

DEFENCE
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Info Source

Sources of Federal Government and Employee Information

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Contents

General Information	3
Background	3
Responsibilities	3
Institutional Functions, Programs and Activities	4
Contract Administration	4
Procurement and Contract Administration	4
Procurement.....	5
Procurement and Contract Administration	5
Service Level Arrangements	6
Procurement and Contract Administration	7
Employee Skills Matrix.....	7
Internal Services.....	8
Acquisitions Services.....	8
Communications Services	9
Financial Management Services	9
Human Resources Management Services	9
Information Management Services	11
Information Technology Services	11
Legal Services	11
Management and Oversight Services	11
Travel and Other Administrative Services	12
Classes of Personal Information	12
Manuals	13
Additional Information.....	13
Access to Information & Privacy	13
Reading Room.....	14

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, and lifecycle support for the Department of National Defence (DND), the Canadian Armed Forces (CAF), and Communications Security Establishment (CSE), 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. For more information see our [Annual Report](#) publication or our [website](#).

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 training, warranty management, commissioning of building facilities, industry engagement, and implementation of IT applications); 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; time, cost and performance monitoring documents; quality assurance documentation; project schedules; diaries; financial/insurance/bonding information; change orders; inspections and contract dairies; progress claims; payment records; shop drawings; testing reports; contract close-out documentation; audits; dispute mitigation and resolution records; warranties.

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

Record Number: DCC PO00-13

PROCUREMENT AND CONTRACT ADMINISTRATION

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

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

Purpose: This 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 and cost; schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranty claims.

Consistent Uses: This information may also be used for evaluation and verification and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon contract award. 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 Corporation's financial system), contract date, description of the work, 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 PO00-13, DCC PC00-06, DCC PO11

TBS Registration: 007056

Bank Number: DCC PPU 005

Procurement

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

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

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 goods and professional, construction, and maintenance services. Personal information may include an individual's name, home and/or business mailing address, telephone, cellular and fax numbers, and e-mail addresses; educational background; résumé, personal qualifications, and specializations; licences held; letters of reference; records of experience; reliability checks and/or security clearance levels; performance records; bank account information; rates of pay; business and/or GST numbers.

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

Purpose: This 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 and cost; schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranty claims.

Consistent Uses: This information may also be used for evaluation and verification and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon contract award. 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 Corporation's financial system), contract date, description of the work, 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 DND for the provision of environmental and infrastructure services by the Corporation.

Document Types: Policies; procedures; description of requirements; DND8 (DND's request for contract); service billing details; project schedules; progress claims; invoices; payments; time reconciliation reports. May also contain personal information of employees used for the purposes of presenting employee 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 goods and professional, construction, and maintenance services. Personal information may include an individual's name, home and/or business mailing address, telephone, cellular and fax numbers, and e-mail addresses; educational background; résumé, personal qualifications and specializations; licences held; letters of reference; records of experience; reliability checks and/or security clearance levels; performance records; bank account information; rates of pay; business and/or GST numbers.

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

Purpose: This 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 and cost; schedule control; contract payments; audits; dispute mitigation and resolution; performance assessment; warranty claims.

Consistent Uses: This information may also be used for evaluation and verification and the production of internal reports for statistical and planning purposes. Information may also be used internally to evaluate proposed charges for services. Note that the name of the successful tenderers may be disclosed to unsuccessful tenderers or others, upon contract award. 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 Corporation's financial system), contract date, description of the work, 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: DCCPO00-13, DCCPC00-06, DCCPO11

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 allows DCC management timely access to precise information on employees' competencies. The personal information collected includes the individual's full name, employee number, educational background, work experience and specific skill sets. The information is collected on two separate forms, signed by the employee

and approved by the supervisor. The forms are sent to Human Resources 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 employee 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 for staffing purposes. Information transferred to the employee's personnel file is addressed by PIB DCCPSE 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

- [Accounts Payable Personal Information Bank](#)
- [Accounts Receivable Personal Information Bank](#)
- [Acquisition Card Personal Information Bank](#)

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

- [Hospitality Personal Information Bank](#)

Human Resources Planning Class of Record

- [Human Resources Planning Personal Information Bank](#)

Labour Relations Class of Record

- [Canadian Human Rights Act–Complaints Personal Information Bank](#)
- [Discipline Personal Information Bank](#)
- [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
- [Harassment Personal Information Bank](#)
- [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](#)
- [Harassment 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

- [Discipline Personal Information Bank](#)
- [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

- [Relocation Personal Information Bank](#)

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](#)

- [Electronic Network Monitoring Personal Information Bank](#)

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](#)

- [Internal Audit Personal Information Bank](#)

[Planning and Reporting Class of Record](#)

TRAVEL AND OTHER ADMINISTRATIVE SERVICES

Travel and Other Administrative 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

- [Parking Personal Information Bank](#)

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

- [Hospitality Personal Information Bank](#)
- [Travel Personal Information Bank](#)

Security Class of Record

- [Physical Access Cards Personal Information Bank](#)
- [Personnel Security Screening Personal Information Bank](#)
- [Security Incidents and Privacy Breaches Personal Information Bank](#)

Travel Class of Records

- [Travel 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 and is not retrievable by an individual's name or other personal identifier. Specifics must be provided concerning the subject matter and related functional activity of the Corporation in order to access this information. Classes of Personal Information are retained for the same period of time as the related subject information and are disposed of according to the appropriate record schedules.

Classes of Personal Information describe personal information that is not used for administrative purposes.

Manuals

- Access to Information and Privacy (ATIP) Policies and Procedures
- Contracting Policy and Procedures Manual
- Integrity Management Framework
 - Code of Business Conduct
 - Procurement Code of Conduct
- Records Management Manual

Additional Information

The Government of Canada encourages the release of information through additional channels outside of the ATIP process. You can find information that maybe of interest to you by reviewing DCC's [completed access to information summaries](#), the [Recently Awarded Contracts](#) and the [Recent Contract Payments pages](#). Travel and hospitality expenses reimbursed from 2020–21 and onwards are posted on the Proactive Disclosure page on the [Open Government Portal](#).

As and when appropriate, DCC may publicly post documents released in response to access to information requests that may be of interest to Canadians. Please note that documents will be posted in the language in which they were created.

ACCESS TO INFORMATION & PRIVACY

The [Access to Information Act](#) and [Privacy Act](#) give you the right to access general records and personal information held by Defence Construction Canada.

To make a request to DCC's ATIP Office for general records or personal information about yourself, use the [Access to Information and Personal Information Online Request Service](#).

This electronic service is the fastest method of initiating a request to DCC's ATIP Office. You may also submit your request by mail or email. To make a request by mail or email, fill in the relevant form below and send the form to DCC's ATIP Office. Please note that all requests sent by mail or email under the *Access to Information Act* must be accompanied by an application fee of \$5.00, either by cash or cheque, made payable to Defence Construction Canada. There are no fees associated with making requests under the *Privacy Act*.

- [Access to Information Request Form](#)
- [Personal Information Request Form](#)

DCC's ATIP mail box is available at: atip-airpr@dcc-cdc.gc.ca

DCC's ATIP Office mailing address is:

Defence Construction Canada
Access to Information and Privacy
Constitution Square, 19th Floor
350 Albert Street
Ottawa, ON K1A 0K3

Before making an access to information request, you can search the [summaries of access to information](#) requests for records that have already been released by the Government of Canada or Crown Corporations to see if you can find what you are looking for there. You may also be interested in visiting the Government's [Open Government Portal](#) to view proactive disclosures or other records of interest.

Refer to the Treasury Board of Canada Secretariat webpage "[How access to information and personal information request work](#)" for additional details on how the ATIP process works.

Please contact the ATIP Office should you require assistance in submitting your request.

For additional information about DCC's programs and activities, please visit our [website](#) or contact our Head Office at:

Defence Construction Canada 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

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, 19th Floor
350 Albert Street
Ottawa, ON K1A 0K3