



Success Through Science®

**MINISTRY OF SOCIAL DEVELOPMENT REQUEST FOR PROPOSALS
NUMBER: ON-002014
DNA PATERNITY TESTING**

Attention:

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Proposal Submitted by:

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Due: April 11th, 2011 – 2:00 PM Pacific Time

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EXECUTIVE SUMMARY

Maxxam Analytics International Corporation (Maxxam) is pleased to submit this proposal to the Ministry of Social Development (Ministry) in response to the Request for Proposal (RFP) number: ON-002014 "DNA Paternity Testing" for the Family Maintenance Program (FMP). This proposal and its supporting documentation will detail the unique resources, capabilities and experience that Maxxam currently possesses. These attributes, as offered to the Ministry, will ensure the seamless delivery of a scientifically accurate and legally defensible DNA Paternity Testing program.

We understand that the Ministry assists single parents and parents of blended families to obtain financial support for their children from the non-custodial parent, by negotiating agreements and obtaining court orders for child support, and is governed by the principles that children have the right to be supported by their parents, and parents are responsible for providing financial support to the best of the ability, for dependent children. In the event that an alleged father denies parentage, a DNA paternity test may be required. DNA testing may be court ordered or may be requested by the alleged father, via the FMP. For this reason, the Ministry is seeking proposals from qualified service providers that are capable of delivering Deoxyribonucleic acid (DNA) Paternity Testing for individuals referred by the Ministry.

CORPORATE OVERVIEW

Maxxam is widely recognized as Canada's premier laboratory services provider, servicing its customers through a national network of 30 state-of-the-art laboratories and 2100 dedicated and experienced management and scientific professionals. Maxxam provides testing services for a variety of industries including: environmental, oil & gas, petrochemical, construction, general manufacturing, food, nutrition, and government services. Maxxam is Canadian owned by the Ontario Municipal Employee Retirement System (OMERS), one of Canada's leading pension funds.

Maxxam is organized into 4 primary business lines: Pharmaceutical, Forensic & DNA Services, Environmental Laboratory Services, Petroleum Services and Food Science and Safety Services. In each line of business, Maxxam holds the number one market position and is recognized for extensive service capabilities, exceptional scientific expertise, superior quality assurance, prompt turnaround times and competitive pricing.

Regarding Pharmaceutical, Forensic & DNA Services, Maxxam is a leader in each of its focused markets, which includes centralized analytical laboratory services for DNA paternity and forensic biology testing, animal DNA testing, human and equine drugs of abuse testing and general product testing services.

KEY FEATURES OF MAXXAM'S PROPOSAL

CANADIAN ACCREDITATION

In 2000, Maxxam's DNA laboratory was the first in Canada to obtain Standards Council of Canada (SCC) accreditation, and subsequent to the SCC audit scheduled for April 12-14, will be in full compliance with CAN-P-4E and CAN-P-1578:2009 (including **Appendix 3**).

PRIVACY PROTECTION

Maxxam's DNA testing business is conducted according to the Federal and Provincial statutes for protection of personal information and recognized standards of forensic science.

QUALITY

Maxxam's commitment to Quality Assurance (QA) and Quality Control (QC) is second to none in this industry. We employ 23 full-time QA staff, reporting directly to the President and CEO. This ensures consistency of approach and program independence from operations.

CONVENIENCE

As the contracted provider of DNA paternity testing services to the Ministry since 2006, an established communication process currently exists between Maxxam and the FMP that is designed to minimize Family Maintenance Worker (FMW) workload. While keeping the FMW informed during each step of the process, Maxxam takes responsibility for all aspects of the service. These include booking collection appointments at one of over 50 established specimen collection facilities, to reporting results within 7 business days or less.

To insure continuous improvement and efficiency of service is maintained, detailed quarterly reports are prepared that highlight the number of cases completed, length of time for collections, reporting turnaround time and areas of concern to be addressed by either the FMP or Maxxam.

EXPERIENCE – SIMILAR SCOPES OF SERVICE

Within Canada, Maxxam is currently the sole provider of DNA paternity testing services for all contracted clients. These include BC – Ministry of Social Development (*Family Maintenance Program; since 2006*) and AB – Employment & Immigration (*Child Support Services; since 2002*).

Maxxam has established multi-year service relationships with numerous non-contract clients throughout Canada. These include Legal Aid, Social Services, Child Protection and Charitable agencies, along with hundreds of law firms.

PRICING

The financial element of this proposal is designed to minimize risk for the FMP. With shrinking operating budgets and rising costs, Maxxam has structured the cost of its services to be competitive (on a cost-per-case basis) relative to market conditions.

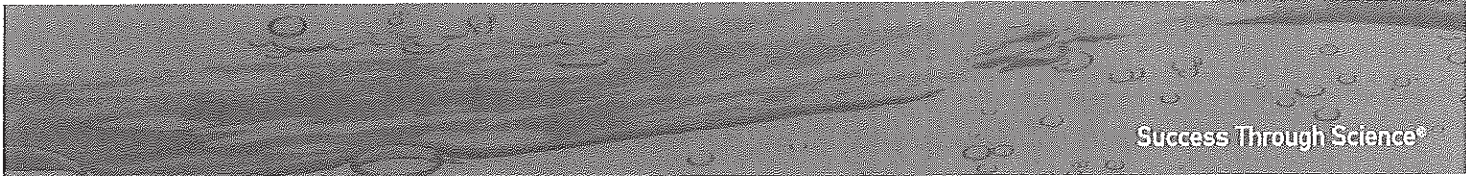
Over the course of the last 13 years, Maxxam has provided DNA paternity testing services to multiple government agencies on a contracted and non-contracted basis and believe we are exceptionally well positioned to support the Ministry's requirement as an experienced DNA Paternity Testing Service provider qualified to conduct the scope of work listed in the RFP document closing April 11, 2011.

1.0 SOLUTION AND APPROACH (SECTION 7.1 IN THE RFP)

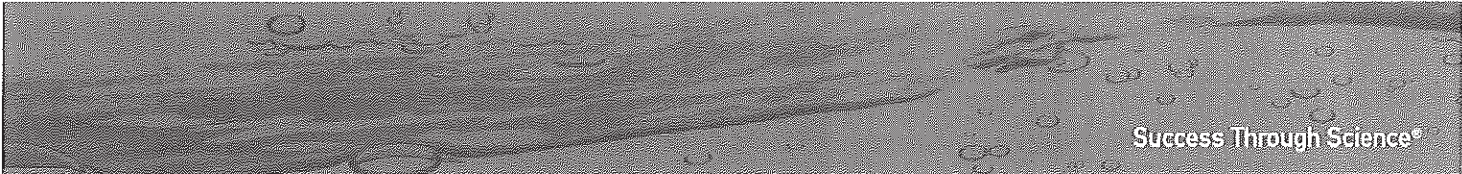
1.1. Program Overview and How it Differs From Other Existing Services (Section 7.1a in the RFP)

Maxxam proposes to conduct DNA-based forensic paternity testing in support of Ministry of Social Development, Family Maintenance Program clients based on the “tried and true” model depicted in **Appendix 1**.

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1.2. Laboratory Compliance With CAN-P-4E and CAN-P-1578:2009 (Section 7.1b in the RFP)

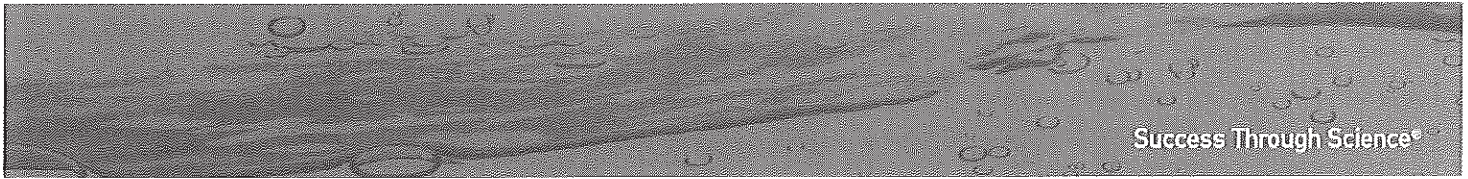
On January 31, 2000, the HDNA Department of Maxxam became the first laboratory to be accredited by the SCC for human paternity and forensic DNA analysis. Since that time, the Human DNA Department has been re-audited on 5 occasions (2001, 2003, 2005, 2007 and 2009) and maintained its SCC accreditation status. This accreditation indicates compliance to

**ON APRIL 12-14, 2011, THE HDNA
DEPARTMENT WILL BE REASSESSED AND
THEREFORE WILL MEET THE MINISTRY'S
REQUIREMENT FOR CAN-P-4E AND
CAN-P-1578 (ISO/IEC 17025**

SCC CAN-P-4E (ISO/IEC 17025:2005), plus the SCC Program Specialty Area – Forensic Testing Laboratories (PSA-FT) CAN-P-1578 (Appendix 2).

On April 12-14, 2011, the HDNA Department will be reassessed and therefore will meet the Ministry's requirement for CAN-P-4E and CAN-P-1578 (ISO/IEC 17025:2009) accreditation.

Since 2009, in preparing to maintain CAN-P-4E and CAN-P-1578 (ISO/IEC 17025:2009) for the upcoming audit, the HDNA Department has conducted through internal gap analysis audits and

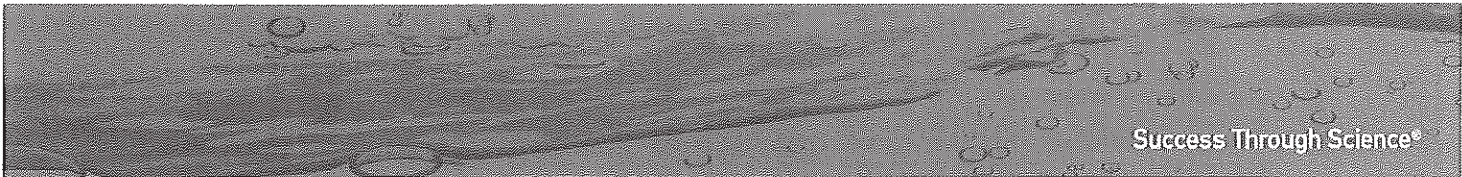


implemented increased standards in accordance with CAN-P-1578 (ISO/IEC 17025 :2009). In addition, the HDNA Department holds accreditation to Forensic Quality Services Inc (FQS-I) – Forensic Accreditation Program and many of the standards that are adopted for (ISO/IEC 17025:2009) are standard requirements for accreditation in FQS-I.

These accreditations dictate the quality assurance requirements that a laboratory must follow to ensure the quality and integrity of the data and the competency of the laboratory. Listed below are descriptions of how Maxxam meets the requirements for accreditation:

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Technical Requirements:

All testing activities within the lab meet the requirements of the CAN-P-4E (ISO/IEC 17025 standard). The HDNA Department also will meet the requirements of CAN-P-1578:2009(Appendix 3).

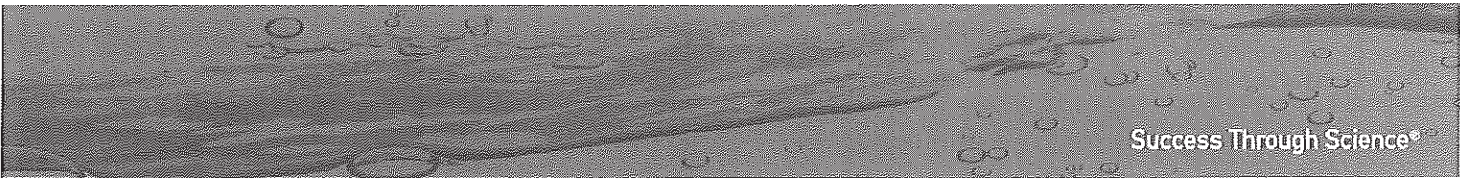
As of December 2010, the HDNA Department set the Proficiency Testing schedule (Appendix 3) according to CAN-P-1578:2009 requirements.

This requirement states that all Analysts be tested semi-annually, either internally or externally. Prior to this, the HDNA Department followed the requirements set out by CAN-P-1578:2005 that required

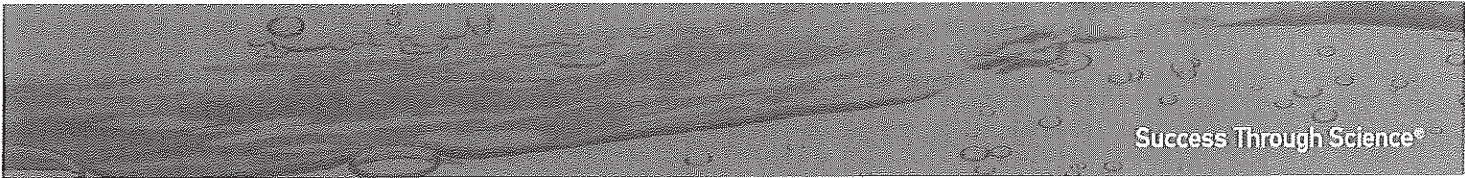
Analysts be tested once per year. Therefore, prior to 2009, Paternity Proficiency Test records may not have included more than one Proficiency Test per year. However, Analysts reporting forensic cases completed at least 2 external Proficiency Tests a year (copies of Forensic Proficiency Tests can be supplied upon request). Proficiency Tests directly relating to DNA Paternity Testing and Corrective Action Reports for each Analyst are referenced in Appendix 4.

**ALL HDNA DEPARTMENT STAFF
REQUIRED TO WORK ON THE MINISTRY
CONTRACT ARE FULL TIME EMPLOYEES
THAT ARE QUALIFIED FOR THE WORK THEY
ARE REQUIRED TO CARRY OUT**

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- CV's and References for Mandatory personnel are included in **Appendix 5**.

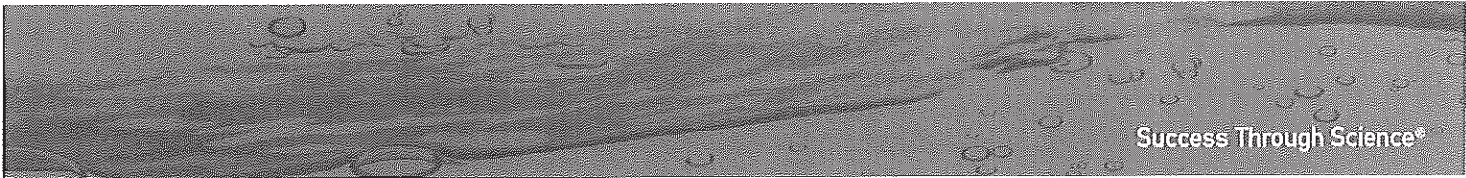
Enhanced Services:

Maxxam easily exceeds all minimum educational requirements for staff as it has a history of hiring high caliber personnel that surpass the minimum educational requirements for each position.

1.3. Program Accessibility (Section 7.1c in the RFP)

Since 1998, when Maxxam's DNA Testing Laboratory began providing services, Maxxam has contracted, coordinated and managed more than 400 third party providers in the collection of more than 35,000 DNA paternity testing samples from all regions of Canada. Having gained this experience, the HDNA Department is committed to providing the FMP clients with the most convenient, rapid and effective service for sample collection for each of the five regions of the province indicated in the RFP, including Vancouver Island, the Lower Mainland / Coast, North and South Fraser, the Interior and Northern British Columbia (**Appendix 6**). Maxxam assumes all responsibility for the performance and management of third party partners and service providers.

**MAXXAM EASILY EXCEEDS ALL MINIMUM
EDUCATIONAL REQUIREMENTS FOR STAFF
AS IT HAS A HISTORY OF HIRING HIGH
CALIBER PERSONNEL**



Sample Collection Arrangements:

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1.4. Implementation Plan (six-month transition) (Section 7.1d in the RFP)

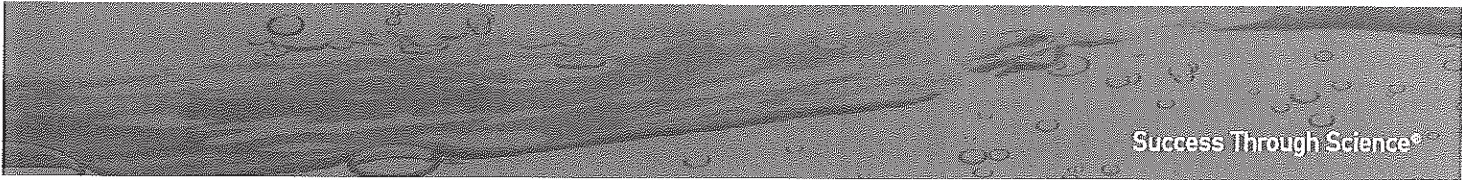
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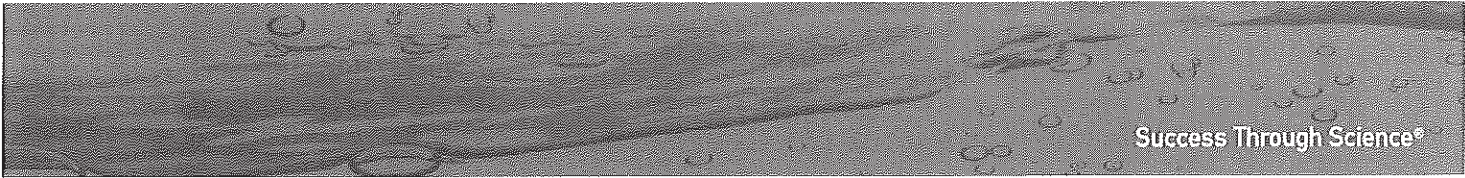
Since 2006, Maxxam has had the privilege of being the contracted supplier of DNA Paternity Testing Services to the Ministry. Throughout the years, feedback has overwhelmingly been positive pertaining to the level of service Maxxam provides and it is our commitment to the Ministry to continue this record by encouraging ongoing feedback throughout the next contract term.

1.5. Least Invasive Techniques (Section 7.1e in the RFP)

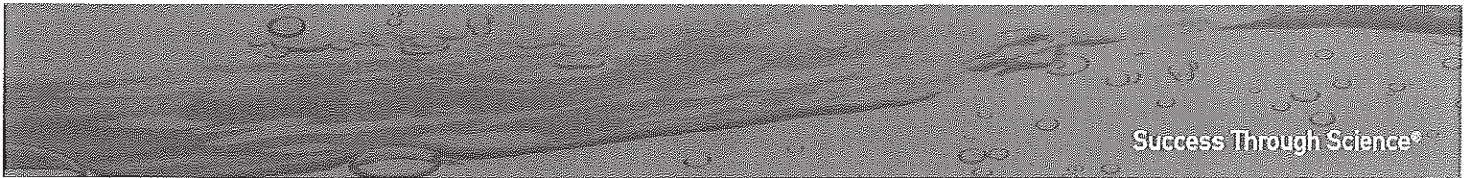
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1.7. Assurance of Protocols, Privacy Protection & Safeguards (Section 7.1g in the RFP)

The HDNA Department recognizes that its DNA collection, testing and reporting services fall within the scope of the Federal “Personal Information Protection and Electronic Documents Act (PIPEDA)”. Maxxam also understands that all paternity tests performed in support of the FMP must be compliant with the British

Columbia Provincial counterpart, “Freedom of Information and Protection of Privacy Act (FIPPA)” and those directions provided in Schedule E of the RFP. Based on the “Principals set out in the National Standard of

**DNA COLLECTION, TESTING AND REPORTING
SERVICES FALL WITHIN THE SCOPE OF THE
FEDERAL “PERSONAL INFORMATION
PROTECTION AND ELECTRONIC
DOCUMENTS ACT (PIPEDA)”**

Canada” attached to the Federal Act as Schedule 1, the HDNA has implemented comprehensive policies and procedures for collection, use and disclosure of personal information for the entire paternity testing process, including communication.

1.7.1. Assurance of Protocols – Collection Sites

Maxxam and its network of collection sites have a long-standing history of cooperation in servicing the best interests of both forensic and paternity testing customers. As a result, all of the collectors utilized by Maxxam know the importance of ensuring confidentiality and forensic integrity of the process from sample collection to reporting. Maxxam’s current collection site network for forensic samples includes more than 1000 facilities across Canada (400 for paternity), including coverage for all provinces and the major cities therein.

1.7.2. Assurance of Protocols – Sample Collection

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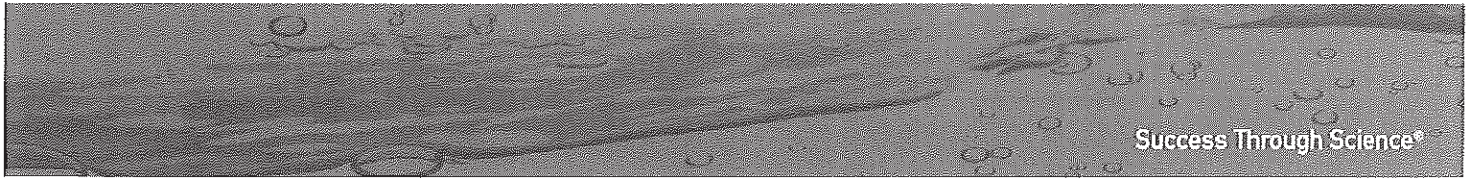
These safeguards are evaluated regularly and have been deemed forensically appropriate by the SCC, FQS, RCMP and Public Works and Government Services Canada (**Appendix 8**).

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2.0 QUALIFICATIONS AND EXPERIENCE (SECTION 7.2 IN THE RFP)

2.1. Overview of Business - Maxxam's HDNA Department (Section 7.2a in the RFP)

As an operational division of Maxxam, the DNA Department was founded in 1986 to provide genetic parentage verification services to the livestock industry. In 1997 after considerable investment in developing the technology, livestock-based DNA parentage verification was implemented in a high production environment. Today, the Animal DNA Department of Maxxam processes more than 60,000 equine and bovine samples per year through multiple contractual agreements. Some notable contracts include Standardbred Canada, Appaloosa Horse Club of Canada, Canadian Hereford Association and United States Trotting Association (USTA), Holstein USA.



In 1998, Maxxam set out to establish the finest forensic biology and paternity testing laboratory in Canada. As such, the Department recruited and hired one of the most reputable forensic DNA scientists in the country to lead the project: Dr. Wayne Murray, Head of the DNA Unit at the Centre of Forensic Sciences in Toronto. Dr. Murray's mandate was to establish a private sector forensic DNA laboratory that would use laboratory accreditation and existing high volume production capability as cornerstones to lead all DNA service providers with respect to quality, service and price. That mandate has been realized and today, the HDNA Department provides forensic and paternity testing services to regional, national and international clients (individuals, corporations and government organizations).

2.2. Description of Work of a Similar Nature (Section 7.2a and b in the RFP)

British Columbia Ministry of Social Development – Family Maintenance Program

Maxxam has significant experience in servicing the needs of the FMP. This experience is based on successfully delivering high quality DNA Paternity Testing services since 2006. For almost 5 years, Maxxam and the FMP have worked closely to ensure that objectives of the program were achieved. Maxxam has collected over 521 DNA samples and reported 521 DNA paternity tests directly for the FMP as of December 31, 2010. Average turnaround time for results throughout the contract ranges between 5-7 days. The overall turnaround time of 7 days and less (from time of last sample collected) was achieved in 521 of all reported cases. Of the few cases that were not reported within 7 business days, the majority typically only required an additional day for special processing (such as the organic extraction of difficult samples) utilized to obtain additional DNA from the submitted sample, negating the need for recollection.

During this time, Maxxam has also expanded its specimen collection site network from 35 to over 50 (many in areas that are remote, considered more difficult for the client(s) to attend). Despite the average cost for specimen collection services doubling over the past 4 years, it was

our mandate to ensure that quality sample collection facilities were available for all FMP clients.

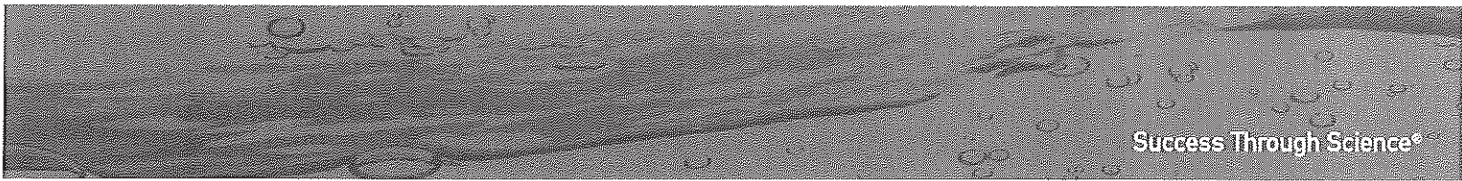
Over the course of the program history of 4 years, Maxxam has consistently demonstrated its ability to seamlessly transition delivery of the testing program to new locations, new contacts and new expectations. This was achieved through effective communication, establishing relationships, seeking feedback and adjusting course as required.

In recent feedback obtained via an electronic survey, ^{S21} of the respondents (FMWs) ranked their satisfaction with Maxxam's overall service levels (customer service professionalism, responsiveness, turnaround times, collection site network, etc.) as satisfied ^{S21} to very satisfied ^{S21}

Alberta Employment and Immigration – Child Support Services

In August 2002, the HDNA Department began its contract with Alberta Employment and Immigration (AEI) Child Support Services program for the provision of high quality DNA-based paternity testing. In June 2005, the contract was renewed with Maxxam as the sole service provider to AEI for 3 years with an option to extend for an additional 3 years. In 2008, the AEI exercised this option to extend the contract based on Maxxam meeting all provisions within the contract and overwhelmingly positive feedback received from the Child Support Workers as it relates to the service levels provided by Maxxam. To date, the HDNA Department has reported over ^{S21} DNA paternity tests and currently completes approximately ^{S21} cases per annum for Child Support Services.

In 2009, a survey was sent to all Child Support Workers to obtain feedback on the level of service and experiences with the HDNA Department. Out of 38 respondents ^{S21} rated the overall quality of service as Excellent and ^{S21} rated service as Very Good.



Social Service / Children's Aid and Protection Services / Legal Aid

Since the inception of the HDNA Department in 1998, Maxxam has worked with numerous regional and municipal Social Service, Child Protection and Legal Aid agencies throughout Canada on a non-contractual basis to deliver the highest quality forensic paternity testing service available. Since 2007, on average, the HDNA Department has processed more than S21 cases annually for the following:

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Citizenship and Immigration Canada (CIC)

DNA testing is used as a means to verify claimed biological relationships in Family Class Sponsorships. Maxxam is one of four accredited laboratories approved by CIC to provide DNA testing services to resolve these matters. The HDNA Department has held this relationship with CIC since 1999 and currently processes approximately over S21 cases annually for CIC-related DNA testing (paternity, maternity, avuncular, grand-parentage). In servicing this clientele, Maxxam has liaised directly with over 60 overseas Canadian High Commissions (CHC) / Consulates and established sample collection arrangements in over 300 countries.

Private Paternity Testing

Clientele not represented by Social Services or other Agencies constitute a large portion of the paternity testing completed by most laboratories. For the HDNA Department, this work represents approximately S21 of Maxxam's total cases reported in 2010, of which approximately S21 required DNA sample collection arrangements made outside of Canada, most frequently in the USA.

In comparison to work done for the government, these cases frequently pose unique challenges as many are involved in court proceedings whereby they may or may not have legal representation. As such, Maxxam's Customer Service Representatives approach all paternity casework in a way that puts people at ease by anticipating questions that may arise and will walk through the entire process with each client(s), from inquiry, sample collection arrangements to interpretation of reporting.

2.2.1. Other Large Government Contracts

Royal Canadian Mounted Police, Forensic Science and Identification Services (RCMP– FSIS)

Since 2001, Maxxam has successfully bid on all full service Forensic Biology and DNA testing casework in support of RCMP criminal investigations. To date, there have been four multi-million RCMP Standing Offers (SO), *latest one in 2011*, awarded to Maxxam as the sole external Forensic Biology and DNA testing contractor.

2.3. The HDNA Department (Resources and Facilities) (Section 7.2c in the RFP)

Based out of dedicated laboratory facilities in Guelph, Ontario, the HDNA Department

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Senior Management of the laboratory includes Dr. Randy Leavitt (Vice President, Pharmaceutical, Forensic and DNA Services) and Dr. Wayne Murray, Laboratory Director, who brings 20 years of forensic experience to the operation, 7 of which occurred during his employment at the Centre of Forensic Sciences (Toronto).

In addition, the HDNA Department is complemented by a cast of Maxxam support personnel (Corporate Services) including Finance, Human Resources (HR), Purchasing / Procurement and Information Technology (IT).

TODAY THE HDNA DEPARTMENT REPORTS

**OVER ^{S21} PATERNITY TESTS PER
MONTH AND ACHIEVES, ON AVERAGE,
TURNAROUND TIMES OF^{S21}BUSINESS DAYS
OR LESS IN OVER 95% OF ALL CASES**

Today the HDNA Department reports over ^{S21} paternity tests per month and achieves, on average, turnaround times of^{S21}business days or less in over 95% of all cases.

Throughout the years, Maxxam has responded to the increase in paternity business (doubled since 2006) by hiring additional Customer Service staff and DNA Technicians / Reviewers to ensure the highest standards for Customer Satisfaction are met, while at the same time addressing consumer demand for reduced turnaround times for reporting.

As the sole provider of DNA Paternity Testing to the Ministry for almost 5 years, Maxxam has a strong record of delivering timely results within and below the 7 day turnaround time stipulated in the contract. Should there be an increase the average volume of cases that are required for the FMP, Maxxam does not foresee there being any issues in meeting or exceeding the expectations set out in the RFP pertaining to responsiveness in requests, communication with FMWs, scheduling appointments and turnaround times.

2.3.1. The HDNA Department Staff

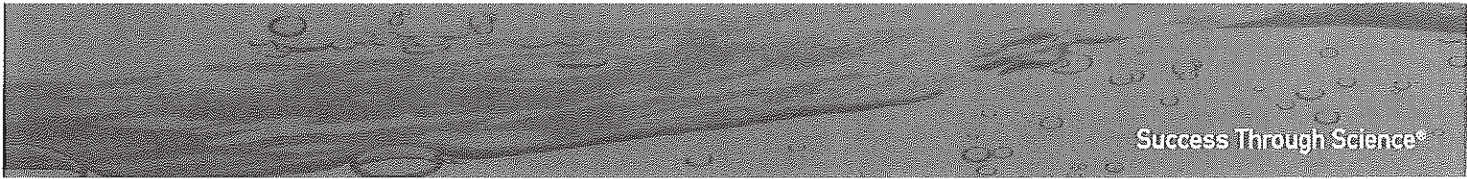
All staff members involved in paternity testing have been subjected to a security clearance process, including documentation review, police check and personal interview, and are cleared

to the level of “Enhanced Reliability”. **Table 2** presents a brief summary of the qualifications of our Paternity and Forensic DNA staff.

2.4. Technical and Interpretive Staff Certification Process (CAN-P-1578:2009) (Section 7.2d in the RFP)

We ensure that all technical and interpretive staff complete internal and external audits. We assess their education, experience and training, as do the external assessors.

All scientific staff have mandatory continuing education requirements (attend at least 8 hours a year each of conferences and seminars). Technical Leader and Analysts have the responsibility of reading the latest selection of Journal articles, every 3-4 months to keep them abreast developments in the field of DNA testing. Maxxam documents and tracks all required reading through QSI and evidence (certificates, receipts) of all conference attendance are retained in each employee’s training binder.



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3.0 PRICE PROPOSAL (SECTION 7.3 IN THE RFP)

The cost proposal for the services to be provided to the Ministry of Social Development, Family Maintenance Program is presented in **Table 3**. Maxxam understands that under most circumstances, it will be responsible for collecting payment from the alleged father. Further, Maxxam understands that it may be required to reimburse payment made by the alleged father if he is excluded as the true biological father of the child, and that the Ministry will be invoiced for this reimbursement. As the successful bidder, Maxxam will provide the Ministry with monthly invoices for which the payment terms are net 30 days. Billing documentation will, at a minimum, include the date of the order, the source of the request (i.e., Ministry office), names of parties tested, address of collection (i.e., where testing was done), the FMP file number and HDNA Department file number.

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SCOPE OF ACCREDITATION

MAXXAM ANALYTICS (GUELPH LABORATORY)

335 Laird Road, Units 2, 4 & 5

Guelph, ON

N1H 6J3

Accredited Laboratory No. 315

(Conforms with requirements of CAN-P-1578 , CAN-P-4E (ISO/IEC 17025:2005))

CONTACT: Ms. Heather Allen
TEL: (519) 836-2400
FAX: (519) 836-5702
EMAIL: heather.allen@maxxamanalytics.com

CLIENTS SERVED: All interested parties

FORENSICS DISCIPLINE(S): Biology / DNA, Forensic Biology / DNA

PROGRAM SPECIALTY AREA: Forensic

ISSUED ON: 2010-11-22

VALID TO: 2012-01-31

Please note that under CAN-P-1578, the FORENSIC BIOLOGY/DNA PSA applies only to the Human DNA Department, not the Animal Department. Only the BIOLOGY/DNA PSA, under CAN-P-4E applies to both Human and Animal DNA.

FORENSICS

Biology / DNA

Description of Activities:

Paternity

Techniques for which laboratory is accredited:

- a. Animal DNA testing services for verifying identity in parentage cases and claimed biological relationship matters.
- b. Diagnostics testing
- c. The following techniques are incorporated: sample preparation, extraction, PCR amplification, gel electrophoresis, analysis, genotyping, interpretation and reporting.

Forensic Biology / DNA

Description of Activities:

Forensic, Paternity

Techniques for which laboratory is accredited:

- a. Human body fluid identification.
- b. Human DNA testing services for verifying identity in paternity cases, claimed biological relationship matters and civil and criminal investigations.
- c. Quantitation of Human DNA.
- d. Screening, examination and analysis of unknown substances to determine whether they are of human or non-human origin.
- e. The following techniques are incorporated: case screening, item handling, examination for body fluids/secretions, sample preparation, extraction, Y-STR and Autosomal STR DNA PCR amplification, gel electrophoresis, capillary electrophoresis, analysis, genotyping, interpretation and reporting.

Notes:

CAN-P-4E (ISO/IEC 17025): General Requirements for the Competence of Testing and Calibration Laboratories (ISO/IEC 17025-2005)

CAN-P-1578: Guidelines for the Accreditation of Forensic Testing Laboratories

S. Cross, Director, Conformity Assessment

Date: 2010-11-22

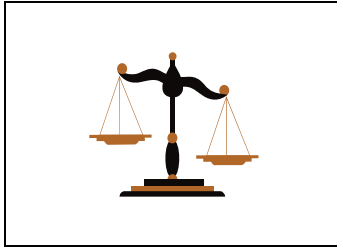
Number of Scope Listings: 3

Number of Forensic Techniques: 5

SCC 1003-15/414

Partner File #0

Partner: None



Information Access Operations

INFORMATION AND PRIVACY REQUEST: SSB-2011-00023

NOTICE OF RECORDS WITHHELD FROM RELEASE

DESCRIPTION OF DOCUMENT:	Appendix 3 Proficiency Testing Schedule and Appendix 4 Paternity Testing Proficiency Tests and Corrective Actions.
NUMBER OF PAGES:	328
REASON FOR REMOVAL:	Section 22
INITIALLED:	NE



Information Access Operations

INFORMATION AND PRIVACY REQUEST: SSB-2011-00023

NOTICE OF RECORDS WITHHELD FROM RELEASE

DESCRIPTION OF DOCUMENT:	Personnel CV's and References
NUMBER OF PAGES:	60
REASON FOR REMOVAL:	Section 22
INITIALLED:	NE

Page 1 redacted for the following reason:

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Charlotte Beaulieu (Ext. 742) cbeaulieu2@maxxam.ca

Business Development Manager: Valerie Stey (Ext. 724) vstey@maxxam.ca
Laboratory Director: Wayne Murray (Ext. 704) wmurray@maxxam.ca

**Canadian Industrial Security Directorate
Public Works & Government Services Canada
Security Status of Canadian Organizations**

Requested By: CSO Martin Westecott

Requirement: _____

Organization Code:	5845-00		
Organization Legal Name:	Maxxam Analytics Inc.		
Mailing Address :	4-335 Laird Road		
	Guelph		
	Ontario	N1H 6J3	
Civic Address :	4-335 Laird Road		
	Guelph		
	Ontario	N1H 6J3	
Company Security Officer	Martin Westecott		
Phone Number:	(519) 836-2400		
Fax Number:	(519) 836-2377		
Security Clearance:	Designated Org Screening	(Cleared)	Reliability Status
	Document Safeguarding	(Cleared)	Protected Level B
	Facility Security Clear		NIL

* A contract containing a security requirement shall not be awarded to an individual, partnership or corporation, henceforth referred to as organization, without first verifying with the Canadian Industrial Security Directorate (CISD) that the organization holds the appropriate level of Security Clearance as identified in the Security Requirements Check List (SRCL).

* The Security Status of the above organization can change on a daily basis. Please reconfirm the security status immediately prior to contract award by contacting the Industrial Security Sector (ISS) Call Centre at (613)948-4176 or 1(866)368-4646.

* An organization must have, as a minimum, a Designated Organization Screening at the appropriate level prior to having access to PROTECTED A,B or C information, assets or Protected work sites; or Foreign RESTRICTED information or assets. Organizations must also hold the required level(s) of Document Safeguarding, Production, COMSEC, and/or EDP prior to undertaking Document Safeguarding, Production, EDP or COMSEC at the PROTECTED A,B, or C level at their site(s).

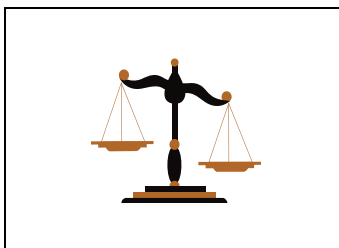
* An organization must have a Facility Security Clearance at the appropriate level prior to having access to CONFIDENTIAL, SECRET, TOP SECRET or NATO Classified information, assets or Classified work sites; and prior to undertaking Classified Document Safeguarding, Production, EDP or COMSEC at the CONFIDENTIAL, SECRET or NATO Classified level at their site(s).

* Copies of letters of interest (LOI), Requests for Proposal (RFP), Requests for Quotes (RFQ), Requests for Standing Offers (RFSO), etc... which contains security requirements, as well as the original SRCLs, must be forwarded to the Industrial Security Operations Division of CISD for review prior to release or award. Please refer to the Supply Manual, section 3.009 for additional information.

* In accordance with the Government Security Policy, the Security of Information Act, and the Industrial Security manual, Protected/Classified information or assets shall not be forwarded to an organization without first verifying with CISD that the organization holds the appropriate level of Document Safeguarding Capability.

* Within Canada, all Protected/Classified information or assets must be forwarded to the organization's Company Security Officer or Alternate Company Security Officer and a copy of the transmittal slip provided to the Document Control Section of CISD.

* Outside Canada, all Protected/Classified information or assets must be forwarded to the Document Control Section of the International Industrial Security Directorate (IISD) for onward transmission via approved government-to-government channels. For additional information, please call (613)948-1665.



Information Access Operations

INFORMATION AND PRIVACY REQUEST: SSB-2011-00023

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