énoncées dans le contrat, pour les biens, services et / ou construction énumérés dans le contrat au prix indiqués à cet effet.

Comments - Commentaires

The Vendor/Firm accepts/
acknowledges this contract.
Le fournisseur/entrepreneur
accepte le présent contrat/en
accuse réception.

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

125307454PG0001
Canadian Sporting Arms and
Ammunition Association (CSAAA)
PO BOX 29
Green Valley
ON, K0C 1L0

Title – Nom Buyback Program (BBP) Professional Services	
Contract ID – ID du Contrat 0D160-233228/001	Agreement date – Date de l'accord 2023/02/16
Requisitioning Entity - Entité de demande d'achat 10075699	
Originating Requisition ID - No de la demande d'origine 0D160-233228	
Project ID – Id du project: N/A	CCC No./N° CCC - FMS No./N° VME: N/A
Financial Code(s) Code(s) financier(s) 1271-B122-205600-205600-504046	GST/HST TPS/TVH <input type="checkbox"/>
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH Included - Inclus	Duty - Droits Included - Inclus
Region of Delivery of Goods, Services, and Construction – Région de destination des biens, services et construction: Public Safety Canada	
Invoices - Original and two copies to be sent to: Factures - Envoyer l'original et deux copies à: PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca	
Address Enquiries to: - Adresser toutes questions à: _____	Telephone No. - N° de téléphone
Total Contract Value - Valeur totale du contrat : \$707,363.05	Currency Type - Devise CAD
For the Minister - Pour le Ministre	

TABLE OF CONTENTS

1.	STATEMENT OF WORK.....	2
2.	STANDARD CLAUSES AND CONDITIONS.....	2
3.	SECURITY REQUIREMENTS	2
4.	CONTRACT PERIOD	2
5.	AUTHORITIES	3
6.	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	4
7.	PAYMENT	4
8.	APPLICABLE LAWS.....	6
9.	PRIORITY OF DOCUMENTS	6
10.	INSURANCE REQUIREMENTS	7
11.	DISPUTE RESOLUTION.....	7
12.	NON-DISCLOSURE AGREEMENT	7
ANNEX A		8
	STATEMENT OF WORK	8
ANNEX B		13
	BASIS OF PAYMENT	13
ANNEX C		14
	NON-DISCLOSURE AGREEMENT	14
ANNEX D		15
	SECURITY PROVISIONS	15

1. Statement of Work

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

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.

2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirements

The Contractor acknowledges that the aggregate collected data under this requirement is sensitive information. By accepting the Contract the Contractor must comply with the security provisions as outlined in Annex D – Security Provisions.

4. Contract Period

4.1 Contract Period: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- a) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31, 2024; and
- b) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

4.2 Option to Extend the Contract

- a) The Contractor grants to Canada the option to extend the term of the Contract by up to 2 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- b) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

4.2 Optional Additional Work Requirements

The Contractor grants to Canada the option to acquire additional services in the Statement of Work - Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract.

The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch

E-mail address: _____

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.

5.2 Project Authority

The Project Authority for the Contract is:

Name:
Title:
Organization: Public Safety Canada / Crime Prevention Branch
Address:

Telephone:
E-mail address: _____

In its absence, the Project Authority is:

Name:
Title:
Organization: Public Safety Canada / Crime Prevention Branch
Address:

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 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.

5.3 Contractor's Representative

Name: Jenn Gadbois
Title: Managing Director
Organization: Canadian Sporting Arms & Ammunition Association
Address: PO BOX 29, Green Valley ON, K0C 1L0

Telephone: 705-875-2302
E-mail address: jgadbois@csaaa.org

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. Payment

7.1 Contract Cost Principles

SACC Manual clause [1031-2](#) (2012-07-16), Contract Cost Principles, applies to and forms part of the Contract

7.2 Basis of Payment

a. Professional Services provided with a Firm Price – Milestone Payment

The Contractor will be paid for the Work performed under Milestone 1, as per Annex B - Basis of Payment, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

b. Professional Services provided with a Firm Unit Price

The Contractor will be paid for the Work performed per Unit, as per Annex B – Basis of Payment, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

7.3 Limitation of Expenditure

- a) Canada's total liability to the Contractor under the Contract must not exceed \$_____ Customs duties are included and Applicable Taxes are extra.
- b) 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:
- (i) when it is 75% committed, or
 - (ii) four months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- c) 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.

7.4 Method of Payment – Milestone Payment

Canada will pay the Contractor for Milestone 1, as per Annex B - Basis of Payment, upon completion and acceptance of all associated deliverables in accordance with Annex A – statement of Work if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

7.5 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed per Unit delivered, as per Annex B - Basis of Payment, during the month covered by the invoice in accordance with the payment provisions if:

- (iv) 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;
- (v) all such documents have been verified by Canada; and
- (vi) the Work delivered has been accepted by Canada.

7.6 Declaration

- (a) the contractor declares that the contractor has not, directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the contract if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#);
- (b) all accounts and records relating to any payment by the contractor of fees or other compensation for the solicitation, negotiation or obtaining of the contract shall be subject to any accounting and auditing provisions of the contract;

7.7 Accounts and Audit

- (a) The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- (b) If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

- (c) Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- (d) The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

7.8 Invoicing Instructions

- a) 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 invoice must be supported by:

- (i) a copy of the release document and any other documents as specified in the Contract;
 - (ii) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - (iii) a copy of the monthly progress report.
- b) Invoices must be distributed as follows:
 - c) The invoice must be forwarded to the Public safety Representative identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the work takes place.
 - d) One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Applicable Laws

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

9. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2022-05-12);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;

e) Annex C, Non-Disclosure Agreement

10. Insurance Requirements

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

11. Dispute Resolution

- a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

12. Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A

STATEMENT OF WORK

1. **PROJECT TITLE**

Industry's inventory of firearms and restricted components as part of the Buyback Program.

2. **OBJECTIVE**

Public Safety Canada (PS) requires the professional services of a Contractor to:

Communicate and coordinate amongst all licensed firearms manufacturers, distributors and retailers across all provinces in Canada to gather detailed information on their individual inventory of firearms and restricted components. The individual inventory reports will be collated, reviewed and provided to PS with detailed information on firearms and component parts, including demonstrable costs.

3. **BACKGROUND**

In the Speech from the Throne, the Government pledged to implement measures designed to strengthen gun control, including a ban of assault-style firearms, and take the necessary steps to introduce an associated buyback program. This commitment was reiterated in the Prime Minister's mandate letters to the Minister of Public Safety and Emergency Preparedness and the Minister of Justice and Attorney General of Canada. This prohibition intends to limit access to weapons that are unsuitable for civilian use and addresses a growing public concern regarding the inherent safety risk posed by assault-style firearms. This initiative aligns with Public Safety Canada's Departmental Results Framework through the Countering Crime Program, which aims to provide federal leadership, coordination, research and program support on a continuum of activities related to crime, prevention, law enforcement and policing.

On May 1, 2020, the *Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted* [Regulations] were amended to prescribe as prohibited approximately 1,500 (now close to 2,000) models of firearms and their variants, along with upper receivers for some newly prohibited firearms. Of those, nine principal models of assault-style firearms are prohibited as they have semi-automatic action with sustained rapid-fire capability (i.e., tactical military design with large magazine capacity); are of modern design and are presented in large volumes in the Canadian market. Also included are two categories of firearms that exceed safe civilian use: firearms with 20 mm bore or greater (i.e., grenade launcher) or with a muzzle energy of greater than 10,000 joules (e.g., 0.50 caliber BMG).

The total estimated number of impacted firearms is 150,000. Of these approximately 110,000 were formally classified as restricted (registered) and approximately 40,000 were classified as non-restricted (non-registered). The Royal Canadian Mounted Police's (RCMP) Canadian Firearms Program (CFP) maintains registration information for restricted firearms that are legally owned by an individual or business. The listed firearms prescribed for prohibition represents 80% of registered rifles in Canada, the majority of which are located in British Columbia, Alberta, and Ontario. Ownership data is not available for non-restricted firearms as this class of firearm does not require registration. The current estimate for non-restricted firearms is based on open-source records from 2012, which have been adjusted (increase) by 25% to account for market growth. Industry is estimated to hold approximately 11,200 of these ASFs and while a small number of business are able to continue to sell certain prohibited models (to law enforcement, museums,...) little can legally be done with the bulk of this inventory.

Given the Contractor currently represents approximately 70% of the firearms industry, it is uniquely positioned to leverage this network to acquire information on firearms and restricted components pricing,

as well as act as an intermediary to collect the relevant documentation needed for PS to process compensation for their inventory stock or evidence of its destruction, in accordance with the *Firearms Act*.

4. TASKS

The Contractor must perform the following tasks:

- 4.1 Within one week of contract award, the Contractor must attend a kick-off meeting with the PS Project Authority (PA), and other stakeholders where required, to discuss the requirements under the Prime Minister's mandate as well as a proposed approach and methodology to achieve the objectives stated above.
- 4.2 Based on the kick-off meeting and a review of the background materials, PS will review and approve the approach and methodology to compile necessary data by the Contractor to allow PS to calculate the average pricing for the prohibited firearms. The Contractor must develop and provide PS with an inventory report template (to include, at minimum, the suggested data fields under Appendix A) that will serve as a baseline for the data fields to be collected and then validated by PS.
- 4.3 PS will review the proposed inventory report template, amend as necessary and send changes to the Contractor for input. The Contractor must incorporate changes accordingly and complete the final version of the template for each channel submission (manufacturers, distributors and retailers). The Contractor must seek final sign off from the PA.
- 4.4 The PA will provide written approval on the proposed approach and methodology by the Contractor to reach out to manufacturers, distributors and retailers. The collected data, which includes each individual firearm and component part and a list of recoverable expenses, will then be compiled under an "Inventory Template" to be used to conduct the work under this requirement.
- 4.5 The Contractor must develop a communication and engagement strategy that outlines:
 - 4.5.1 How manufacturers, distributors and retailers in the firearm industry will be initially contacted, communicated with and information exchanged;
 - 4.5.2 The specific communication with all manufacturers, distributors and retailers, including those which are not members of the CSAAA, about the process to collect inventory data and how the inventory will be costed;
 - 4.5.3 The responsibility to initiate communication with approximately 2600 firearms businesses (provide a tracking list and supporting evidence with exact date/time) in order to collect the required information.
- 4.6 The Contractor must coordinate the collection of all information:
 - 4.6.1 Once PS's approval is granted, the Contractor must dispatch the inventory report template to all businesses (CSAAA members and non-members);
 - 4.6.2 The Contractor must collect all completed inventory reports from its members and non-members and perform quality assurance and validation before submitting the inventory report to PS. The Contractor must provide a Quality Assurance Report outlining how information received from businesses was validated and, where required, challenged for accuracy. The Contractor must also include in the Quality Assurance Report recommendations on how to address any discrepancies in the collected data;
 - 4.6.3 The Contractor must follow up with non-responsive businesses and those having submitted incomplete data. The Contractor must provide the PA information on unresponsive businesses as part of the bi-weekly Inventory Report (or upon request);

- 4.6.4 The Contractor must provide information on proof of destruction (in accordance with the [Firearms Act](#)) and share this validation with PS as part of the information submitted by each business.;
- 4.6.5 The Contractor must collect data related to each channel's capacity to recycle and the associated costs. The information must be part of the Inventory Report as well.
- 4.7 The Contractor must submit at minimum bi-weekly Inventory Reports and ad hoc progress updates via email to the PS PA, as required, on information and issues emerging from interaction with firearm businesses (e.g., information collected on firearm and component pricing as well as other demonstrable costs). The PS PA will provide feedback and suggested edits within 5 working days of receiving the draft Inventory Report.
- 4.7.1 Submit final bi-weekly Inventory Report incorporating changes or addressing questions raised by the PS PA.

5. DELIVERABLES

The Contractor must produce the following deliverables:

No.	Deliverable	Format	Due Date
5.1	Communicate Methodology in compliance with Tasks listed under 4.1	MS Word	within 1 week of the kick-off meeting
5.2	Submit an approved Inventory Report Template in compliance with tasks 4.2 to 4.4	EXCEL	within 1 week of kick-off meeting
5.3	Submit an approved Communication Strategy in compliance with tasks 4.5.1 to 4.5.3	MS Word	February 2022 or as per the work plan schedule
5.4	Coordinate Collection of Information in compliance with tasks 4.6.1 to 4.6.5	EXCEL	March 2023 or as per the work plan schedule
5.5	Submit bi-weekly Inventory Report in compliance with task 4.6	EXCEL	as per the work plan schedule
5.6	Provide Quality and Assurance Report in compliance with task 4.6.2	EXCEL	as per the work plan schedule
5.7	Deliver the validated and approved Final Inventory Report from all Businesses in compliance with task 4.6.2	EXCEL	October 2023 as per the work plan schedules
5.8	Provide details on unresponsive businesses as part of the Inventory Report in compliance with task 4.6.3	EXCEL	Bi-Weekly or upon request

The contractor must provide all electronic copies of deliverables using the Microsoft Office suite.

6. APPROVAL

All deliverables must be approved by the Technical Authority or their assigned delegate.

7. LOCATION OF WORK

7.1 The Contractor must conduct the work at their own facilities or at 269 Laurier Ave as required, depending on the specific files that are assigned. Meetings may either be in person, via teleconference, or videoconference as determined by the PS Project Authority. If work is being carried out at 269 Laurier Avenue West, Ottawa, Ontario, it must be carried out during normal business hours from Monday to Friday, between the hours of 6:00am and 6:00pm.

7.2 Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

7.3 No travel outside of the National Capital Region (NCR) is anticipated in the performance of the activities described in this Statement of Work.

8. LANGUAGE REQUIREMENTS

8.1 All deliverables must be submitted in English.

8.2 PS will arrange for the translation of Contractor-produced deliverables, as required.

9. GREEN DESTRUCTION CAPABILITIES

In pursuit of the Canadian federal government's sustainable development strategy policies on green procurement, the Contractor must compile data on the capability of manufacturers, distributors and retailers to recycle the material of the prohibited firearms during the destruction phase.

The Contractor must include into the Inventory Report Template, at minimum, the fields related to Green Destruction Capabilities to collect associated data.

APPENDIX A

Below is a list of minimum required fields for the inventory report template. The Contractor must include additional fields that are deemed necessary for the provision of the Deliverables as listed under section 5 above:

- a. Business Name
- b. Location: Complete Address
- c. FRN No
- d. Category
- e. Manufacturer
- f. Make
 - g. Model
 - h. Type
 - i. Action
 - j. Pre-OIC legal Classification
 - k. Prohibited date being May 1, 2020
 - l. Affected Calibers
 - m. Component/parts
 - n. Prohibited by Name
 - o. Compensation Amount Per Item
 - p. Total Compensation Amount of Firearms Inventory
 - q. Documented Supporting Demonstrable Costs
 - r. Capacity for Destruction
 - s. Costs for Destruction
 - t. Capacity for Recycling
 - u. Cost for Recycling
 - v. Unresponsive Businesses

ANNEX B
BASIS OF PAYMENT

Item no.	DESCRIPTION OF REQUIREMENT	Milestone Payment - Firm Price		
1	For the completion & acceptance of Milestone 1 comprised of Deliverables 5.1, 5.2 & 5.3 in accordance with Annex A - SOW			
	DESCRIPTION OF REQUIREMENT	Firm Unit Price	QTY *	Extended Price
2	For the provision of a comprehensive Inventory Report including, at minum, the fields listed in attachment 1 in compliance with all the Tasks & Deliverables under the Annex A - SOW			
		Sub-total		
		Tax		GST/HST
		Total:		
<p>Note (*) is the number of Retailers, Distributors & Manufactureres that will be contacted by the Contractor. The total number must not exceed 2600.</p>				

ANNEX C
NON-DISCLOSURE AGREEMENT

I, Jenn Gadbois , recognize that in the course of my work as an employee or subcontractor of CSAAA , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. 0D160-233228 between His Majesty the King in right of Canada, represented by the Minister of Public Works and Government Services and Canadian Sporting Arms and Ammunition Association (CSAAA), including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract

Contract No.: 0D160-233228

Signature : Jenn Gadbois

Date: February 16 2023

ANNEX D

SECURITY PROVISIONS

The purpose of this security provisions is to clarify the necessary security measures to ensure the safety of personnel and assets under this contract.

1. Personnel security screening level requirements

1.1 Under this contract, unscreened personnel may be used to perform all of the work described in the Statement of Work at Annex A, with the exception of accessing any portal or repository that contains the aggregate data collected.

1.2 Any resource(s) that requires access to the aggregate of the data collected under this contract must be security screened at the Enhanced Reliability Status level which includes the conduct of a Law Enforcement Record Check. Public Safety will proceed with the security screening for these persons.

2. Public Safety (PS) Support – IT Equipment

2.1 PS will provide a designated device e.g. computer or tablet that must be used to store and work on the aggregated data.

2.2 Access to that device must be restricted and only granted to resource(s) holding the necessary level of security screening as specified above under section 1.2.

2.3 The PS device must be secured in a lockable container when not in use. An approved container would be anything that would limit access to an unauthorized individual to gain access to the device and which have a security lock (key or padlock).

2.4 In the event the PS device is compromised, lost or stolen, it must be reported to PS without any delay.

2.5 The person using the PS device will be provided with an PS email address. The PS device or PS email address cannot be used for external purposes unless prior approval from PS has been obtained. The email address should be the principle way that information is shared with PS about the aggregate information collected.

3. Information Management

3.1 The Supplier cannot share the data collected under this contract with anyone outside the supplier's organization or hired by the supplier for the purpose of this contract without prior approval from PS. For example if a business submits their information, this information cannot be shared with any other business, individual or organization. It should be collected and then be processed as necessary under the established process to be added with the other business data and to the repository shared with PS.

3.2 Once the data collected has been transferred to the designated device and is no longer required by the supplier, the data will be properly disposed of and deleted from the supplier's system.

3.3 PS will provide guidance regarding the transfer of the data collected from the supplier's system to the designated device. This will be designed are part of the operational plan that will be developed by the supplier with PS.