

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1**

**Gatineau  
Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Request For a Standing Offer  
Demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Special Projects/Projets Spéciaux  
11 Laurier St./11, rue Laurier  
Place du Portage/, Phase III  
Floor 10C1/Étage 10C1  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> SERVICES OF GUARDS AND MATRONS	
<b>Solicitation No. - N° de l'invitation</b> M7594-120453/A	<b>Date</b> 2012-05-14
<b>Client Reference No. - N° de référence du client</b> M7594-120453	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZL-109-24403
<b>File No. - N° de dossier</b> 109zl.M7594-120453	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-06-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Stephen, Renee	<b>Buyer Id - Id de l'acheteur</b> 109zl
<b>Telephone No. - N° de téléphone</b> (819)956-6973 ( )	<b>FAX No. - N° de FAX</b> (819)956-2675
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and Security Requirements Checklist.

### 2. Summary

Canada has a requirement for the provision of approximately 1.2 million hours of detention guard services per year under a series of Regional Individual Standing Offers (RISO's). These services are provided throughout Western Canada (Manitoba, Saskatchewan, Alberta, British Columbia, Yukon Territory, Northwest Territory and Nunavut Territory) on an "as-and-when-requested basis" to RCMP Detachments. The proposed Standing Offer period is three years from 01 July 2012 to 31 March 2015 with the possibility of three - one year extensions to 31 March 2018 at the Crown's discretion.

Standing offers will be authorized for the Regions described as Pacific (British Columbia and Yukon Territory), Alberta (Alberta and Northwest and Nunavut Territories) and Prairie (Saskatchewan and Manitoba). One standing offer will be authorized for each Region.

There is a security requirement associated with this requirement

The requirement is subject to the Agreement on Internal Trade (AIT).

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The requirement is limited to Canadian goods and services.

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### **4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

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Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 5. Time Extension to the Bid Closing Date

A request for a time extension to the bid closing date will be considered provided it is received in writing by the Standing Offer Authority **no later than ten (10) calendar days before** the closing date of the bid solicitation. The request, if granted will be communicated by MERX approximately five (5) calendar days before the closing date, showing the revised closing date. The request, if rejected, will be directed to the originator by the Standing Offer Authority approximately five (5) calendar days before the closing date.

## 6. Offeror Suggestions During the Period of the RFSO

Should the Offeror consider that the specifications or Statement of Work (SOW) contained in this Request for Standing Offer (RFSO) can be improved technically or technologically, the Offeror is invited to make suggestions, in writing, to the Standing Offer Authority named herein. The Offeror must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Offeror will be given consideration provided they are received by the Standing Offer Authority no later than ten (10) working days prior to the bid closing date specified herein. Canada reserves the right to accept or reject any or all suggestions.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (2 hard copies)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

Offerors may submit an offer for one or more of the defined regions. Offerors should clearly identify which region they are submitting an offer(s) for.

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II: Financial Offer

Offerors must submit their financial offer as detailed in Part 4, Article 1.2, Financial Evaluation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### Payment by Credit Card

Canada requests that offerors complete one of the following:

- a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

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The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

In order to have their offers considered, offerors **MUST** comply with all of the following mandatory requirements and **MUST** provide for each, separately, the necessary documentation to evaluate the Offeror's ability to comply with **ALL** of the following requirements:

1. CGSB Qualification Program for Security Guard Services CAN/CSGB 133.1-99: Offerors submitting an offer **MUST** currently be qualified for Phases 1 and 2 of the Canadian General Standard Board's Qualification Listing Program.
2. Licensing: Offerors submitting an offer(s) **MUST** be licensed to engage in the business of providing security guard services for the region or regions for which the Offeror is submitting an offer(s).

##### 1.1.2 Point Rated Criteria

Each Technical Offer which meets all the Mandatory Requirements specified above, will be evaluated and scored in accordance with the following evaluation criteria:

Reference Number	Criteria	Points
1.1.2.1	Corporate Experience	160
1.1.2.2	Personnel	50
1.1.2.3	Quality Assurance	85
1.1.2.4	Customer Service	20
1.1.2.5	Recruitment Retention and Turnover	80
	<b>Technical Overall Points Score</b>	<b>395</b>

The following rating scheme will be used to evaluate the Offeror's written response to rated criteria A2 through A7.

TABLE 1

0	Information provided does not address the criteria. Offeror receives 0% for the available points for this element.
1	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Offeror receives 20% of the available points for this element.
3	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Offeror receives 40% of the available points for this element.
5	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Offeror receives 50% of the available points for this element.
7	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria. Offeror receives 70% of the available points for this element.
8	Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria. Offeror receives 80% of the available points for this element.
10	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Offeror receives 100% of the available points for this element.

## 1.1.2.1 Corporate Experience:

Criteria		Points available	Rating Scale								
A1	The Offeror should detail the length of time it has been in the business as a licensed security agency.	60 pts	Less than 1 year = 0 pts 1 year to less than 2 years = 30 pts 2 years to less than 3 years = 42 pts 3 years to less than 4 years = 48 pts 4 years to less than 5 years = 54 pts 5 years or greater = 60 pts								
	<table border="0"> <tr> <td>Region</td> <td>Minimum Number of Hours (est)</td> </tr> <tr> <td>Prairies:</td> <td>440,000 hours</td> </tr> <tr> <td>Alberta:</td> <td>440,000 hours</td> </tr> <tr> <td>Pacific:</td> <td>200,000 hours</td> </tr> </table>	Region	Minimum Number of Hours (est)	Prairies:	440,000 hours	Alberta:	440,000 hours	Pacific:	200,000 hours		
Region	Minimum Number of Hours (est)										
Prairies:	440,000 hours										
Alberta:	440,000 hours										
Pacific:	200,000 hours										
A2	<p>The Offeror should demonstrate how it will ensure that it will have the necessary personnel in place to meet the as-and-when requested requirement for detention services within the Region. The Offeror should:</p> <ol style="list-style-type: none"> <li>1. include a proposed staffing plan;</li> <li>2. identify how it will ensure personnel obtain RCMP security clearances; and</li> <li>3. obtain the necessary RCMP training prior to service commencement.</li> </ol>	100 pts	<p>0 - 10 scale</p> <p>This part will be assessed on a 10 point scale as shown in Table 1 above</p>								
<b>Maximum Points</b>		<b>160</b>									

## 1.1.2.2 Personnel:

Criteria		Points Available	Rating Scale
A3	The Offeror should describe:		
	•the key positions which will be involved in the management of this requirement and explain why the proposed key positions would be efficient in meeting the identified user's needs.	50 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
<b>Maximum Points</b>		<b>50</b>	

## 1.1.2.3 Quality Assurance:

Criteria		Points Available	Rating Scale
A4	The Offeror should describe:		
	•the quality control process it intends to use for this requirement;	25 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
	•how the plan will be implemented;	25 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
A5	The Offeror should describe: (Any supporting documentation such as copies of existing policies and procedures, security guard handbooks, etc. should be attached.)		
	•its procedures and policies with regard to deterring harassment and/or discrimination in the workplace;	25 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
	•the expected performance, appearance and deportment of security personnel;	10 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
<b>Maximum Points</b>		<b>85</b>	

## 1.1.2.4 Customer Service:

Criteria		Points Available	Rating Scale
A6	The Offeror should describe its customer service plan including:		
	•its structure;	10 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
	•the internal chain of communication used to report on and follow-up complaints;	10 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
<b>Maximum Points</b>		<b>20</b>	

## 1.1.2.5 Recruitment, Retention and Turnover:

Criteria		Points Available	Rating Scale
A7	The Offeror should describe:		
	•how it plans to deal with resource turnover and maintain knowledge and expertise;	50 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
	•Its approach, processes and steps to obtain, replace and retain resources;	20 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
	•Site or location familiarization.	10 pts	0 - 10 scale This part will be assessed on a 10 point scale as shown in Table 1 above.
<b>Maximum Points</b>		<b>80</b>	

## 1.2 Financial Evaluation

### 1.2.1 The Offeror MUST submit its Financial Proposal in accordance with the Pricing Basis specified below.

Hourly Rates and Supervisory Premiums - The Offeror MUST provide firm all inclusive hourly rates and supervisory premiums, as applicable, for year 1 (from Standing Offer award to 31 March 2013) GST/HST extra as indicated below.

Financial Evaluations will be based on the volumetrics provided below which represent the annual estimated hours given in good faith:

<b>Region</b>	<b>Annual Hours - Detention Guards</b>	<b>Annual Hours - Supervisor Premium</b>
<b>Prairies</b>		
Basic (B1)	346,720 hours	34,700 hours
Remote Area 1 (R1)	30,800 hours	1,540 hours
<b>Alberta</b>		
Basic (B1)	51,480 hours	2,570 hours
Remote Area 1 (R1)	16,500 hours	825 hours
Remote Area 2 (R2)	363,000 hours	36,300 hours
<b>Pacific</b>		
Basic (B1)	156,800 hours	15,700 hours
Remote Area 1 (R1)	26,800 hours	1,340 hours
Remote Area 2 (R2)	16400 hours	820 hours

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1.2.1.a Training Provided by Offeror

<b>FIRM ALL INCLUSIVE HOURLY RATES</b>		
Locations	Detention Guard	Supervisor Premium
Prairie Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Alberta Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx
Pacific Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx

## 1.2.1.b. Training Provided by RCMP

<b>FIRM ALL INCLUSIVE HOURLY RATES</b>		
Locations	Detention Guard	Supervisor Premium
Prairie Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Alberta Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx
Pacific Region		
Basic	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx

- 1.2.2. For financial evaluation purposes only: To facilitate evaluation of the Offeror's financial proposal, the Consumer Price Index (January 2012) will apply for each of the identified extension years for any Region.

<b>Standing Offer Period</b>	<b>Date</b>	<b>Percentage Increase</b>
Contract Period Yr 2	April 01/13 to March 31/14	CPI
Contract Period Yr 3	April 01/14 to March 31/15	CPI
Extension Period 1	April 01/15 to March 31/16	CPI
Extension Period 2	April 01/16 to March 31/17	CPI
Extension Period 3	April 01/17 to March 31/18	CPI

1.3 Financial Calculations (for each Option)

a. Overall evaluated price per region will be calculated as follows:

i. Detention Guard Hourly Rates

Region X rate proposed x annual estimated hours =

**Prairie Region:**

Prairie B1 rate proposed x annual estimated hours =

Prairie R1 rate proposed x annual estimated hours =

Total estimated annual regional cost = \_\_\_\_\_

**Alberta Region:**

Alberta B1 rate proposed x annual estimated hours =

Alberta R1 rate proposed x annual estimated hours =

Alberta R2 rate proposed x annual estimated hours =

Total estimated annual regional cost = \_\_\_\_\_

**Pacific Region:**

Pacific B1 rate proposed x annual estimated hours =

Pacific R1 rate proposed x annual estimated hours =

Pacific R2 rate proposed x annual estimated hours =

Total estimated annual regional cost = \_\_\_\_\_

ii. Supervisory hourly rates

Region X rate proposed x annual estimated hours =

**Prairie Region:**

Prairie B1 rate proposed x annual estimated hours =

Prairie R1 rate proposed x annual estimated hours =

Total estimated supervisory annual regional cost = \_\_\_\_\_

**Alberta Region:**

Alberta B1 rate proposed x annual estimated hours =

Alberta R1 rate proposed x annual estimated hours =

Alberta R2 rate proposed x annual estimated hours =

Total estimated supervisory annual regional cost = \_\_\_\_\_

**Pacific Region:**

Pacific B1 rate proposed x annual estimated hours =

Pacific R1 rate proposed x annual estimated hours =

Pacific R2 rate proposed x annual estimated hours =

Total estimated supervisory annual regional cost = \_\_\_\_\_

iii. Calculation of overall offer price per region for detention guards is computed as follows:

Year 1:

Total annual detention guard regional hourly rates **PLUS** total annual regional supervisory rates =

Year 2:

Total of Year 1 x ceiling percentage increase =

Year 3:

Total of Year 2 x ceiling percentage increase =

Year 4:

Total of Year 3 x ceiling percentage increase =

Year 5:

Total of Year 4 x ceiling percentage increase =

Year 6:

Total of Year 5 x ceiling percentage increase =

Grand Total

\$ \_\_\_\_\_

**2. Basis of Selection**

2.1 To be considered responsive, an offer must:

- a) meet all of the Mandatory Requirements of the bid solicitation specified above; and
- b) achieve at least the specified minimum overall score (75% or 296 points out of a possible 395 points).

**Offers not meeting a) or b) above will be given no further consideration. The lowest priced responsive offer for each Region will be recommended for the authorization of a standing offer.**

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

#### 1.1 Federal Contractors Program - Certification

- 1.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

- 1.1.2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

- 1.1.3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

- b)  is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c)  is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d)  is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES  NO

Solicitation No. - N° de l'invitation

M7594-120453/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

109z1

Client Ref. No. - N° de réf. du client

M7594-120453

File No. - N° du dossier

109z1M7594-120453

CCC No./N° CCC - FMS No/ N° VME

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If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### **1.3 Canadian Content Certification**

#### **1.3.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition**

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## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1.1 Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

1.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

### 3. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

- 2.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

- 2.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold an appropriate RCMP clearance, granted or approved by RCMP. (NOTE: All security screenings undertaken by the RCMP on behalf of PWGSC for this contract will also be duplicated to CISD.)

In addition, Contractor personnel must submit to a local verification of identity / information by RCMP, prior to admittance to the facility / site. The RCMP reserves the right to deny access to any facility / site or part thereof to any Contractor personnel, at any time.

- 2.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 2.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.5 The Contractor must comply with the provisions of the:
- a. Security Requirements Check List and security guide (if applicable), attached at Annex "D";
  - b. Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than ten (10) calendar days after the end of the reporting period.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 01 July 2012 to 31 March 2015 inclusive.

### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) one (1) year periods to 31 March 2018 under the same conditions and at the rates calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority one hundred eighty (180) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: David Pyett (or designate)  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: Ottawa, ON K1A 0S5

Telephone: 819- 956- 8500

Facsimile: 819- 956- 2675

E-mail address: david.pyett@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any detachment of the Royal Canadian Mounted Police

## 7. Call-up Procedures

In accordance with the procedures identified under Annex "B" attached.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 7169-1 "Call-up Against a Standing Offer for Security Guard Services" and PWGSC-TPSGC 7170-1 "Attachment to Call-up for Security Guard Services" which are described in Annex "B".

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$2,000,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- 
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services;
  - d) the general conditions 2010C (2012-03-02), General Conditions - Services (Medium Complexity);
  - e) Annex A, Statement of Work;
  - f) Annex B, Call-up Procedures;
  - g) Annex C, Basis of Payment;
  - h) Annex D, Security Requirements Check List;
  - i) Annex E, Insurance Requirements;
  - j) Annex F, Standing Offer Reporting Requirements
  - k) the Offeror's offer \_\_\_\_\_ (*Inserted at Issue of Standing Offer*).

## 11. Certifications

### 11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 11.2 SACC Manual Clauses

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

## 12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province where the services are rendered.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2012-03-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "C", for work performed pursuant to this Contract.

#### 4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### 4.3 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

#### 4.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C0711C (2008-05-12) Time Verification

#### 4.5 Payment by Credit Card

The following credit card(s) are accepted: \_\_\_\_\_ and \_\_\_\_\_.

## 5. Invoicing Instructions

The Contractor must submit its invoices in accordance with the information required in Section 10, Invoice Submission, of 2010C (2012-03-02), General Conditions - Services (Medium Complexity).

## 6. Insurance

The Contractor must comply with the insurance requirements specified in Annex "E". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7. Suspension of Work/Strike or Lockout

Notwithstanding any provision of the Standing Offer relating to excusable Delay, a strike or lockout of the Offeror will not constitute an event of Excusable Delay under the Standing Offer. The provisions relating to Excusable Delay or Suspension of Work will not apply to a strike or lockout of the Offeror.

In the case of a strike or lockout, following a determination by Canada that the provision of security guard services must not be interrupted, Canada may, by notice, suspend the obligations of the parties for a period of three (3) months during the term of the Standing Offer.

If the strike or lockout has not been resolved during such a period, suspension may be continued for an additional three (3) month period.

Suspension of performance will be without cost to either party.

Canada must be entitled to obtain security services from other sources during the period of suspension.

## 8.0 Verification of Time Charged

The Project Authority for whom the guard services are provided is responsible for verifying the time charged and invoiced by the Offeror. For this purpose, the necessary time recording mechanisms will be instituted by the Project Authority.

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**ANNEX "A"****STATEMENT OF WORK  
Detention Guard Services****1. Purpose**

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of persons incarcerated in RCMP cells.

**2. Background**

As part of the Federal Policing Program, the RCMP provides policing services to the federal government, several provinces and territories. These services are provided in several locations that are extremely remote and difficult to access.

In the delivery of the Federal Policing Program, support services are required in order to increase the capacity of the present resources, achieve effective service delivery and enable the RCMP to focus on its primary mandate.

**3. Scope of Services**

The Offeror is responsible for ensuring the safety and well-being of persons incarcerated in RCMP cells through the provision of trained detention guards and supervisors. Detention guards must monitor, assess, safeguard and administer incarcerated persons in accordance with Chapter 19.3 of the RCMP National Policy Operational Manual. A detention guard is primarily responsible for the safety and well being of persons in custody such as:

- Ensuring cellblock keys are tagged and stored safely.
- Monitoring all prisoners to ensure their security and well being.
- Observing or checking prisoners frequently and irregularly. This may include the use of Closed Circuit Television (CCTV).
- As per Unit Supplemental Orders, monitoring prisoners known to have or suspected of having suicidal tendencies.
- Assisting an RCMP member when required to search prisoners.
- Organizing meals for prisoners as required.
- Recording prisoner activity and maintain the prisoner activity logbook.
- Watching prisoners while in hospital when required.
- Maintaining cleanliness and tidiness of cells when vacated or arranging janitor assistance.
- Recording any damages to cells when vacated.
- Conducting searches of cells prior to occupation and when cells are vacated.
- Maintaining cellblock security.
- Ensuring all personnel effects removed from prisoners by RCMP (Members) are properly secured.
- Reporting any damages or repairs of fixtures and fittings within cellblock.
- Monitoring fire safety and be fully conversant with fire orders.
- Performing escort duties as required for specific detachments.
- Handling and dispensing laundry items as required.
- Under the supervision of the RCMP Officer, continuing to make prescription medications available for prisoners where that practice is currently extant.

- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.

In locations where there is more than one (1) detention guard, an on-site contract supervisor may be requested by the detachment at RCMP expense. In areas where the Offeror has an on-site supervisor, it is the responsibility of that supervisor to consult with the local Detachment supervisor to determine precise work requirements and to assign work posts, schedule breaks, lunch, on-the-job training and responsibility for the day to day supervision of detention guards and the security and well-being of prisoners in custody such as:

- Assisting the Offeror with the personnel administration of detention guards serving the Detachment.
- Performing detention guard duties as required.
- Ensuring the proper signage is posted in the cell block in accordance with RCMP policies, including the 4 R 's sign, and that all detention guards are familiar with the steps to Assess Responsiveness.
- Ensuring detention guard duties, emergency phone numbers and Fire Orders are posted in the cell block.
- Ensuring callout sheets and/or shift schedules are posted in the cellblock.
- Arranging shift schedules/call outs of detention guards for prisoners with extended stays.
- Verifying time sheets to ensure correctness and accuracy.
- Cataloguing and processing prisoner photographs.
- Ensuring compliance with station or detachment as laid out in the Unit Supplemental Orders.
- Ensuring the Office Manager is kept informed of supplies required to perform cellblock duties.
- Ensuring the cellblock is kept neat and clean at all times and free of fire hazards.
- Ensuring cells are cleaned and maintained to a safe and healthy standard.
- Ensuring the cleaning of prisoner blankets/mattresses, towels, etc.
- Ensuring the ordering of prisoner meals, etc.
- Completing the month end Keep Of Prisoner Report and providing to Office Manager as required.
- Ensuring the Offeror is informed of issues raised/discussed and expected outcomes.
- Act as spokesperson for detention guards to relaying messages to and from Detachment Commander.
- Ensuring CCTV equipment is turned on and recording.
- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.

#### **4. Response Time**

If available, the Offeror must supply a detention guard within four (4) hours following a request or as agreed upon between the Offeror and the Detachment.

In remote locations, if a detention guard is available, the detention guard should normally be supplied with in six (6) hours, or within the time frame agreed upon between the Offeror and the detachment.

#### **5. Statement of Qualifications**

At a minimum, Guards must meet the following educational and training qualifications prior to commencement of Guard duties:

##### **5.1 Education:**

- a) A demonstrated ability to read, write and speak in English or French as appropriate (bilingual Guards may be required for some areas; fluency in a local First Nation's dialect would be an asset in other areas); and
- b) Basic level computer skills, where required.

## 5.2 Training:

The Offeror may be required to provide the following training to all detention guards prior to being assigned to work within a Detachment without supervision. (to be determined at the time of Standing Offer issuance)

- a) Duty-specific Guard training to Guard Training Course CL000007 (Course content to be provided to successful Offerors;
- b) Refresher training on a semi-annual basis (the RCMP will assist with providing transport and/or training in remote and/or isolated sites where it is not practical for the Offeror to arrange "stand alone" visits to a site that would result in costs being passed back to the RCMP to effect that refresher training);
- c) CGSB Supervisor's Course as necessary for those locations where a detention guard supervisor is present;
- d) Basic qualification in First Aid to the St. John Ambulance Emergency Level (or equivalent); and
- e) Workplace Hazardous Materials Information System (WHMIS) Training.

## 5.3 Personnel:

- a) Vision: Visual standards are RCMP-V4 (eye glasses permitted);
- b) Hearing: Auditory standards are RCMP-H3 (hearing aids which meet RCMP safety standard are permitted); and
- c) Mobility Standards: Able to use both hands, occasionally manipulate/lift up to 20 kg, bend at the waist, and climb stairs without restrictions or the use of assistance devices.

## 6. Guard Service Locations

### 6.1 Prairie Region (Manitoba and Saskatchewan)

#### Basic

Including: Falcon Beach, Parkland, Fisher Branch, East Interlake, Flin Flon, Gypsumville, Headingly, Lac Du Bonnet, Nelson House, Pembina Valley, Portage La Prairie, Parkland, Red River, Selkirk, Spruce Plains, Steinbach, St Pierre/Jolys, Stonewall, Swan River, The Pas, Thompson, Turtle Mountain, Westlake, Westman, West Interlake, Winnipegosis, Winnipeg River, Yellowhead, Waywaseecappa, Dakota Ojibway Police, Opaskwayak Winnipeg Urban, Assiniboia, Broadview, Carlyle, Carnduff, Craik, Creighton, Esterhazy, Estevan, Fillmore, Fort Qu'Appelle, Gull Lake, Indian Head, Kipling, Leader, Lumsden, Maple Creek, Melville, Moosomin, Shaunavon, Kindersley, Biggar, Big River, Blaine Lake, Canora, Carrot River, Cut Knife, Dillon, Glaslyn, Hudson Bay, Humboldt, Kamsack, Kelvington, Lanigan,, Lloydminster, Loon Lake, Maidstone, Meadow Lake, Melfort, Nipawin, North Battleford, Onion Lake, Outlook, Pierceland, Porcupine Plain, Prince Albert, Punnichy, Regina, Rosetown, Rosthern, Rose Valley, Sandy Bay, Saskatoon, Shellbrook, Smeaton, Spiritwood, St. Walburg, Swift Current, Tisdale, Turtleford, Unity, Wadena, Wakaw, Waskesiu, Watrous, Wilkie, Wynyard, Yorkton

#### Remote Area 1

Camperville, Cranberry Portage, Cross Lake, Easterville, Island Lake, Gillam, Grand Rapids, Leaf Rapids, Lynn Lake, Moose Lake, Norway House, Oakbank, Snow Lake, Spit Lake, Churchill, Berens River, Bloodvein, , God's Lake Narrows, God's River, Ilford, Lac Brochet, Little Grand Rapids, Oxford House, Pukatawagan, Shamattawa, South Indian and Thicket Portage, Beauval, Buffalo Narrows, Cumberland House, Deschambault Lake, Fond du Lac, Ile à la Crosse, La Loche, La Ronge, Patuanak, Pelican Narrows, Pinehouse, Southend, Stanley Mission, Stony Rapids, Wollestone Lake.

## 6.2 Alberta Region (Alberta, Northwest and Nunavut Territories)

### Basic

Including: Calgary/Jetway, Calgary/Provost, Airdrie, Bassano, Blairmore, Brooks, Cardston, Claresholm, Cochrane, Consort, Coronation, Didsbury, Drumheller, Fort MacLeod, Gleichen, Hanna, High River, Innisfail, Milk River, Okotoks, Olds, Pickinni Nation, Pincher Creek, Provost, Raymond, Rocky Mountain House, Stettler, Strathmore, Sundre, Sylvan Lake, Taber, Three Hills, Tsuu T'ina Nation, Turner Valley, Vulcan, Boyle, Breton, Camrose, Devon, Drayton Valley, Evansburg, Fort Saskatchewan, Hobbema, Killam, Leduc, Ponoka, Redwater, Rimbey, Sherwood Park, Smoky Lake, Spirit River, St Albert, Stony Plain, Strathcona County, Thorsby, Tofield, Vegreville, Vermillion, Viking, Wainwright, Westlock, Wetaskiwin,

### Remote Area 1

Assumption, Athabasca, Banff, Barrhead, Bashaw, Beaverlodge, Bonnyville, Canmore, Cold Lake, Desmarais, Edson, Elk Point, Fairview, Faust, Fort Chipewyan, Fort McMurray, Fort Vermilion, Fox Creek, Fox Lake, Grande Cache, Grande Prairie, Grimshaw, High Level, High Prairie, Hinton, Jasper, Lac La Biche, Lake Louise, Kananaskis Village, Manning, Mayerthorpe, McLennan, Morinville, Peace River, Red Earth Creek, Slave Lake, St Paul, Swan Hills, Valleyview, Whitecourt

### Remote Area 2

Behchoko, Ft Liard, Ft Providence, Ft Resolution, Ft Simpson, Hay River, Aklavik, Deline, Ft Good Hope, Ft McPherson, Holman, Lutsel K'e, Norman Wells, Paulatuk, Rae, Tuktoyaktuk, Tulita, Ulukhaktok, Wha' Ti, Inuvik, Ft Smith, Yellowknife, Iqaluit, Rankin Inlet, Arctic Bay, Arviat, Baker Lake, Cambridge Bay, Cape Dorset, Chesterfield Inlet, Clyde River, Coral Harbour, Gjoa Haven, Grise Fiord, Hall Beach, Iglooklikn, Kimmirut, Kugaaruk, Kugluktuk, Pangnirtung, Pond Inlet, Qikiqtarrjuaq, Repulse Bay, Resolute Bay, Sanikiluaq, Taloyoak, Whale Cove

## 6.3 Pacific Region (British Columbia and Yukon Territory)

### Basic

Including: Agassiz, Armstrong, Ashcroft, Barriere, Boston Bar, Castlegar, Chase, Clearwater, Creston, Enderby, Golden, Grand Forks, Hope, Lillooet, Logan Lake, Merritt, Nelson, Oliver, One Hundred Mile House, Osoyoos, Princeton, Salmon Arm, Sicamous, Summerland, University of British Columbia, Valemount.

### Remote Area 1

Alexis Creek, Anahim Lake, Atlin, Bella Bella/ Stewart, Bella Coola, Bowen Island, Burns Lake, Chetwynd, Clinton, Columbia Valley, Courtney, Dease Lake, Elk Valley, Fort Nelson, Fort St James, Fraser Lake, Gabriola Island, Granisle, Hornby Island, Houston, Hudson's Hope, Kyuquot,

Ladysmith, Lake Cowichan, Lax Kwa'alaams, Lytton, Mackenzie, McBride, Naksup, New Hazelton, Nootka Sound, North Saanich (Sidney), Parksville (Oceanside), Pemberton, Pender Island, Port Hardy, Port McNeill, Quadra Island, Revelstoke, Saltspring Island, Smithers, Sooke, Sunshine Coast, Takla Landing, Telegraph Creek, Texada Island, Tofino, Tumbler Ridge, Ucluelet, Vanderhoof, West Shore (Colwood), Williams Lake.

#### Remote Area 2

Ahousat, Alert Bay, Beaver Creek, Carcross, Carmacks, Dawson City, Faro, Haines Junction, Masset, Mayo, Old Crow, Pelly Crossing, Port Alice, Queen Charlotte City, Ross River, Sointula, Teslin, Tsay Keh, Watson Lake, Whitehorse.

On a Divisional Level, there may be individual needs and services that may require adaptation to the those needs. These will be specified in the resulting call-up.

## 7. Call-Ups

- 7.1 The precise nature and extent of the services to be provided by the Offeror will be at the discretion of the identified user and as may be agreed to by the Offeror. These services, including services in both official languages, must be provided or supplied by the Offeror pursuant to a call-up made on PWGSC Forms 7169-1 (Annex B, Appendix "1") and 7170-1 (Annex B, Appendix "2") by an identified user.
- 7.2 The Offeror is engaged by Canada as an independent Contractor for the sole purpose of providing these services. Neither the Offeror nor any of its personnel is an employee, servant or agent of Canada. Identified users must be satisfied that an employer-employee relationship will not result when they enter into a contract for security guard services. When in doubt, before entering into a contract for services, identified users must seek the advice of their legal adviser to ensure that there will be no employer-employee relationship in any resulting contract.
- 7.3 The Offeror will comply with provincial and federal laws applicable to the Master and Servant relationship such as Provincial Employment Standards Acts, Decrees Respecting Security Guards, etc.
- 7.4 Prior to the commencement date of any call-up, the Offeror must submit in writing to the Detachment the name of one management representative and one alternate who is authorized to act for the Offeror in every detail at all times. These individuals, as agreed upon by both parties will be made available, at no extra cost to Canada, for meetings at the Detachment Divisional Office.
- 7.5 The Offeror is solely responsible for supervisory duties such as scheduling work in accordance with the period of coverage requested, making final decisions with regard to the promotion and payment of wages, enforcing disciplinary measures, etc.
- a) A "work site" refers to the detachment where detention guards are utilized and "post" refers to the cellblock/detention area within the building.
  - b) The services provided must include supervision to review performance of personnel by the Offeror
  - c) To this end, the Offeror must ensure that they are thoroughly familiar with the work sites under their jurisdiction excluding physical inspection of remote locations.

- 7.6 Guard documentation must be submitted to the Detachment for all security personnel assigned to a particular worksite. Documentation may include name, training, site, security clearance etc. New personnel must not be assigned to a worksite until they have received the appropriate training or are working under supervision and possess the required security clearance.
- 7.7 Changes to this documentation are to be forwarded to the Detachment as necessary and agreed upon by both parties.

## 8. Risk Protection

Where a health or environmental risk has been identified by Canada, detention guards are entitled to any protective measures being provided for RCMP staff, including immunization or the provision of any protective clothing or equipment. The cost of said protective measures will be borne by Canada to the limit extended to RCMP staff. Any protective clothing and/or equipment must remain on the site and is to be for use by the detention guards while performing their duties.

## 9. Unit Supplements (Post Orders)

### 9.1 Development

Unit Supplements will be furnished to the Offeror by the Project Authority or the authorized representative. They will be in sufficient detail to permit the Offeror to effectively carry out its duties.

The Offeror must perform all of the work outlined in Unit Supplements and in other instructions relating to security issued by the Project Authority or the authorized representative.

The Offeror must be conversant with Unit supplements as last amended and must perform all the work necessary to ensure the safety and protection of the detainee.

### 9.2 Revision

Unit Supplements should be reviewed by the Project Authority or authorized representative who may provide updates as required to ensure that detention guards are not adhering to obsolete procedures. The original Unit Supplements must be signed and dated and all amendments to original instructions must also be signed and dated. Detention guards manning these posts must read and sign as having read the Unit Supplements prior to commencement of services.

Canada reserves the right to amend, modify and/or re-issue Unit Supplements as required and the Offeror will respond accordingly to affect their implementation.

Project Authority must discuss with the Offeror or their authorized representative any proposed changes to Unit Supplements to ensure that any revisions or new procedures do not contravene any collective bargaining rights the Offeror has with its detention guards and/or to ensure that the Offeror is in agreement with all proposed changes.

## B. SECURITY PERSONNEL SELECTION STANDARDS

## 1. Appearance

The Offeror is responsible for ensuring the appearance of all detention personnel assigned to the Standing Offer is such as to reflect credit on Canada and the Offeror; therefore, detention guards must be personally neat and clean.

## 2. Identification

In some cases, detention personnel may be required to carry government issued and controlled identification cards or security passes.

## 3. Education

The Offer must ensure that all detention personnel have received formal education which will permit them to be able to read and comprehend Post Orders and to write legible reports and entries.

## 4. Citizenship

The Offeror must ensure that all security personnel are Canadian Citizens, landed immigrants or permanent residents of Canada that hold a valid employment authorization document.

## 5. Official Languages

Definition of Requirement: Security personnel must be able to read and speak English and/or French. In addition, some post locations may require personnel to understand, read and speak in both official languages. The requirement to provide bilingual services will be identified in the annex to the call-up (DSS 7170-1). The Project Authority may also specify on the call-up form the hours for which bilingual services are required.

Each time the Project Authority requests bilingual services, the Offeror must be able to provide them. If bilingual services are requested and the bilingual guard must leave a post temporarily, the Offeror must ensure that bilingual services can be provided.

Definition of Oral Bilingual Communications: Effective communications in both official languages means the ability to communicate orally, to clearly understand and be understood in both English and French.

The following is the acceptable level of second language ability for guards in a public environment to ensure effective communications for purposes of meeting the requirements of the call-ups under this Standing Offer:

- A person at this level can sustain a conversation on concrete topics relevant to the duties as specified in the call-up. He/she can give factual descriptions of actions taken, give straightforward instructions and directives to the public and visitors to the site, and give straightforward explanations.
- At this level of oral interaction, an individual can handle most telephone and face to face conversations requesting concrete, routine information from members of the public or visitors to the site about services, publications, locations, numbers, times, dates, etc.

## C. MATERIAL SPECIFICATIONS

### 1. Material

1.1 Furnished by the Project Authority as indicated below:

- control room communication equipment
- telephone necessary for the conduct of official business
- facilities for detention guard personal belongings; and
- Post or Standing Orders, emergency orders, etc.

It is understood and agreed that the Offeror is responsible for the maintenance of this equipment and must repair and/or replace it in the event of any loss or neglectful damage. The cost of normal maintenance, required as a result of ordinary wear and tear, will be borne by Canada.

**D. TOOLS**

**1. THE REQUIREMENTS OF UNIT SUPPLEMENTS (Post Orders) AT THE DETACHMENT LEVEL**

The most important document for a company or organization is a clear, concise, up-to-date and complete set of unit supplements, for the following reasons:

- These unit supplements express the policy of the particular detachment with respect to the duties or functions that are expected of the detention guards.
- The unit supplements are a summary of the duties required of the detention guard(s) at a particular detachment.
- The unit supplements avoid a great deal of word-of-mouth and on-the-job training and instructions. There should be some oral instructions and on-the-job training. A new detention guard should be able in an emergency to handle most situations that might arise, with only limited instructions.

**2. Reporting Forms**

2.1 Standardized forms:

2.1.1 The Offeror will supply the following forms unless already provided by the Project Authority or its delegated official:

a) Detention Guard Documentation:

This form will be used to provide evidence to the Detachment of a detention guard's qualifications, category, etc., prior to assignment to a worksite.

b) Detention Guard Shift Report/Cell Log Book:

This form will be used to identify significant incidents or performance indicators for either individual detention guards or a detachment.

In addition to instructions contained in the Unit Supplements, all major incidents (i.e., fire, theft, break-ins, significant property damage, etc.) are to be reported.

A Detention Guard Shift Log must be initiated by the detention guard on duty, immediately upon commencement of the shift. The report must then be completed chronologically, immediately following each significant incident or performance.

Distribution of the completed Detention Guard Shift Log is as follows:

Copy 1 - to be provided to the Detachment Commander or representative; and.

Copy 2 - to be retained by the Offeror.

c) Detention Guard Nominal Roll:

This form will be used to provide the Detachment with the names, and status changes of detention guards being added to or deleted from a offerors' detention guard force.

d) Security Services Vendor Rating Questionnaire: (provided as a separate document)

The Offeror is to provide the questionnaire to the detachment for completion and transmission to the Standing Offer authority prior to 31 January annually.

## ANNEX "B"

### CALL-UP PROCEDURES

#### 1. Calling Up Detention Guard Services

1.1 There are three Regional Master Standing Offers (RMSO) across Canada for the provision of detention guard services, each covering a specific geographic area.

1.2 Detachments are advised that the call-up is to be made in the region in which the detachment is located.

Services provided by the Offeror are limited to the financial limitation specified in the call-up document.

1.3 The following standard forms have been designed for the detachment to call-up detention guard services:

- a) Call-up Against a Standing Offer for Security Guard Services form PWGSC 7169-1 is to be used to provide information about the services required at a detachment;
- b) Attachment to Call-up for Security Guard Services form PWGSC 7170-1 is to be used to provide details of the services required at detachment.

These forms are available in Adobe Form Client. If the department has access to Form Client and these forms are not included, have your Forms Manager contact PWGSC, Forms Management Division, attention: Sue Fleming (819)956-3153 for a copy. Detailed instructions for the completion of forms PWGSC 7169-1 and 7170-1 are provided below.

1.4 **The above call-up forms constitute the precise contractual arrangement between the Offeror and Canada. These forms must be fully completed and forwarded to the Offeror without delay.**

1.5 Prior to the issuance of a call-up, the Detachment will contact the Offeror to determine if the latter can fully satisfy the detention guard requirements of the Detachment.

1.6 If the Offeror confirms it can fully satisfy the detention guard requirements, the Detachment will prepare the call-up forms which will provide the following detailed requirements:

- Description of service to be provided
- Period of coverage
- Location of the detachment where services are to be provided
- Level requirements, number of guards and supervisory levels
- Schedule of duties
- Copy of updated Unit Supplements

1.7 Detachments may place a call-up via the telephone but must confirm without delay the details of the requirement utilizing the standard Forms PWGSC 7169-1 and 7170-1.

1.8 Detachments will distribute copies of Forms PWGSC 7169-1 and 7170-1 as follows :

- a) Original and Acknowledgment copy will be sent to the Offeror;
- b) One copy will be kept by the detachment for his/her records;

- c) One copy will be sent to the detachment paying office; and
- d) One copy will be sent to the Standing Offer Authority.

1.9 The Offeror MUST sign and return the acknowledgment copy to the detachment.

1.10 If any detention guard furnished is, in the opinion of the detachment, incompetent, appears unfit for duty, or has been conducting himself/herself improperly, the Offeror must immediately, upon written notification from the detachment, remove and replace him/her with a detention guard acceptable to the detachment. The Offeror must advise the Standing Offer Authority in writing of the circumstances of all removals and what corrective action was taken.

## **2. Scheduling and Assigning Work**

2.1 The Project Authority agrees to pay for reasonable lunch breaks and rest periods in accordance with provincial laws with the understanding that all detention guards must remain in the building during these periods in the event they may be called back to work to assist in an emergency situation.

## **3. Suspension, Change**

3.1 Canada may, by giving notice in writing to the Offeror, suspend or change the scope of the services called up. The Offeror must immediately comply with the requirements of any such notice. Call-up documents must be amended accordingly to reflect the revised scope of services and the revised total estimated expenditure.

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**Appendix 1 to Annex B  
Call-Up Against a Standing Offer for Security Guard Services**

**Form provided as a separate document.**

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### **Instructions for Completing PWGSC Form 7169-1-Call-Up Against a Standing Offer for Security Guard Services**

To request the supply of services from the appropriate Offeror, customers must complete both forms, PWGSC 7169-1, "Call-up Against a Standing Offer for Security Guard Services" and PWGSC 7170-1, "Attachment to Call-up for Security Guard Services".

PWGSC 7169-1 refers to a site and PWGSC 7170-1 to each beat or post within the site. In some instances, a city or similar geographical location might be considered a site, and each building or group of buildings as a beat or post. Under more complex circumstances a site might be confined to a building, and each beat or post to a particular part of the building. PWGSC 7170-1 is required for each beat or post within a site. Any number of form PWGSC 7170-1 may be attached to form PWGSC 7169-1.

A call-up is normally issued to provide services for the entire fiscal year. Amendments may be issued at any time to introduce changes.

Where adequate space is not provided in the call-up forms, customers may attach to the forms the necessary additional information.

**Block 1 - Supplier** - Self-explanatory

**Block 2 - Address of Site** - Self-explanatory

**Block 3 - Attachment Numbers** - List attachment number(s) (see Block 3 of form PWGSC 7170-1) covered by this call-up.

**Block 4 - Address of Invoice** - Address to which the Offeror will send invoice.

**Block 5 - Period Covered by Call-up** - Enter dates on which service is to begin and end. Call-ups are not to be made beyond the period of one fiscal year.

**Block 6 - Standing Offer Number** - Enter standing offer serial number as shown on the cover of this brochure.

**Block 7 - Requisition Number** - Complete according to your numbering system (e.g. ordering office code plus serial number for requisition).

**Block 8 - Financial Code** - Enter financial code in accordance with your departmental policy.

**Block 9 - Amendment Number** - Enter amendment number if you are amending a previously issued call-up.

**Block 10 - Total Estimated Expenditure** - Enter previous value and value of increase or decrease, in the case of an amendment. Total estimated or revised total estimated expenditure for one site is to include the total estimated cost of services for the entire period of all beats or posts covered in attachment(s) to the call-up. The supplier is not to exceed the total estimated expenditure, unless an amendment to the call-up is issued.

**Block 11 - Customer Department or Agency Use** - Enter any information in this space that may be required to meet Departmental or Agency needs.

**Block 12 - Originator and Location** - Self-explanatory

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**Block 13 - Confirmation of Telephone Order** - Enter the date that the telephone order was placed, the name of the authorized person who placed the telephone order and the name of the Offeror's representative who accepted the telephone order. Telephone orders will be used only for emergencies.

**Block 14 - For Further Information Contact** - Enter name and telephone number of person to call if further information is required.

**Block 15 - Signature-Section 32(1)** - Signature of person authorized to make call-ups pursuant to Section 32(1) of the Financial Administration Act and enter date.

**Block 16 - Signature-For Minister** - Signature of person authorized to sign on behalf of the Minister and enter date.

**Block 17 - Signature-Commandant** - Signature of Offeror's authorized representative and enter date.

**NOTE:** When a PWGSC 7169-1 is signed it constitutes a contract with the Offeror to provide services detailed therein.

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**Appendix 2 to Annex B  
Attachment to Call-up for Security Guard Services**

**Provided as a separate document.**

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### Instructions for Completing PWGSC Form 7170-1 - Attachment to Call-up for Security Guard Services

To request the supply of services from the appropriate Offeror, customers must have complete both forms, PWGSC 7169-1, "Call-up Against a Standing Offer for Security Guard Services" and PWGSC 7170-1, "Attachment to Call-up for Security Guard Services".

PWGSC 7169-1 refers to a site and PWGSC 7170-1 to each beat or post within the site. In some instances, a city or similar geographical location might be considered a site, and each building or group of buildings as a beat or post. Under more complex circumstances a site might be confined to a building, and each beat or post to a particular part of the building. PWGSC 7170-1 is required for each beat or post within a site. Any number of forms PWGSC 7170-1 may be attached to form PWGSC 7169-1.

A call-up is normally issued to provide services for the entire fiscal year. Amendments may be issued at any time to introduce changes.

Where adequate space is not provided in the call-up forms, customers may attach to the forms the necessary additional information.

**Block 1 - Location of Beat or Post** - State location of beat or post in general terms only.

**Block 2 - Amendment Number** - Enter amendment number if you are amending a previously issued attachment.

**Block 3 - Attachment Number** - Enter assigned attachment number.

**Block 4 - Period Covered by Attachment** - Enter dates on which services will begin and end for the beat or post.

**Block 5 - Duties to be Performed** - Define in general terms duties to be performed. Detailed duties will be covered in post orders attached or on post.

**Block 6 - Special Instructions** - Provide detail if hazard exists at post or beat. If dangerous materials are involved, classify as explosive, inflammable, corrosive, poisonous, etc. Indicate special instructions such as need for special clothing, precautions to be observed on duty, special training, security clearance, etc.

**Block 7 - Language Requirement** - Indicate language requirements for each beat or post as follows: a) bilingual services at posts where the Offeror must communicate with clients of both official language groups; b) unilingual English services where communications are limited to English-speaking clients only; c) unilingual French services where communications are limited to French-speaking clients only, and d) services in either language where the Offeror does not communicate with clients.

**Block 8 - Weekly Schedule of Hours of Service** - Enter starting and finishing times for each of the three (3) shifts for each day, including Statutory Holidays. The total hours per shift is to include the number of hours estimated per shift times the number of security guards required. The total hours daily is to include the total hours of all three (3) shifts. Supervisory requirements are also to be indicated for each of the three (3) shifts.

**Block 9 - Calculation of Cost of Service** - Enter total hours required for each Level during the weekly period, basic hourly rate and pay of supervisory differential. Special allowances for Overtime, Statutory Holidays, Emergency and Travel will be calculated on a separate sheet to be attached to Form PWGSC 7170-1. The total estimated expenditure or revised total estimated expenditure is to include all applicable

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estimated costs to provide services at a beat or post for the entire period. The Offeror is not to exceed the total estimated expenditure, unless an amendment to the call-up is issued.

**Block 10 - Prepared by** - Enter name and telephone number of individual who prepared the attachment, if different from the name of authorized person to make call-ups.

**ANNEX "C"****BASIS OF PAYMENT****1.a Detention Guards (training provided by RCMP)**

<b>FIRM ALL INCLUSIVE HOURLY RATES</b>		
Locations	Detention Guard	Supervisor
Basic Level	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx

**1.b Detention Guards (training provided by Offeror)**

<b>FIRM ALL INCLUSIVE HOURLY RATES</b>		
Locations	Detention Guard	Supervisor
Basic Level	xx.xx	xx.xx
Remote Area 1	xx.xx	xx.xx
Remote Area 2	xx.xx	xx.xx

**2. Overtime**

A detention guard who has been authorized by the detachment to work more than the maximum number of hours permitted in a given period by the applicable provincial laws is in overtime status. When service has been provided by a detention guard in overtime status, the overtime will be billed in accordance with the applicable provincial laws.

**3. Statutory Holidays**

The Offeror may invoice, if applicable, for Statutory Holidays worked on the basis of the applicable provincial laws when the services are authorized by the detachment.

**4. Other Chargeable Time**

The minimum shift requirement must be paid in accordance with provincial laws, currently 4 hours in British Columbia, Nunavut and the Northwest Territories, 2 hours in the Yukon and 3 hours in all other provinces.

## 5. Traveling Time/Travel Allowance

All transportation costs between the detention guard's residence and the detachment is the sole responsibility of the detention guard and the Offeror, except for locations where no detention guards are available and the detachment opts to bring in a detention guard from another location in which case the costs associated with bringing in the detention guard will be considered travel costs and payable by the detachment.

## 6. Hourly Rate Adjustment

The rates as set out above will remain firm during the period 01 April 2013 to 31 March 2014 but may be subject to review and adjustment at the discretion of the Standing Offer Authority as a result of any changes in Federal or Provincial Legislation affecting wages and/or employer contributions.

Except as otherwise noted in the herein, for the remaining contract duration 01 April 2013 to 31 March 2014, 01 April 2014 to 31 March 2015 and for extension periods from 01 April 2015 to 31 March 2016, from 01 April 2016 to 31 March 2017 and from 01 April 2017 to 31 March 2018 the rates above will be increased by:

- a) The increase in the Consumer Price Index all items for Canada (CPI) as established by Statistics Canada, for the month of December of the year the CPI is used and December of the previous year.

The following CPI Index will be used:

The Consumer Price Index (Statistics Canada)

Catalogue No. 62-001 (monthly)

Table-1

The Consumer Price Index and Major Components (not seasonally adjusted)

Canada

all items

Or

- b) The increase in the Average Provincial Weekly Earnings established by Statistics Canada for the month of October year over year.

The following Index will be used:

Payroll Employment, Earnings and Hours

CANSIM Table 281-0023 to 281-0046

The determination of which Index will be used is at the discretion of the Standing Offer Authority based on workplace market analysis for each Region.

Should either or both Indexes indicate a decrease during the specified period, the decrease will result in a zero increase.

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**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

- Please see attached SRCL at end of document -

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**ANNEX "E"****INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - (m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgment of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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## ANNEX "F"

### STANDING OFFER REPORTING REQUIREMENTS

In accordance with Part 5 of the Standing Offer, Article 3.2 "Standing Offer Reporting", the Offeror must report on a quarterly basis by electronic means the following information:

- a) Person hours sold to Canada during the quarter;
- b) Person hours sold to Canada year to date;
- c) Total dollars sold to Canada during the quarter;
- d) Total dollars sold to Canada year to date;

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat M7594-12-0453
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction <b>CM&amp;C</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide Guards and Matrons Services. PWGSC will create Standing Offer.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(les) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

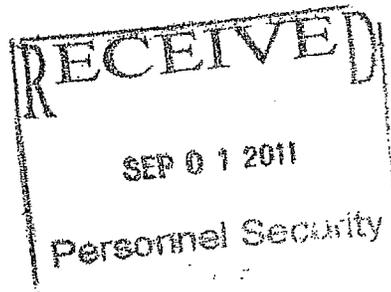
Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI / IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No /  Yes  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non /  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No /  Yes  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non /  Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Normande MORIN		Title - Titre DG, Procurement and Contracting	Signature <i>M. Morin</i>
Telephone No. - N° de téléphone 613-843-5850	Facsimile No. - N° de télécopieur 613-825-0082	E-mail address - Adresse courriel normande.morin@rcmp-grc.gc.ca	Date 2011-05-02
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Glenna Burke		Title - Titre SRCC Security Officer	Signature <i>Glenna Burke</i>
Telephone No. - N° de téléphone <i>(613) 843-5938</i>	Facsimile No. - N° de télécopieur <i>(613) 825-4415</i>	E-mail address - Adresse courriel <i>glenna.burke@rcmp-grc.gc.ca</i>	Date <i>Sept. 6, 2011</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) DAVID PYETT		Title - Titre Supply Team leader	Signature <i>David Pyett</i>
Telephone No. - N° de téléphone 819-956-8500	Facsimile No. - N° de télécopieur 819-956-2675	E-mail address - Adresse courriel david.pyett@pwscc.gc.ca	Date 2012-01-03
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date