



Defence Construction Canada

Security Requirements

Barrie Construction Association

January 16, 2018

Canada



Security Application Process

Industrial Security Program

- Contractors must apply to the program through the Canadian Industrial Security Directorate (CISD)
- Contractors application must be sponsored by DCC
- Advanced Procurement Notices (APNs) alert Contractors to upcoming projects and provide opportunity to initiate sponsorship process



MERX™



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10/10/2014	31/03/2015	Ontario	ADVANCE PROCUREMENT NOTICE - CONSTRUCTION PROGRAM FY 14/15- WITH SECURITY REQUIREMENTS- KINGSTON, ON Defence Construction Canada - Ontario Region Construction Services
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APN Information

- Types of services
 - i.e. new construction, renovation, retrofit, etc.
- Types of projects
 - Life Safety Upgrades, Sewer Lift Station, Upgrade back-up Power, etc.
- Process
 - http://www.dcc-cdc.gc.ca/english/contractors_consultants.html
 - Contract or reference number (required for application)



Defence Construction Canada

www.dcc-cdc.gc.ca

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WELCOME TO DCC



Defence Construction Canada

How can I get a contract with DCC?

How does my company get a security clearance?

DCC is an approved Federal Government source that may sponsor companies into the Industrial Security Program (ISP). DCC may sponsor a company to obtain an Organization Security Screening issued by the Canadian and Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) for the following levels:

- Designated Organization Screening (DOS)
- Facility Security Clearance (FSC)
- Upgrades from DOS to FSC

Note: With or without a Document Safeguarding Capability (DSC)

For the moment, **only firms bidding on contracts requiring a security clearance may be sponsored** for a Designated Organization Screening (DOS) or a Facility Security Clearance (FSC).

The request is to include:

- the DCC contract number or MERX ad reference number;
- the legal name of the company;
- the complete address of the company's head office; and
- a point of contact complete with phone number and email address.

To submit a request: **Sponsorship Request** or fill in this [questionnaire](#) and e-mail to ISP.Sponsorship@dcc-cdc.gc.ca

Should you wish to speak with a DCC representative, please call (613) 998-8974.

There are no direct costs charged to companies wishing to obtain a DOS, FSC or DSC.

Applicants are responsible to pay any processing fees for fingerprinting.

If you are already registered in the Industrial Security Program (ISP) at the required clearance level, you don't need to submit an additional request for sponsorship.

For additional information, visit the website of the [Industrial Security Program](#) at PWGSC.

Contact Information


Telephone: 1-866-368-4646

National Capital Region: 613-948-4176

E-mail: ssi-iss@tpsgc-pwgsc.gc.ca



Defence Construction Canada

 Send	To...	ISP.Sponsorship@dcc-cdc.gc.ca
	Cc...	
	Subject:	Request for security clearance

1 2 3 4 5 6 7

Please complete ALL the fields below.

Please provide DCC contract or Advance Procurement Notice number:

Is your company registered in the Industrial Security Program (ISP)?
If yes

- Please provide the ISP organization number:
- Please specify what security level you wish to upgrade to:

If no

- Please specify what security level your company requires:

Legal name:
Business name (if different from legal name):
Mailing address:
Civic address (if different from mailing address):
Organization phone number:
Fax number:
Contact person (last name/first name):
Title of contact person:
Tel. number for contact:
E-mail address for contact:
Preferred language of correspondence:

Security Clearance Application Process

- Email is sent DCC corporate security personnel to initiate process
- Contractor is contacted and application forms are provided (allow 1 week)
- Contractor completes forms with DCC's assistance
- DCC provides recommendation to CISD who grants clearance
 - Designated Organization Screening (DOS) – RELIABILITY (4 - 6 mths)
 - Facility Security Clearance (FSC) – SECRET (8 - 12 mths)

Personnel Clearances

- Once the Company has received clearance, the Company Security Officer (CSO) must begin clearances of individual staff
 - Access Secure Zones can only be accessed by Secret cleared Personnel (i.e. weapons vaults, secure discussion areas, etc..)
 - Clearances to Operations Zones can only be accessed by Reliability Cleared personnel (office with DND computer)
 - Access to Reception/Public Zones require no clearances

Security is Defined in the SRCL

- SRCL = Security Requirements Check List
- Key area to focus on for clearances required to access the work site is Section 10



Classification Guide – SRCL Section 10 Special Comments

- For contracts that have multiple levels of security it is very important to review the classification guide.
- The guide can be as simple as “Only contractor personnel entering room xyz require clearance”
- Can be quite detailed to define varying levels of clearances for multiple areas.
- Classification Guide or notes in the special comments can optimize the workforce on a project. Make it more biddable & reduce cost.

SRCL Classification Guide Example # 1

Document Number / Numéro du document :

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"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:

Commentaires spéciaux :

Clearance required for access to operations zones

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?

Public/reception zones

No
Non Yes
Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

No
Non Yes
Oui



Classification Guide Example # 1



Defence Construction Canada
Construction de Défense Canada

Contract Services

**AMENDMENT NO.: 1 TO THE
TENDER DOCUMENTS
Defence Construction (1951) Limited**

CLOSING DATE/TIME:	February 13, 2018 14:00 hours, (local time)
PROJECT NO.:	KN123456_CN123456
AMENDMENT DATE:	January 15, 2018
PROJECT TITLE:	Renovations to B123 Kingston, Ontario

TO ALL TENDERERS:

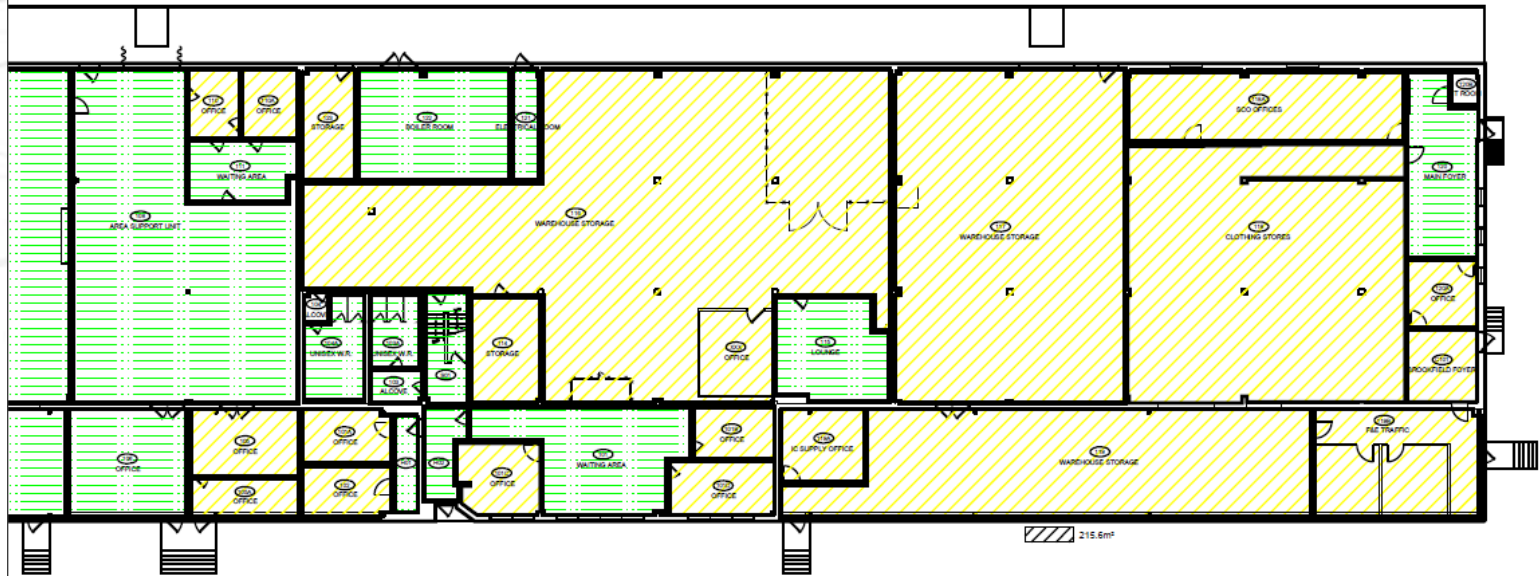
THE PURPOSE OF THIS AMENDMENT IS TO GIVE EFFECT TO THE FOLLOWING:

1. Tenderers are advised for security clearance requirements, building interiors are to be treated as Operations Zones and building exteriors are to be treated as Public/Reception Zones.
2. It is the responsibility of the Tenderer to ensure that all required clearances are in place at the time and date of closing to permit award. DCC will not delay the award

Classification Guide Example # 2

2. It is the responsibility of the Tenderer to ensure that all required clearances are in place at the time and date of closing to permit award. DCC will not delay the award of this contract to allow a Tenderer to obtain the required security clearance(s). The date and time of award will be at DCC's sole discretion.
3. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
4. The Contractor/Offeror personnel requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached as "Annex A";
 - (b) Industrial Security Manual (Latest Edition).
7. The attached Security Guide, attached as "Annex B" provides additional information related to the security requirements for this project.
8. It is the responsibility of the Tenderer to confirm the security clearance level of all sub-contractors. Information related to company security clearance levels is permitted to be shared between Company Security Officers (CSO) only. Should a Tenderer wish to confirm the security clearance information provided by a sub-contractor, the sub-contractor's Company Security Officer must sign

Classification Guide Example # 2



SECURITY INDEX

NO SECURITY - RECEPTION ZONE	
RELIABLE - OPERATIONS ZONE	
SECRET - SECURITY ZONE	
TOP SECRET - HIGH SECURITY ZONE	



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AMENDMENT NO.: 1 TO THE
TENDER DOCUMENTS
Defence Construction (1951) Limited

CLOSING DATE/TIME:	February 8, 2018 14:00 hours, (local time)
PROJECT NO.:	BN123456_CN12345
AMENDMENT DATE:	January 15, 2018
PROJECT TITLE:	Renovations to Bldg. XYZ Borden, Ontario

TO ALL TENDERERS:

THE PURPOSE OF THIS AMENDMENT IS TO GIVE EFFECT TO THE FOLLOWING:

1. It is the responsibility of the Tenderer to ensure that all required clearances are in place at the time and date of closing to permit award. DCC will not delay the award of this contract to allow a Tenderer to obtain the required security clearance(s). The date and time of award will be at DCC's sole discretion.
2. The Contractor/Offeror must, at all times during the performance of the Contract, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached as "Annex A";
 - (b) Industrial Security Manual (Latest Edition).
6. The attached Security Guide provides additional information related to the security requirements for this project.
7. It is the responsibility of the Tenderer to confirm the security clearance level of all sub-contractors. Information related to company security clearance levels is permitted to be shared between Company Security Officers (CSO) only. Should a Tenderer wish to confirm the security clearance information provided by a sub-contractor the sub-contractor's Company Security Officer must sign a release

Instructions Regarding Bidding & Contractual Requirements for Clearance

Spec Section 01 35 15 Industrial Security

- **Sub-SRCL Timelines**
 - Allow 45 days for subcontractor-SRCL processing from date of submission of complete subSRCL
- **RFV Timelines & Process**
 - Allow 15 days for every Request for Visit