



**Defence Construction Canada  
Construction de Défense Canada**

# **Info Source**

## **Sources of Federal Government and Employee Information**



## **Introduction to *Info Source***

*Info Source: Sources of Federal Government and Employee Information* provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

## **General Information**

### **Background**

Defence Construction (1951) Limited (operating as Defence Construction Canada or DCC) is a Crown corporation that provides innovative and cost-effective contracting, construction contract management, infrastructure and environmental services for the Department of National Defence (DND), the Canadian Armed Forces (CAF), and Communications Security Establishment Canada (CSEC), as required for the defence of Canada. Operating on a fee-for-service basis, DCC does not receive any appropriations from the Government of Canada. DCC's resources are divided among five service lines. The principal mandate of DCC, pursuant to the *Defence Production Act*, is to meet the infrastructure and environmental needs of DND/CAF by providing quality services. DCC reports to Parliament through the Minister of Public Services and Procurement.

### **Responsibilities**

The principal mandate of DCC, pursuant to the *Defence Production Act*, is to meet the infrastructure and environmental needs of DND/CAF by providing quality services. DCC's mission is to deliver and maintain infrastructure and environmental projects and services, and provide full lifecycle infrastructure support, required for the defence of Canada. DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The *Defence Production Act* defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of or dealing in defence projects. DCC's Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Services and Procurement. For more information see our [Annual Report](#) publication.



## Institutional Functions, Programs and Activities

### Contract Administration

**Description:** Records and data related to the administration of contracts: 1) contract management (contract payments, change management, risk management, document and schedule control, quality assurance, quality audit, dispute mitigation and resolution, claims management, performance assessment and warranty management, and commissioning of building facilities); 2) environmental services (environmental assessment and audits, technical support for environmental remediation, range clearance, unexploded ordnance clean up and decommissioning, waste management programs, environmental management systems and hazardous material survey coordination); 3) project and program management support (control of scope, costs and schedule, program planning and preparation of scope documents, terms of reference and statement of requirements); 4) Infrastructure support services (facilities management, production of building condition reports, life safety system management, maintenance contract management, utilities management and recapitalization planning).

**Document Types:** Project initiation documents; general correspondence; monitor time, cost and performance; quality assurance; project schedule; diaries; financial/insurance/bonding information; change orders; inspections and contract dairies; progress claims; payments; shop drawings; testing reports; contract close-out; audits; dispute mitigation and resolution; warranties.

**Format:** Maps; Architectural, Mechanical and Electrical Drawings; Photographs; Videos.

**Record Number:** DCC PO 00-13

### *Procurement and Contract Administration*

**Description:** Records and data related to the procurement, award and administration of contracts for professional services, construction services, maintenance services and goods. Personal information may include individual's names, home and/or business mailing address, telephone, cellular and fax numbers, and e-mail addresses; official language proficiency; educational background; résumé, personal qualifications and specializations; licenses held, letters of reference, records of experience, reliability checks and/or security clearance levels, performance records, bank account information; rates of pay; business numbers and GST numbers.

**Class of Individuals:** Current and former employees, contractors, suppliers and consultants who have submitted a tender/proposal and/or have been awarded a contract.

**Purpose:** The information is used to manage the contracting process which includes the request for and receipt of tenders and/or proposals, evaluation of tenders and/or proposals; selection of contractors and/or consultants; negotiation/award of contracts; execution of contracts; monitoring of performance, scope of work, cost and schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranties.



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**Consistent Uses:** This information may also be used for evaluation and audits; and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for similar goods and services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon award of contract. There are no matching activities. In accordance with the proactive disclosure initiative of the Government of Canada, contract expense-related information is published on DCC's website. The specific elements that are made available in compliance with proactive disclosure are: vendor name, reference number (normally the number used in the departmental financial system), contract date, description of the work (using the economic object), contract period or delivery date as applicable, and contract value.

**Retention and Disposal Standards:** Records are retained for seven fiscal years after completion of terms of contract and then destroyed. Unsuccessful proposals are either destroyed or sent back to proponents (as per proponent's request) one month after contract award.

**RDA Number:** 2002/008

**Related Record Number:** DCC PO 00-13, DCC PC 00-06, DCC PO11

**TBS Registration:** 007056

**Bank Number:** DCC PPU 005

## **Procurement**

**Description:** Records and data related to the initiation and award of contracts for construction, maintenance services, goods and services, including procurement and solicitation planning, preparation of tender documents, solicitation and evaluation of bids, awarding of contracts, market assessment and bid-ability reviews.

**Document Types:** DND8s (DND's request for contract); bid solicitation; specifications; tender package; amendments; request for proposals (RFP); expressions of interest (EOI); proposals; bids; offer of service; source lists; evaluation of bids and proposals; legal opinion; contract negotiation; financial/insurance/bonding documents; contract solicitation; and award of contract.

**Format:** Maps; Architectural, Mechanical and Electrical Drawings; Photographs; Videos.

**Record Number:** DCC PC 00-06

### ***Procurement and Contract Administration***

**Description:** Records and data related to the procurement, award and administration of contracts for professional services, construction services, maintenance services and goods. Personal information may include individual's names, home and/or business mailing address, telephone, cellular and fax numbers, and e-mail addresses; official language proficiency; educational



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background; résumé, personal qualifications and specializations; licenses held, letters of reference, records of experience, reliability checks and/or security clearance levels, performance records, bank account information; rates of pay; business numbers and GST numbers.

**Class of Individuals:** Current and former employees, contractors, suppliers and consultants who have submitted a tender/proposal and/or have been awarded a contract.

**Purpose:** The information is used to manage the contracting process which includes the request for and receipt of tenders and/or proposals, evaluation of tenders and/or proposals; selection of contractors and/or consultants; negotiation/award of contracts; execution of contracts; monitoring of performance, scope of work, cost and schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranties.

**Consistent Uses:** This information may also be used for evaluation and audits; and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for similar goods and services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon award of contract. There are no matching activities. In accordance with the proactive disclosure initiative of the Government of Canada, contract expense-related information is published on DCC's website. The specific elements that are made available in compliance with proactive disclosure are: vendor name, reference number (normally the number used in the departmental financial system), contract date, description of the work (using the economic object), contract period or delivery date as applicable, and contract value.

**Retention and Disposal Standards:** Records are retained for seven fiscal years after completion of terms of contract and then destroyed. Unsuccessful proposals are either destroyed or sent back to proponents (as per proponent's request) one month after contract award.

**RDA Number:** 2002/008

**Related Record Number:** DCC PO 00-13, DCC PC 00-06, DCC PO11

**TBS Registration:** 007056

**Bank Number:** DCC PPU 005

## **Service Level Arrangements**

**Description:** Records related to agreements signed with the DND for the provision of civil, technical, environmental and infrastructure expertise by the Corporation.

**Document Types:** Policies; procedures; description of requirements; DND8 (DND's request for contract); service billing details; project schedule; progress claims; invoices; payments; time reconciliation report. May also contain employees' personal information used for the purpose of presenting employees credentials and/or soliciting business opportunities for the Corporation.



**Format:** Maps; Architectural, Mechanical and Electrical Drawings; Photographs; Videos, Specifications.

**Record Number:** DCC PO11

### ***Procurement and Contract Administration***

**Description:** Records and data related to the procurement, award and administration of contracts for professional services, construction services, maintenance services and goods. Personal information may include individual's names, home and/or business mailing address, telephone, cellular and fax numbers, and e-mail addresses; official language proficiency; educational background; résumé, personal qualifications and specializations; licenses held, letters of reference, records of experience, reliability checks and/or security clearance levels, performance records, bank account information; rates of pay; business numbers and GST numbers.

**Class of Individuals:** Current and former employees, contractors, suppliers and consultants who have submitted a tender/proposal and/or have been awarded a contract.

**Purpose:** The information is used to manage the contracting process which includes the request for and receipt of tenders and/or proposals, evaluation of tenders and/or proposals; selection of contractors and/or consultants; negotiation/award of contracts; execution of contracts; monitoring of performance, scope of work, cost and schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranties.

**Consistent Uses:** This information may also be used for evaluation and audits; and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for similar goods and services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon award of contract. There are no matching activities. In accordance with the proactive disclosure initiative of the Government of Canada, contract expense-related information is published on DCC's website. The specific elements that are made available in compliance with proactive disclosure are: vendor name, reference number (normally the number used in the departmental financial system), contract date, description of the work (using the economic object), contract period or delivery date as applicable, and contract value.

**Retention and Disposal Standards:** Records are retained for seven fiscal years after completion of terms of contract and then destroyed. Unsuccessful proposals are either destroyed or sent back to proponents (as per proponent's request) one month after contract award.

**RDA Number:** 2002/008

**Related Record Number:** DCC PO 00-13, DCC PC 00-06, DCC PO11

**TBS Registration:** 007056

**Bank Number:** DCC PPU 005



### ***Employee Skills Matrix***

**Description:** A comprehensive record of DCC employees, with their abilities and work experience, is collected to populate the Employee Skills Matrix. This information will allow DCC Management timely access to precise information on employees' competencies benefiting DCC. The personal information collected includes the individuals' full name, employee number, educational background, work experience and specific skill sets. The information is collected on two separate forms, signed by employees and approved by supervisor. The forms are sent to HR and the database administrator enters the information in the matrix/data bank. The forms are then kept in the Employee's Personnel File.

**Class of Individuals:** Current and former employees.

**Purpose:** This information is used to create and maintain a comprehensive inventory of DCC employees who may be used to support the provision of services to DCC clients. The relevant information may be included in service proposals, presentations or submissions to clients or potential clients for the purpose of presenting employees credentials and/or soliciting business opportunities for the corporation and to track the scope and location of technical expertise within the corporation.

**Consistent Uses:** The personal information may also be used for internal corporate communication including hiring announcements; transfers or promotions and it may be used for staffing purposes. Information transferred to the Employee's Personnel File is addressed by PIB DCC PSE 901.

**Retention and Disposal Standards:** The personal information will be kept in the Employee Skills Matrix until such time that the employee is no longer employed by the Corporation. The records will then be transferred to the employee's Personnel File and kept for two years.

**RDA Number:** 2002/008

**Related Record Number:** DCC PO11

**TBS Registration:** 007034

**Bank Number:** DCC PPE 014



## **Internal Services**

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Acquisition Services, Communications Services, Financial Management Services, Human Resources Management Services, Information Management Services, Information Technology Services, Legal Services, Management and Oversight Services, Materiel Services, and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

### ***Acquisitions Services***

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

#### [Procurement and Contracting Class of Record](#)

- [Professional Services Contracts Personal Information Bank](#)

### ***Communications Services***

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public - internal or external - receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

#### [Communications Class of Record](#)

- [Internal Communications Personal Information Bank](#)
- [Public Communications Personal Information Bank](#)

### ***Financial Management Services***

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

#### [Financial Management Class of Record](#)





## ***Human Resources Management Services***

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

### [Awards \(Pride and Recognition\) Class of Record](#)

- [Recognition Program Personal Information Bank](#)

### [Classification of Positions Class of Record](#)

- [Staffing Personal Information Bank](#)

### [Compensation and Benefits Class of Record](#)

- [Attendance and Leave Personal Information Bank](#)
- [Pay and Benefits Personal Information Bank](#)

### [Employment Equity and Diversity Class of Record](#)

- [Employment Equity and Diversity Personal Information Bank](#)

### [Hospitality Class of Record](#)

### [Human Resources Planning Class of Record](#)

### [Labour Relations Class of Record](#)

- [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)

### [Occupational Health and Safety Class of Record](#)

- [Employee Assistance Personal Information Bank](#)
- [Occupational Health and Safety Personal Information Bank](#)

### [Official Languages Class of Record](#)

- [Official Languages Personal Information Bank](#)

### [Performance Management Reviews Class of Record](#)

- [Employee Performance Management Program Personal Information Bank](#)

### [Recruitment and Staffing Class of Record](#)

- [Applications for Employment Personal Information Bank](#)
- [Employee Personnel Record Personal Information Bank](#)
- [Personnel Security Screening Personal Information Bank](#)
- [Staffing Personal Information Bank](#)
- [Values and Ethics Codes for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)

### [Relocation Class of Record](#)

### [Training and Development Class of Record](#)

- [Training and Development Personal Information Bank](#)

## ***Information Management Services***

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.



[Access to Information and Privacy Class of Record](#)

- [Access to Information Act and Privacy Act Requests Personal Information Bank](#)  
[Information Management Class of Record](#)

## ***Information Technology Services***

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

[Information Technology Class of Record](#)

## ***Legal Services***

Legal Services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

[Legal Services Class of Record](#)

## ***Management and Oversight Services***

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

[Executive Services Class of Record](#)

- [Executive Correspondence Personal Information Bank](#)  
[Internal Audit and Evaluation Class of Record](#)  
[Planning and Reporting Class of Record](#)

## ***Travel and Other Administrative Services***

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

[Administrative Services Class of Record](#)

[Boards, Committees and Councils Class of Record](#)

- [Governor in Council Appointments Personal Information Bank](#)  
○ [Members of Boards, Committees and Councils Personal Information Bank](#)  
[Business Continuity Planning Class of Record](#)



- [Business Continuity Planning Personal Information Bank Disclosure to Investigative Bodies Class of Record](#)
- [Disclosure to Investigative Bodies Personal Information Bank Proactive Disclosure Class of Record Security Class of Record](#)
- [Identification Cards and Access Badges Personal Information Bank](#)
- [Personnel Security Screening Personal Information Bank](#)
- [Security Video Surveillance and Temporary Visitor Access Control Logs and Access Badges Personal Information Bank](#)

## **Classes of Personal Information**

In the course of conducting the programs and activities of DCC, personal information may be acquired that is not held in any specific information bank. Rather, it exists in fragmented form throughout other records. This information is retrievable only if specifics are provided concerning the subject matter and related functional activity of the Corporation. This information is retained for the same period of time as the related subject information and is disposed of according to the appropriate record schedules.

## **Manuals**

- ATIP Policies and Procedures
- Code of Business Conduct
- Integrity Management Framework
- Procurement Code of Conduct

## **Additional Information**

The Government of Canada encourages the release of information through informal requests outside of the ATIP process. You may wish to consult DCC's [completed Access to Information \(ATI\) summaries](#).

To make an informal request, please contact us at the coordinates below.

To make a formal *Access to Information Act* request with DCC, complete the [Access to Information Request Form](#) or send a letter mentioning the Act and describing the records you are seeking to the ATIP Office. Please provide us with a project number or more specific details that will enable us to search for relevant records.

Please note that each request made to DCC under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Receiver General of Canada. Additional costs may be charged as prescribed by the legislation.

To access your own personal information held by DCC, you may complete the [Personal Information Request Form](#) or send a letter mentioning the Act and describing the information you are seeking to the ATIP Office. There are no fees associated with making a request under the *Privacy Act*.



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For additional information about the programs and activities of Defence Construction Canada, please contact our Head Office at:

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Constitution Square  
350 Albert Street, 19th Floor  
Ottawa, Ontario K1A 0K3  
Telephone: 613-998-9548  
Facsimile: 613-998-1061  
E-mail: [info@dcc-cdc.gc.ca](mailto:info@dcc-cdc.gc.ca)

## **Reading Room**

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

Defence Construction Canada  
Constitution Square  
350 Albert Street, 19th Floor  
Ottawa, Ontario K1A 0K3