

APPENDIX A - SECURITY CLEARANCE

F1. SECURITY CLEARANCE

F1.1 The City will conduct a Level Two Security Clearance Check for:

- (a) owner(s), members of the Board of Directors and persons with controlling interest in the company; and
- (b) any individual proposed to perform Work under the Contract for the Winnipeg Police Service.

F1.2 The Contractor shall provide the Contract Administrator with a list of individuals identified in F1.1:

- (a) within five (5) Business Days of the Award of Contract; or
- (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.

F1.4 Each individual listed in F1.1 shall provide:

- (a) A list of names (including maiden names), addresses, dates of birth, and telephone numbers and occupations of all immediate family members (including parents) and their spouses/common law. Include your spouse/common law boyfriends, girlfriends and their family members. This includes stepbrothers, stepsisters, half-brothers and half-sisters. This list should be typed in the following format:

John James SMITH Dob: 45 Aug 24 (father)
123 Anywhere Street 555-555-5555
Winnipeg, Manitoba

- (b) A list of names, dates of birth, addresses and telephone numbers and occupations of at least four (4) of your closest friends. This list should be typed in the following format:

John James SMITH Dob: 45 Aug 24 (father)
123 Anywhere Street 555-555-5555
Winnipeg, Manitoba

- (c) The name of the immediate supervisor title or position within their organization, and telephone number, mailing address and email address.
- (d) A list of all past addresses and dates when resided.
- (e) Identification - photocopies of two valid pieces of identification with at least one piece of photo identification:

Photo Identification must be one of the following:

- (i) Driver's License,
- (ii) Passport,
- (iii) Permanent Resident Card,
- (iv) Aboriginal Status Card,
- (v) Manitoba Public Insurance Identification Card.

Second identification must be one of the following:

- (vi) Birth Certificate,
- (vii) Social Insurance Card – (SIN confirmation letters effective April 2014),
- (viii) Provincial Health Card,
- (ix) Citizenship Card,
- (x) Firearms License,
- (xi) Immigration Papers,
- (xii) National Defense Card,
- (xiii) Nexus Card,

- (xiv) FAST CARD from Canada Border Services Agency.
 - (f) A completed Form P-608: Security Clearance Check authorization form available at <https://www.winnipeg.ca/matmgt/templates/information.stm#securitycheck> . Form P-608 must be signed and dated.
 - (i) Signature of Witness shall be signed by the contact person stated on Paragraph 3 of Form A: Bid/Proposal.
- F1.5 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Security Section Supervisor at Main Floor, 245 Smith Street:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before they assume their controlling role within the company or are proposed to commence Work for the Winnipeg Police Service.
- F1.6 Any company for whom a satisfactory Level Two Security Clearance is not obtained for all owner(s), member(s) of the Board of Directors; and persons with controlling interests in the company will not be qualified for award of Contract.
- F1.7 Any individual proposed to do the Work for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work for Winnipeg Police Service.
- F1.8 Any satisfactory Security Clearance obtained thereby will be deemed valid for one (1) year from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.
- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide photo identification upon entry, in order that their Level Two security clearance can be verified.
- F1.9 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check.
- F1.9.1 The Contract will be terminated with any Contractor should any owner(s), member(s) of the Board of Directors; or persons with controlling interest in the company fail to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check.
- F1.9.2 Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract for the Winnipeg Police Service.