



Treasury Board of Canada
Secrétariat

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du Canada

Canada

Security and Contracting Management Standard

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Security and Contracting Management Standard

1. Introduction

1.1 Purpose and scope

This document establishes the operational standard for implementing the Security policy in the contracting process. The standard contains both requirements, indicated by use of the word "must" in sentences appearing in italics, and recommended safeguards, indicated by use of the word "should."

1.2 Roles and responsibilities

Departments are responsible for protecting sensitive information and assets under their control according to the Security policy and its operational standards. This responsibility applies to all phases of the contracting process, including bidding, negotiating, awarding, performance and termination of contracts, as well as to internal government operations.

Whether a contract is within or outside a department's delegated contracting responsibilities, the department is responsible for identifying sensitive information and assets warranting safeguards.

The department has a choice for contracts that are within a department's delegated contracting responsibilities and that involve access to sensitive Canadian government information and assets. The department may itself ensure that the contractor meets the appropriate security requirements, or request that Public Works and Government Services Canada (PWGSC) perform this task. Departments should consider using the services of PWGSC when the security requirements are complex and require more than personnel screening. When the department chooses to use PWGSC's services, the two parties should prepare a written agreement on their respective responsibilities, to provide accountability.

For contracts that are outside a department's delegated contracting responsibilities and that involve access to sensitive information and assets, PWGSC is responsible for ensuring compliance with the appropriate security requirements. In this regard, PWGSC is responsible for assessing threats and risks and for consulting with the department on risk management decisions that may involve either extraordinary risk or expense.

Where a department is the contracting authority, it is responsible for arranging RCMP reviews of information technology security, as required. Otherwise, Public Works and Government Services Canada arranges these reviews.

1.3 Guidance

Enquiries about this standard should be directed to the responsible officers in departmental headquarters who, in turn, may seek interpretations from the [Security and Identity Management Division](#).

Public Works and Government Services Canada provides advice and guidance to departments, contractors and potential contractors on the security requirements of contracts that require access to sensitive information and assets. This includes contracts for goods, services, construction, building services and leases. PWGSC may be contacted at the following address:

*Industrial and Corporate Security Directorate
Public Works and Government Services Canada
Place du Portage, 10B3, Phase III
Ottawa, Ontario
K1A 0S5*

2. Security and contracting management

2.1 General

Each administrative step involved in developing and managing a contract might have implications for identifying of security requirements. Therefore, departmental security and contract administration policies and procedures should be cross referenced.

When a department is responsible for contracting security, it must check the status of the contractor with PWGSC and inform PWGSC when the department has determined that the contractor meets the appropriate security requirements. The decision that a contractor meets appropriate security requirements must be documented.

There may be special circumstances, determined by a threat and risk assessment (TRA) for contracts involving access to designated information and assets, where the step of ensuring that a contractor complies with security requirements before it is granted access may be replaced by a contractual clause. Such a clause should stipulate that security requirements must be met within six months of the contract being awarded. For contracts of less than six months, the clause should stipulate that the security requirements must be met before half the contract period has elapsed. Access may not be granted until the security requirements are met.

Departmental policies and procedures should specify the conditions for such exceptions, including approval of a TRA by the

responsible manager and consultation with departmental security officials.

Departmental policies and procedures should also provide for scheduled and unscheduled work site inspections, and for the safeguarding of sensitive waste until it is destroyed by an approved method.

2.2 Security requirements checklist

Departments must use the Security Requirements Checklist to define the security requirements for contracts for which PWGSC is the contracting authority. This requirement also applies to call-ups against standing offers, when the standing offer or call-up, or both, contains security requirements.

The completed Security Requirements Checklist (SRCL) should accompany all requisitions and related contractual documents, including subcontracts, that contain security requirements. It does not replace the necessary clauses in the contract that specify security requirements. PWGSC has developed standard security clauses for use in contracts having different requirements.

The SRCL should as well be completed when a department retains contracting authority.

The SRCL can be purchased from PWGSC through departmental purchasing sections or through PWGSC Customer Service.

2.3 International industrial security contracts

As the government contracting authority, PWGSC is responsible for ensuring compliance with international industrial security agreements, arrangements and memoranda of understanding.

Therefore, departments must process through PWGSC:

- Contracts that afford access to sensitive foreign government information and assets.
- Contracts that afford foreign contractors access to sensitive Canadian government information and assets.
- Contracts that afford foreign or Canadian contractors access to sensitive information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

See the Industrial Security Manual for information on industrial security.

Appendix A - References

- Identifying INFOSEC (NITSM 9/91), Communications Security Establishment
- Industrial Security Manual, Supply and Services Canada, 1992
- INFOSEC Release (NITSM(D) 7/90), Communications Security Establishment
- "Security Requirements Checklist", (TBS/SCT Form number 350-103, NATO Form number 7540-21-909-5042)
- Standard Acquisition Clauses and Conditions Manual (SACC), Supply and Services Canada, 1991
- Treasury Board Contracts directive, Appendix C, "Contracting" volume, Treasury Board Manual