



PROVISION OF COURT DOCUMENT SERVICES

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

ISSUED: June 6, 2016
BY: Kirk Van Alstyne
TELEPHONE NO. 204 470-9913

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: A20150806

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.

PART F – SECURITY CLEARANCE

Replace Part F – Security Clearance in its entirety with:

PART F – SECURITY CLEARANCE

- F1.1 The City will conduct a Level Three (3) Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- F1.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities including their home address and telephone numbers.
 - (a) The Contract Administrator will forward these names to the Sergeant in charge of Recruiting for the Winnipeg Police Service.
 - (b) The Sergeant in charge of Recruiting will prepare Level Three (3) Security Clearance Application packages for distribution to those who will be performing the work under the Contract.
 - (c) The Sergeant in charge of Recruiting will contact those individuals proposed to perform the Work under the Contract at Winnipeg Police service facilities in order to arrange pickup of these packages from the Winnipeg Police Service Human Resources offices at 245 Smith Street.
 - (d) Those proposed to perform the Work under the Contract at Winnipeg Police Service facilities will be required to complete the application documents within five (5) business days and return those documents to the Sergeant in charge of Recruiting for the Winnipeg Police Service at 245 Smith Street.
 - (e) The Sergeant in charge of Recruiting will arrange for the completion of the Level three (3) background investigation of those individuals proposed to perform the Work under the Contract at Winnipeg Police Service facilities.
- F1.3 Each Individual proposed to perform Work under the Contract at Winnipeg Police Service facilities shall submit to a Level Three (3) background investigation which will included:
 - (a) An interview with a background investigator;
 - (b) The submission of various documents including:
 - (i) A hand written autobiography;
 - (ii) Birth Certificate;
 - (iii) Drivers Licence;

- (iv) Vehicle Registration;
 - (v) Social Insurance number;
 - (vi) Proof of Canadian Citizenship or landed Immigrant status;
 - (vii) Four letters of reference;
 - (viii) Original transcripts of high school marks;
 - (ix) Original transcripts for any post-secondary education;
 - (x) Any certificates of formal training courses (e.g. CPR, First Aid, computer courses and trade school courses);
 - (xi) Any discharge certificates from the military or any other police force if applicable; and
 - (xii) Full resume.
- (c) Family List – including maiden names for:
- (i) All immediate family members including spouse, parents, siblings and children;
 - (ii) Children’s spouse or boyfriend/girlfriend;
 - (iii) Included spouse, common-law, boyfriend/girlfriend and their family members, if they have children included their names as well;
 - (iv) Included half/step siblings for every person on the list; and
 - (v) Include addresses, dates of birth, phone numbers and occupation for every person on the list.
- (d) Address list including every past address:
- (i) The dates you lived there;
 - (ii) Whom you were living with; and
 - (iii) Why you moved.
- (e) Employment list – a list of all past and present employers regardless of length of time:
- (i) Employer business name, address and telephone number;
 - (ii) Exact dates of employment;
 - (iii) Whether the employment was contract, full time, part time or casual;
 - (iv) Term of separation i.e. resigned, quit, terminated, laid off etc.;
 - (v) Briefly explain the duties and responsibilities for each employer;
 - (vi) Contact names for employer such as supervisors, including business phone number and home phone number (if possible); and
 - (vii) Explain gaps in employment and reason why.
- (f) Consent to Criminal Records Check
- (g) An Equifax financial check
- (h) Spousal/Partner Authorization Form
- (i) Occupational Health Sheet
- (j) A \$10 cheque made payable to the Minister of Finance to cover the cost for the Child Abuse Registry Access Application Form. This form will be filled out during the background interview.
- F1.4 Each individual shall submit the required information and form to the Winnipeg Police Service Recruiting Office, 245 Smith Street, Winnipeg, MB:
- (a) Within five (5) Business Days of the Award of Contract; or
 - (a) In the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.
- F1.5 Any individual for whom a satisfactory Level Three (3) Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- F1.6 Any Security Clearance obtained there-by will be deemed valid for one (1) year from the date of Clearance at the discretion of the Sgt. Division 30.

- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide photo identification upon entry, in order that their Level Three (3) security clearance can be verified.

F1.7 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. 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 at Winnipeg Police Service Facilities.

F1.8 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:

Winnipeg Police Service
Human Resources
Attn: Sergeant of Recruiting
245 Smith Street
Winnipeg, Manitoba
R3C 0R6