

Contract Security Program

Subcontract

Reference sheet



Responsibility of the prime contractor

The prime contractor is the organization that wins the bid to work on a Government of Canada (GC) or a foreign government contract.

The subcontractor is hired by the prime contractor to work on part of a Canadian or foreign government contract.

A subcontractor is not an employee of the prime contractor.

The prime contractor is responsible to get approval from Public Services and Procurement Canada (PSPC) before awarding a subcontract with security requirements and delegating work.

A Canadian prime contractor, wishing to subcontract part of the work, who has an active GC-sensitive contract, standing offer or supply arrangement and is in good standing with the PSPC must:

1. sponsor the subcontractor by submitting the [security requirements checklist](#) (SRCL) and a [private sector organization screening](#) (PSOS) to PSPC
2. inform the subcontractor of their responsibilities
3. ensure each subcontract has a unique subcontract number



Remember that the subcontract cannot be awarded and work cannot begin until the subcontract is approved by PSPC.



Contact us:

Toll-free: 1-866-368-4646
National Capital Region: 613-948-4176
Email: ssi-iss@tpsgc-pwgsc.gc.ca
Website: www.tpsgc-pwgsc.gc.ca/esc-src

Sponsor

When PSPC receives the subcontractor sponsorship request, they will review the request and:

1. verify if the subcontractor is registered
2. advise the prime contractor that work can or cannot begin

The subcontractor cannot begin work until their organization clearance has been granted and the subcontract approved by PSPC.

3. sign the SRCL, and provide security clauses

The subcontract may **not** necessarily have the same security clauses as the prime contract.

The prime contractor will then:

4. input the signed SRCL and security clauses into the subcontract
5. submit a copy of the subcontract, SRCL and security clauses (including any amendments to the subcontract) to PSPC

The process must be adhered to by all contractors wishing to subcontract work, including subcontractors allocating work to another subcontractor.



Screen subcontractor

Once the subcontracted organization receives their registration package, they will have **30 days** to complete and submit all registration forms.

If required, PSPC will also initiate a document safeguarding capability (DSC) inspection process.

Once PSPC has approved the subcontract, the subcontractor's company security officer (CSO) must obtain security screenings for all personnel who will be working on the subcontract and who will have access to the sensitive GC information, assets and worksite.

Processing times for personnel security screening requests

Reliability status (simple): 7 business days
Reliability status (complex) 120 business days
Classified security clearance: 75 business days (in addition to reliability screening timelines)

Before you enter into a subcontract with a foreign organization or get a classified contract from a foreign organization, your organization must contact PSPC. Click the link to read more about [international subcontracting](#).



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