

Contractor Security Screening in the Ontario Public Service Frequently Asked Questions

1. When is security screening required?

All contractors that are currently engaged or that may be engaged in a contractual relationship with the Ontario Public Service (OPS) to supply goods or services to a ministry, a Commission Public Body (CPB) or Infrastructure Ontario (IO) will be required to obtain and pay for their own screening checks when security screening is required.

The ministry/agency representative responsible for managing the contractual relationship will determine and advise the contractor if security screening is required and will provide details on how to obtain a screening check.

2. Why does the government require contractor security screening?

The Ontario Government is committed to protecting the safety and security of its employees, clients, the visiting public, government assets and information.

The OPS currently conducts security checks on contractors in certain areas, and the requirement of a security check is based on risk assessment.

The Contractor Security Screening Operating Policy (CSSOP) ensures there is a consistent practice in screening contractors and that the OPS is consistent with actions taken by other Canadian governments and many large private sector organizations.

The Policy ensures an enhanced protection of the public interest, and public confidence in the ability of the Ontario Government to protect their interests.

3. Who is subject to the contractor security screening process?

All OPS contracts are subject to the CSSOP.

The Policy applies to all ministries, Commission public bodies that appoint employees under the *Public Service of Ontario Act, 2006* and Infrastructure Ontario (IO).

A contractor is defined as:

- a company (corporation, partnership), or a sole proprietorship;
- an individual, including employees and subcontractors, engaged in a contractual relationship to supply goods or services, directly or indirectly; an employee/worker of IO; and

Contractor Security Screening in the Ontario Public Service Frequently Asked Questions

- non-OPS individuals employed in a public body (pursuant to the *Public Service of Ontario Act, 2006*) and that is engaged in a contractual relationship to supply goods or services to a ministry, CPB and IO.

A contractor includes, but is not limited to, consultants, professionals (e.g., engineers, accountants, lawyers) and service providers (e.g., temporary help agency staff).

4. Where can a contractor obtain a Criminal Records and Judicial Matters Check (CRJMC)?

Contractors who are required to undergo a CRJMC have the option of obtaining it from:

- A Local police service/ Ontario Provincial Police Detachment
- An RCMP accredited third-party agency

Individuals choosing to obtain a CRJMC from local police/OPP or an RCMP accredited third-party agency can submit the police record check report along with completed security screening forms to the ministry/agency contract representative.

The CRJMC must be:

- Recent (issued within the last 90 calendar days);
- An original hard copy on police service letterhead or certified by a police service if obtained through an RCMP accredited third-party agency (photocopies/scans will not be accepted); and
- Accompanied by completed Ministry of Government and Consumer Services (MGCS) contractor security screening forms

5. Are security clearances issued by other organizations transferable?

Security clearances issued by other Canadian governments or organizations may be accepted as meeting the requirements set out in the Contractor Security Screening Operating Policy (CSSOP).

In addition, upon review and agreement by the OPS, public and private organizations may be eligible to obtain accreditation for their security screening programs.

Contractor Security Screening in the Ontario Public Service Frequently Asked Questions

Individuals whose clearances have been validated from an accredited public or private organization may not have to undergo the OPS security screening process.

6. For how long are contractor security clearances valid?

A contractor security clearance can be valid for up to a maximum of five years from the date of issue. A security clearance may also be issued with a restriction and/or condition.

During the time in which a clearance is valid, a contractor may enter into multiple contracts without the requirement of being re-screened, provided that there are no clearance restrictions or conditions, and when the level of check aligns with the new screening requirements.

7. How can a contractor being screened obtain more information about contractor security screening?

Where security screening is required, the procuring ministry/agency contract representative will provide details to the vendor on how to obtain a security screening check.

Further general information about contractor security screening can be obtained by contacting the Ministry of Government and Consumer Services at doingbusiness@ontario.ca.