



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

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 LaurierSt./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

|  |  |
|--|--|
| <b>Title - Sujet</b><br>Fire Protection Services   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>E60FK-120001/A   | <b>Date</b><br>2013-03-05  |
| <b>Client Reference No. - N° de référence du client</b><br>E60FK-120001  | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$\$FK-281-62341 |
| <b>File No. - N° de dossier</b><br>fk281.E60FK-120001  | <b>CCC No./N° CCC - FMS No./N° VME</b>                           |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2013-04-08</b>   |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT   |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>                                  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Larente, Fleurette  | <b>Buyer Id - Id de l'acheteur</b><br>fk281                      |
| <b>Telephone No. - N° de téléphone</b><br>(819) 934-2074 ( )   | <b>FAX No. - N° de FAX</b><br>(819) 956-3160                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>PWGSC- TPSGC<br>PdPortage, Phase III, 3C2<br>11, Laurier,<br>Gatineau, Qc K1A 0S5 |  |

Instructions: See Herein

Instructions: Voir aux présentes

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

---

## **REQUEST FOR INFORMATION (RFI) REGARDING FIRE PROTECTION SERVICES FOR THE GOVERNMENT OF CANADA**

### **1. (RFI) OBJECTIVE**

Public Works and Government Services Canada (PWGSC) is requesting the Industry feedback on the proposed attached Statement of Requirement for Fire Protection Services for the Government of Canada that will be required across all regions of Canada.

The purpose of this RFI is to provide the Industry with an early opportunity to assess and comment on the proposed requirements while reducing potential questions when the Fire Protection Services Request for Standing Offers (RFSO) is posted.

Suppliers, or their representatives, that have the capability to provide Fire Protection Services are invited to provide feedback.

### **2. BACKGROUND**

This RFI applies to Fire Protection Services that are required for Federal buildings owned or otherwise occupied by Federal departments as well as selected funded major public band buildings owned by First Nations. The services are aimed at reducing the risk of fire within Federal buildings, protecting physical structures, contents, occupants and ensuring continuity of services.

The services provided under the Statement of Requirement (SOR) are broken down into 10 work packages:

- 1) Compliance Monitoring Inspection Assessment
- 2) Compliance Monitoring Engineering Assessment
- 3) Compliance Monitoring Follow-up
- 4) Strategic Advice
- 5) General Technical Advice and Guidance
- 6) Engineering Survey (Pre-Occupancy Inspections)
- 7) Engineering Plan Review
- 8) Development of Training and Promotional Materials
- 9) Fire Investigation
- 10) Fire Safety Plan Review

PWGSC plans to publish a RFSO in spring/summer 2013 from which it is anticipated that Regional Master Standing Offers (RMSO) will be issued in fall 2013.

Potential suppliers, or their representatives, are invited to provide comments on the proposed Statement of Requirement, Evaluation Procedures & Basis of Selection, Mandatory Technical Criteria, Call-Up Procedures and complete the Questionnaire as part of their response to this RFI.

### 3. NATURE OF RFI

This RFI is a consultation document intended to solicit feedback from the Industry with respect to the matters described in this RFI. This is not a bid solicitation.

This RFI will not result in the award of any contract, therefore, potential suppliers of any goods or services described in this RFI should not earmark facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list, therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is not considered as an authorization by PWGSC to undertake any work that would result in costs to PWGSC.

### 4. NATURE AND FORMAT OF RESPONSES REQUESTED

Respondents are requested to provide their comments, raise any concerns and, where applicable, make recommendations on how the requirements or objectives described in this RFI could be satisfied. Respondents should explain any assumptions they make in their responses.

### 5. RESPONSE COSTS

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

### 6. TREATMENT OF RESPONSES

- a) Use of Responses: Responses will not be formally evaluated. However, the responses received may be used by Canada to modify procurement strategies or any draft documents related to this RFI. Canada will review all responses received by the RFI closing date. Canada may, at its discretion, review responses received after the RFI closing date.
- b) Review Team: A review team composed of representatives of Canada will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources, which it deems necessary to review any response. Not all members of the review team will necessarily review all responses.
- c) Confidentiality: Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will treat those portions of the responses as confidential to the extent permitted by the *Access to Information Act*.
- d) Follow-up: Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

### 7. OFFICIAL LANGUAGES

Responses to this RFI may be in one of the official languages of Canada, French or English.

### 8. RFI CONTENT

This RFI contains drafts Statement of Requirement for Fire Protection Services, Evaluation Procedures & Basis of Selection, Mandatory Technical Criteria, Call-Up Procedures and a link to a

---

questionnaire . These documents remain a work in progress and respondents should not assume that requirements will be added or will not be added to any bid solicitations that are ultimately published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised.

Attached documents:

Annex A - Statement of Requirement (SOR) for Fire Protection Services

Annex B - Evaluation Procedures & Basis of Selection

Annex C - Mandatory Technical Criteria

Annex D - Call-Up Procedures

This RFI includes a questionnaire that consist of specific questions which suppliers, or theirs representatives, can respond to. Your participation in this exercise would be greatly appreciated.

Suppliers, or theirs representatives, interested in providing comments can access the questionnaire at the following link:

[Http://tpsgc-pwgsc1.sondages-surveys.ca/surveys/osmepd/copy-fire-protection-services-survey-1/](http://tpsgc-pwgsc1.sondages-surveys.ca/surveys/osmepd/copy-fire-protection-services-survey-1/)

## 9. SUBMISSION OF RESPONSES

9.1. Responses must be sent, by mail or by e-mail, to the individual named in Article 10 of this RFI.

a) Time for submission of responses: Suppliers interested in providing a response should deliver it to the individual named in Article 10 identified below by closing date and time indicated above.

b) Responsibility for Timely Delivery: Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.

c) Identification of Response:

For responses submitted via mail, each respondent should ensure that its name, title and return address, the RFI number and title as well as the closing date appear legibly on the outside of the response.

For responses submitted via e-mail, each respondent should ensure that its name, title, the RFI number and title as well as the closing date appear at the beginning of the e-mail.

9.2 Number of copies

Canada requests that respondents submit the following:

- Responses submitted via e-mail: One (1) copy
- Responses submitted via mail: Three (3) paper copies

## 10. ENQUIRIES

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or

Solicitation No. - N° de l'invitation

E60FK-120001/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk281E60FK-120001

Buyer ID - Id de l'acheteur

fk281

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

E60FK-120001

CCC No./N° CCC - FMS No/ N° VME

---

by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries by mail or by e-mail to:

Fleurette Larente  
Advisor, Procurement of Maintenance Services  
Real Property Contracting Directorate (RPCD)  
Public Works and Government Services Canada  
Portage III, Tower C, 3C2, 11 Laurier, Gatineau, Qc KIA OS5  
Fleurette.Larente@tpsgc-pwgsc.gc.ca

Any general question on doing business with PWGSC should be directed to the Office of Small and Medium Entreprises (OSME). We invite you to visit the website <http://www.buysell.gc.ca> where you will find information, tools and help completing the tasks related to selling to the Government of Canada, such as understanding how to sell to the government and registering your business.

You can locate seminars on doing business with the Government of Canada at the following link: <https://buyandsell.gc.ca/event-calendar/all>

We thank all participants for their participation in this RFI.

**ANNEX “A”**  
**STATEMENT OF REQUIREMENT (SOR)**  
**FOR FIRE PROTECTION SERVICES**

**1. Background**

In order to maintain the availability of fire protection related services to Federal Departments and First Nations communities during the wind-down of the Fire Protection Services unit within the Human Resources and Skills Development Canada (HRSDC) Labor Program and subsequent transition period, Regional Master Standing Offers (RMSO) are being developed.

This SOR is intended to describe fire protection related services pursuant to Treasury Board Standard for Fire Protection. These services are aimed at reducing the risk of fire within Federal Buildings, protecting physical structures, contents, occupants and continuity of services.

As identified by the TB Fire Protection Standard, services are provided for Federal Buildings or buildings owned or otherwise occupied by those Federal Departments which fall within the meaning of section 2 of the *Financial Administration Act* (FAA), unless specific acts or regulations override it. For a complete list of departments for which services are provided under TB Fire Protection Standard see Attachment 1 of Annex A.

Federal buildings for which services are provided are distributed across the country in all regions and individual departments as identified in Attachment 1 of Annex A and may be concentrated in particular geographical areas. A complete inventory of departmental buildings, including building size and location can be viewed in the Directory for Federal Real Property at the following site:

<http://www.tbs-sct.gc.ca/dfrp-rbif/home-accueil-eng.aspx>

In accordance with the TB Fire Protection Standard, Fire protection services to Federal Departments and First Nations communities are based on the National Building Code of Canada, the National Farm Building Code of Canada and the National Fire Code of Canada. References are made to the 2005 editions of these codes. However, voluntary application of the 2010 editions have been deemed to be acceptable as the changes in the 2010 editions would meet or exceed the performance levels of the 2005 editions. In addition, the TB Fire Protection Standard also permits the application of applicable local codes and standards where they meet or exceed the National Building and Fire Codes. Through references made by these building and fire codes, numerous other codes, standards and technical guidance documents are applied, including

documents produced by: the National Fire Protection Association (NFPA), Underwriters Laboratories (UL), Canadian Standards Association (CSA), American Society for Testing and Materials (ASTM) and others identified in Table 1.3.1.2 of the respective national building and fire code documents.

## **2. Applicable Documents**

The following documents form part of this Statement of Requirement (SOR) to the extent specified herein and are supportive of the SOR when referenced in section 3 below.

- A. Treasury Board Fire Protection Standard
- B. National Fire Code of Canada
- C. National Building Code of Canada
- D. National Farm Building Code of Canada
- E. Other documents referenced through A, B, C or D

The Treasury Board Fire Protection Standard is available through the Treasury Board Website: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316&section=text>.

The National Building and Fire Codes are available through the National Research Council. [http://www.nrc-cnrc.gc.ca/eng/publications/codes\\_centre/codes\\_guides.html](http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/codes_guides.html)

## **3. Scope of Work**

The Contractor must ensure all resources obtain, and keep current, a professional registration from their respective schools or associations as well as appropriate professional liability insurance coverage consistent with the type of service required under this SOR.

The services provided under this SOR are broken down into 10 Work Packages.

- 1) Compliance Monitoring Inspection Assessment
- 2) Compliance Monitoring Engineering Assessment
- 3) Compliance Monitoring Follow-up
- 4) Strategic Advice
- 5) General Technical Advice and Guidance
- 6) Engineering Survey (Pre-Occupancy Inspections)
- 7) Engineering Plan Review
- 8) Development of Training and Promotional Materials
- 9) Fire Investigation
- 10) Fire Safety Plan Review

### **3.1 Coverage, Work Package Tasks and Deliverables**

For all work packages the specific terms of site access, required hours or work, detailed scope of work and deliverables and timelines are to be established between the Contractor and the identified users prior to the call-up being accepted by the Contractor.

#### **3.1.1 Work Package #1 - Compliance Monitoring Inspection Assessment**

The Contractor must provide a fire inspection of a specific building or group of buildings. This inspection will consist of a site visit to the building(s), meeting with responsible building operators and inspection of the building against the minimum fire and building code requirements as referenced through the Treasury Board Fire Protection standard.

Compliance monitoring inspection assessments are typically provided for government buildings including; office buildings, research laboratories, federal policing detachments, prisons, ports, border stations and other significant federal buildings.

Aspects of the inspection will typically include but are not limited to: fire protection systems (sprinklers and fire alarm), exits, fire hazards, storage arrangements, emergency plans and procedures, building maintenance records, emergency lighting, fire extinguishers, emergency power systems, building systems and equipment, and areas of hazardous operation.

The purpose of compliance monitoring inspection assessment is to determine the degree of departmental compliance with the Treasury Board Fire Protection Standard and the applicable provisions of the National Fire Code of Canada (NFC) and associated referenced documents. All issues of non-compliance will be assessed and documented.

Where fire safety issues are identified during the inspections that are viewed to be critical in nature and that present a significant and imminent danger to life-safety, notification must be provided to the identified user with sufficient information provided such that the matter can be addressed. Such information must include the location and nature of the identified issue as well as options or recommendations for corrective actions required to resolve the matter. Immediate verbal notification must be provided to a departmental representative followed by a written report of the findings within the 5 days of the inspection.

The Contractor must ensure that resources conducting Compliance Monitoring Inspection Assessments are both qualified and experienced in conducting fire inspections of buildings and related building systems. Resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of five years work experience in a fire life

safety related role, over which the individual has conducted a minimum of 50 building inspections.

#### **3.1.1.1 Access and Notice**

Inspections must be scheduled in advance with identified user who typically requires 10 working days of notice.

#### **3.1.1.2 Tasks**

The Inspector(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access.
- c) Review any available building files of past inspections prior to conducting the inspection.
- d) Conduct building inspection, verifying the building against the applicable building and fire code requirements as referenced by the Treasury Board Fire Protection Standard.
- e) Make additional recommendations regarding deficiencies as appropriate.
- f) Prepare a detailed inspection report and provide copies.

#### **3.1.1.3 Deliverables**

- a. The inspection report must be completed by the inspector and provided to the identified user in electronic format within 10 working days of the inspection date.
- b. The Contractor must provide a summary report of all Compliance Monitoring Assessment Inspections performed for each department to the identified user on a quarterly basis which summarizes the findings. Also a final report will be required prior to the completion of the contract.

### **3.1.2 Work Package # 2- Compliance Monitoring Engineering Assessment**

The Contractor must provide a compliance monitoring engineering assessment of a specific building or group of buildings. This assessment will consist of a site visit to the building(s), meeting with responsible building operators and inspection of the building against the minimum building code requirements as referenced through the Treasury Board Fire Protection standard.

The purpose of compliance monitoring engineering assessments is to determine the degree of departmental compliance with the Treasury Board Fire Protection Standard and the applicable provisions of the National Building Code of Canada (NBC), National Fire Code (NFC) as applicable and associated referenced documents such as NFPA, CAN/ULC, CSA Standards and others. All issues of non-compliance will be assessed and documented.

Assessments will typically include but are not limited to fire related review of: building fire life safety systems, fire alarm, sprinkler, emergency power, fire separations, fire exposures, construction methods, building construction methods, other building systems, building egress, emergency lighting, occupancy levels and classifications as well as building floor areas and layout.

Where fire safety issues are identified during the inspections which are viewed to be critical in nature and which present a significant and imminent danger to life-safety, notification must be provided to the identified user with sufficient information provided such that the matter can be addressed. Such information must include the location and nature of the identified issue as well as options or recommendations for corrective actions required to resolve the matter. Immediate verbal notification must be provided to a departmental representative followed by a written report of the findings within the 5 days from the date of inspection.

The Contractor must ensure that resources conducting Compliance Monitoring Engineering Assessments are both qualified and experienced in conducting fire related engineering inspections of buildings and related building systems. Resources must have post-secondary education in engineering disciplines related to build design and construction or fire life safety related fields. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety.

### **3.1.2.1 Access and Notice**

Inspections must be scheduled in advance with identified user who typically requires 10 working days of notice.

### **3.1.2.2 Tasks**

The Engineers(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access.
- c) Review any available building files of past inspections prior to conducting the inspection.
- d) Conduct building inspection, verifying the building against the criteria identified in the compliance monitoring checklist and the associated guideline.
- e) Make additional recommendations regarding deficiencies as appropriate.
- f) Prepare a report and provide copies.

### **3.1.2.3 Deliverables**

- a) The report must be completed by a professional engineer and provided to the identified user in electronic format within 10 working days of the assessment date
- b) The Contractor must provide a summary report to the identified user on a quarterly basis which summarizes Compliance Monitoring Assessment Inspections for each department. Also a final report will be required prior to the completion of the contract.

### **3.1.3 Work Package #3 - Compliance Monitoring Follow-up**

The Contractor must assess a specific building or group of buildings. This assignment will consist review of past assignment files against the building(s) current state in order to determine the degree that past deficiencies have been corrected. Depending on the nature and degree of deficiencies this work may be accomplished through review of documentation or photographs or other evidence provided by the client department. Alternatively, it may require meeting with responsible building operators or physical inspection of the building.

The purpose of compliance monitoring follow-up is to determine the degree of departmental compliance with the Treasury Board Fire Protection Standard and the applicable provisions of the National Fire Code of Canada (NFC), National Building Code of Canada (NBC) and associated referenced documents, such as NFPA Standards.

Where fire safety issues are identified during the inspections which are viewed to be critical in nature and which present a significant and imminent danger to life and safety, notification must be provided to the identified user with sufficient information provided such that the matter can be addressed to appropriate departmental representatives. Such information must include the location and nature of the identified issue as well as options or recommendations for corrective actions required to resolve the matter. Immediate verbal notification must be provided to a departmental representative followed by a written report of the findings within the 5 days of the assessment.

The Contractor must ensure that resources conducting compliance monitoring follow-up are both qualified and experienced in conducting fire inspections of buildings and related building systems. For compliance monitoring follow-up, resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building inspections.

#### **3.1.3.1 Access and Notice**

Inspections must be scheduled in advance with identified user who typically requires 10 working days of notice.

#### **3.1.3.2 Tasks**

The fire protection specialist(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access.
- c) Review any available building files of past inspections prior to conducting the inspection.
- d) Verify the building's current condition against past deficiency lists to determine the extent for which past deficiencies have been addressed using the compliance monitoring follow-up checklist.
- e) Make additional recommendations regarding deficiencies as appropriate.
- f) Produce report and provide copies.

### **3.1.3.3 Deliverables**

The checklist must be completed by the Contractor and provided to the identified user in electronic format within 10 working days of the inspection date.

The Contractor must provide a summary report to the identified user on a quarterly basis which summarizes the findings of the Follow-up Compliance Monitoring assignments for each and by department. Also a final report will be required prior to the completion of the contract.

### **3.1.4 Work Package #4-Strategic Advice**

The Contractor must provide strategic advice in relation to fire life safety related issues. Examples of such issues include: reports on trends in fire loss statistics, jurisdictional analysis, policy interpretation, as well as, development of technical guidance documents, business cases and option papers. The basis for this work will be formed from the Treasury Board Fire Protection Standard, the applicable provisions of the National Fire Code of Canada (NFC), National Building Code of Canada (NBC) associated referenced documents and other national or international fire protection related documents.

The Contractor must ensure that resources providing strategic advice are both qualified and experienced in a wide range of fire life safety related topics. Resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of 10 years work experience in a fire life safety related role, over which the individual has extensive experience with application of related codes and standards. This must include at least 100 building inspections, plan reviews or other similar on-site assignments as well as the individual must have written 25 or more technical reports, proposals, other similar documents.

#### **3.1.4.1 Access and Notice**

Though the majority of this work may be achieved off site, on-site visits may be required and meetings in the National Capital Region are probable.

#### **3.1.4.2 Tasks**

The fire protection specialist(s) must:

- a) Work at all times under the authority of the Contractor.

- b) Make necessary arrangements for site access if requires.
- c) Provide reports such as trends in fire loss statistics, jurisdictional analysis, policy interpretation, as well as, development of technical guidance documents, business cases and option papers in electronic and hard copy formats as required.
- d) Obtain any required codes, standards and technical reports.

### **3.1.4.3 Deliverables**

Deliverables for strategic advice and guidance may include but are not limited to, the production of recommendation letters, study papers, technical evaluations or other forms of associated correspondence.

### **3.1.5 Work Package #5 –General Technical Advice and Guidance**

The Contractor must provide technical advice in relation to fire life safety related issues. Examples of such issues include: responses to technical questions, code interpretations, recommendations, and option papers. The basis for this work will be formed from the Treasury Board Fire Protection Standard, the applicable provisions of the National Fire Code of Canada (NFC), National Building Code of Canada (NBC) associated referenced documents and other national or international fire protection related documents, such as NFPA Standards.

The Contractor must ensure that resources providing technical advice are both qualified and experienced in a wide range of fire life safety related topics. Resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of 10 years work experience in a fire life safety related role, over which the individual has extensive experience with application of related codes and standards. This must include at least 50 building inspections, plan reviews or other similar on-site assignments as well as the individual must have written 25 or more technical reports, proposals, other similar documents.

#### **3.1.5.1 Access and Notice**

This work may require a significant number of on-site meetings at various government buildings across the country.

#### **3.1.5.2 Tasks**

The fire protection specialist(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access if requires.
- c) Obtain any required codes, standards and technical reports.
- d) Review of various technical codes and standards under different jurisdictions.
- e) Provide reports in electronic and hard copy formats as required.

### **3.1.5.3 Deliverables**

Deliverables for technical advice and guidance may include but are not limited to, the production of material evaluations, alternate solutions, technical evaluations, or other forms of associated correspondence.

### **3.1.6 Work Package #6- Engineering Survey (Pre-Occupancy Inspections)**

The Contractor must provide an Engineering Survey of a specific building or group of buildings. This Survey will consist of a site visit to the building(s), meeting with responsible building operators and detailed inspection of the building against the standards established by the National Building Code of Canada (NBC), applicable provisions of the National Fire Code of Canada (NFC) as well as applicable references standards or technical documents.

Engineering Survey will typically include but are not limited to fire related review of: building fire life safety systems, fire alarm, sprinkler, emergency power, fire separations, fire exposures, construction methods, building construction methods, other building systems, building egress, emergency lighting, occupancy levels and classifications as well as building floor areas and layout.

All issues of non-compliance will be assessed and documented in a narrative report. Such reports must be provided within 15 working days of completion of on-site work.

Where fire safety issues are identified during the inspection of a building, which are viewed to be critical in nature and which present a significant and imminent danger to life and safety notification must be provided to the identified user within 5 working days of discovery with sufficient information provided such that the matter can be addressed by appropriate departmental representatives. Such information must include the location and nature of the identified issue as well as options or recommendations for corrective actions required to resolve the matter.

The Contractor must provide a summary report to the identified user on a quarterly basis which summarizes the findings of Engineering Surveys for each department. Also a final report will be required prior to the completion of the contract.

The Contractor must ensure that resources conducting Engineering Surveys are both qualified and experienced in conducting fire related engineering inspections of buildings and related building systems. Resources must have post-secondary education in building design and construction or fire life safety related fields at university level. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety.

#### **3.1.6.1 Access and Notice**

Inspections must be scheduled in advance with identified user who typically require 10 working days of notice.

#### **3.1.6.2 Tasks**

The Engineers(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access.
- c) Review any available building files of past inspections prior to conducting the inspection.
- d) Conduct building inspection, verifying the building against NBC, NFC, associated referenced standards and technical documents.
- e) Make additional recommendations regarding deficiencies as appropriate.
- f) Develop written report and provide copies
- g) Must provide professional engineers stamp sealed and dated on associated drawings or official documentation.
- h) Create electronic file of the report.

#### **3.1.6.3 Deliverables**

Deliverables for engineering surveys may include but are not limited to, evaluation of building plans, inspection of buildings and associated systems as well as the production of technical reports, drawings or other forms of associated correspondence.

### **3.1.7 Work Package #7- Engineering Plan Review**

The Contractor must provide an engineering plan review of a specific building or group of buildings. This may consist of a site visit to the building(s), meetings with responsible building operators and detailed inspection of the building and/or associated plans against the standards established by the National Building Code of Canada (NBC), applicable provisions of the National Fire Code of Canada (NFC) as well as applicable references standards or technical documents. Engineering plan reviews which include plans, specifications and associated documents are typically conducted at the 0%, 33%, 66% and 100% completion stages of building construction. In addition services may be required during final inspection and commissioning.

All issues of non-compliance must be assessed and documented in a narrative report and may include marked-up drawings. Such reports must be provided within 15 working days of completion of on-site work.

Where fire safety issues are identified during the inspections which are viewed to be critical in nature and which present a significant and imminent danger to life and safety, notification must be provided to the identified user with sufficient information provided such that the matter can be addressed by appropriate departmental representatives. Such information must include the location and nature of the identified issue as well as options or recommendations for corrective actions required to resolve the matter. Immediate verbal notification must be provided to a departmental representative followed by a written report of the findings within 5 days of discovery.

The Contractor is responsible to provide a summary report to the identified user on a quarterly basis which summarizes the findings of the Engineering Plan Reviews completed by department. Also a final report will be required prior to the completion of the contract.

The Contractor must ensure that resources conducting engineering plan reviews are both qualified and experienced in conducting fire related engineering inspections of buildings and related building systems. Resources must have post-secondary education in building design and construction or fire life safety related fields at university level. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety.

### **3.1.7.1 Access and Notice**

Inspections must be scheduled in advance with identified user who typically requires 10 working days of notice.

### **3.1.7.2 Tasks**

The Engineers(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access if required.
- c) Review any available building files of past inspections prior to conducting the review.
- d) Conduct building inspection if required, verifying the building drawings against NBC, NFC, associated referenced standards and technical documents.
- e) Make additional fire life safety recommendations regarding deficiencies as appropriate.
- f) Conduct on-site inspections as required.
- g) Participate in final commissioning process.
- h) Develop written report, mark-up drawings and provide copies.
- i) Must provide professional engineers stamp sealed and dated on associated drawings or official documentation.
- j) Create electronic file of the report.

### **3.1.7.3 Deliverables**

Deliverables for engineering plan review may include but are not limited to, evaluation of building plans, mark-up of drawings, inspection of buildings and associated systems, participation in building commissioning activities as well as the production of technical reports, or other forms of associated correspondence.

### **3.1.8 Work Package #8- Development of Training and Promotional Materials.**

The Contractor must provide services for the development and or delivery of various training or promotional materials. Examples of such issues include: Fire Prevention week posters, fire safety bulletins, fire emergency organization training, fire safety information sessions, and departmental employee training. The basis for this work will be formed from the Treasury Board Fire Protection Standard and relevant policies, the applicable provisions of the National Fire Code of Canada (NFC), National Building Code of Canada (NBC) associated referenced documents and other national or international fire protection related documents.

The Contractor must ensure that resources providing technical advice are both qualified and experienced in a wide range of fire life safety related topics. Resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of 5 years work experience in a fire life safety related role, over which the individual has extensive experience with application of related codes and standards. The individual should have prepared and or delivered 25 or more promotional products related to fire life safety, seminars, training sessions or other similar activities.

#### **3.1.8.1 Coverage**

This work may require a significant number of on-site meetings at various locations across the country.

#### **3.1.8.2 Tasks**

The fire protection specialist(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access if requires.
- c) Obtain any required codes, standards and technical reports.
- d) Review of various technical codes and standards under different jurisdictions.
- e) Provide materials in electronic and hard copy formats as required.
- f) Provide on-site training or presentations
- g) Obtain production of physical products such as training manuals, hand-outs, posters and promotional products.

#### **3.1.8.3 Deliverables**

Deliverables for Development of Training and Promotional Materials may include but is not limited to, development and production of audio visual presentations, printed information packages, posters, pamphlets, CD/DVD or other electronic media, as well as, development and delivery of training materials or sessions.

### **3.1.9 Work Package #9- Fire Investigation**

At the request of Treasury Board or a department, the Contractor must perform an origin and cause determination surrounding the circumstances of a fire. This work must be performed by a certified fire investigator consistent with practices identified in NFPA 921. Resources must have a minimum of 5 years work experience conducting fire investigations in combination with evaluating a minimum of 50 fires. The Contractor will be responsible to provide on sight work to obtain as well as maintain photographic and physical evidence, acquire witness accounts, arrange for forensic testing, analyse findings and prepare a detailed written fire investigation report. This report must also include recommendations or potential prevention strategies against reoccurrence. Should legal proceedings arise pursuant to a fire, the Contractor must be available to be retained at a future date (subsequent to the fire report being presented). The Contractor may also be requested to review and report on fire investigation reports provided by other organizations.

#### **3.1.9.1 Coverage**

This work will require on-site investigation work and meetings at various government buildings across the country and may require attendance during legal proceedings.

#### **3.1.9.2 Tasks**

The fire investigator(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access.
- c) Review any available building files of past inspections prior to conducting the inspection.
- d) Conduct fire Investigation consistent with NFPA 921 standards
- e) Cooperate with other investigative authorities as applicable
- f) Gather and maintain evidence

- g) Conduct analysis of all data gathered
- h) Produce written fire investigation report
- i) Make additional recommendations regarding preventative or corrective measures

### **3.1.9.3 Deliverables**

Deliverables for fire investigation may include but are not limited to, evaluation of the physical fire scene and various forms of physical evidence as well as the production of technical reports, or other forms of associated correspondence.

### **3.1. 10 Work Package #10 - Fire Safety Plan Review**

The Contractor must review the fire safety plans against the requirement of the TBS Standard for fire safety planning and fire emergency organization - Chapter 3-1, as well as the National Fire Code (NFC). All issues of non-compliance must be documented (with an appropriate reference to the applicable clause in the TBS Standard 3-1, and the NFC) and must be reported in-writing to any affected or involved departments, and at the request of the client department the Contractor may also be requested to liaise with the building's owner or operator for the purpose of correcting any noted deficiencies. The Contractor must also submit at the request of the client department documentation that discusses the level of risk associated with the identified issues of non-compliance.

It should be noted that the TBS Standard for fire safety planning and fire emergency organization - Chapter 3-1 is under review and may be replaced in the near future. Should a replacement standard be issued it will replace Chapter 3-1 for the intent of this work package.

The Contractor must ensure that resources conducting fire safety plan reviews are both qualified and experienced in conducting fire inspections of buildings and related building systems. Resources must have post-secondary education in a fire life safety related field at either community college or university. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building inspections and or plan reviews.

#### **3.1.10.1 Coverage**

Though much of the work may be completed off-site, the work may on occasion require on-site meetings at various government buildings across the country.

### 3.1.10.2 Tasks

The fire protection specialist(s) must:

- a) Work at all times under the authority of the Contractor.
- b) Make necessary arrangements for site access if requires.
- c) Obtain any required codes, standards and technical reports.
- d) Review of the fire safety plan against various technical codes and standards with considerations for different jurisdictions that may be involved.
- e) Provide on-site training or presentations
- f) Provide written report identifying that the plan meets the requirements of applicable codes and standards or otherwise identify areas that must be addressed in order for the plan to achieve conformity.

### 3.1.10.3 Deliverables

Deliverables for fire safety plan review may include but are not limited to, evaluation of existing fire safety plans as well as production of comments, recommendations or other suggestions in order to bring fire safety plans into conformance with technical requirements.

## 3.2 Services Provided to First Nations

The services offered to First Nations Communities will follow the same services identified in the scope of this document which are provided to Federal Departments.

Services will be provided to AANDC for on-reserve buildings owned by First Nations which receive capital and/or asset management funding from AANDC. A listing of First Nations buildings and communities eligible for services under AANDC funding regimes is available upon request and covers roughly 600 communities with an aggregate of roughly 5,000 buildings. This listing was last updated in 2007, as such, new buildings, not listed but within communities in which services are provided that fall under the following 11 building categories are also covered under this contract:

| Asset Type Code | Building Type Description |
|-----------------|---------------------------|
| A1A             | OFFICE                    |
| A3A             | SCHOOL                    |

|     |                                |
|-----|--------------------------------|
| A3B | DAYCARE CENTRE                 |
| A3H | FIRE STATION                   |
| A4I | STUDENT RESIDENCE              |
| A4L | TEACHERAGE                     |
| A6A | CTTY REC CTR/HALL/CULT CTR     |
| A6B | ARENA                          |
| A6C | GYMNASIUM                      |
| A6D | INDOOR SWIMMING POOL           |
| A6E | CLUB HS/YTH CTR/SR CIT/DROP-IN |

### **3.2.1 Requests for Service**

Requests for services in support of First Nations communities will be initiated by Federal Departments on behalf of a band.

### **3.2.2 Reports**

Where requests for services are made by a federal department on behalf of a First Nations Band, all official correspondence must be provided directly to the Band, with copy to AANDC or other involved federal departments as applicable. Reports must be provided to the respective Chief and Council for the community and be copied to the federal department who initiated the call up request for service.

### **3.2.3 Community Access**

Access to communities is typically made through band officials such as a community fire chief, or community public works officer and requires the approval of Chief and Council.

### **3.2.4 Cultural Sensitivity**

All services provided to First Nations must be provided in a manner respectful of the individual cultural practices of each community.

### **3.2.5 Application of Local or Provincial Building Codes and Standards**

As many communities have adopted local or provincial building codes and standards, the Contractor must be able to provide services which accommodate the associated local or provincial building and fire code requirements.

## **4. Language Capability**

The Contractor must ensure that technical resources that are responsible for direct interaction with the departmental representatives are fluent in written and spoken English and in bilingual regions be able to provide services and reports in English and French. These regions include National Capital Region, Quebec, Manitoba and New Brunswick.

## **5. Training and equipping of Resources**

The Contractor must ensure that all resources providing service under this SOR receive adequate training with respect to their job duties in order that the work is conducted properly and safely.

Where resources providing service require specialized tools, equipment or safety devices the Contractor is responsible to ensure these items are provided.

## **6. Information Sharing and safeguard of files**

The Contractor is responsible for ensuring that all documents, drawings, and other information is secured in accordance with the TB Policy on Government Security and associated references. All files and drawings remain property of the government of Canada and may only be shared with Labour program officials or officials of the department for which the files are associated. All documentation must be surrendered to the appropriate departmental officials prior to the termination of the contract.

The Contractor must retain and maintain records of all services provided. The storage of these records must be done in a manner consistent with government record storage and disposal requirements

<http://www.tbs-sct.gc.ca/pol/doceng.aspx?section=text&id=12742> and may in certain instances require records to be maintained at the site of work only.

## **7. Hours of Work**

The bulk of services are intended to be rendered during core governmental working hours between 6am and 6pm, Monday to Friday. However on specific occasions work may be required after hours, on weekends and Statutory Holidays. This includes, but is not limited to travel, commissioning or testing of fire alarm systems, after-hours projects and fire investigations.

The Contractor is responsible for ensuring that sufficient resources are available to respond to after-hours calls and overtime requests. In addition, appropriate technology is to be made available to resources so they are accessible as required.

The Contractor must provide properly trained resources and must also provide back up support to cover for illness, holidays or other absences. The Contractor must accept that from time to time, emergencies, unforeseen situations, or pre-planned special projects may require additional staff beyond the level of the base number.

## **8. Reporting**

The Contractor must provide reports listed under each Work Package. Along with the monthly invoices, the Contractor must provide time sheets and cost summaries for services rendered and a summary of which services have been provided for which department. Signed time sheets must be made available upon request for review by the identified user

## **9. Meetings**

The Contractor's representative may be required to meet with the identified user on a quarterly basis. The purpose is to discuss operational issues, identify gaps, and review processes to ensure efficiencies. The meeting will be held at the National Head Quarters (NHQ) and will not be more than half a day in duration.

## **10. Travel**

Contractor is responsible for all travel arrangements and coordination with individual departmental building representative with respect to building access and support required to perform the work.

## Attachment 1 to Annex A

The Fire Program within Labour provides services to the following custodian departments pursuant to the Treasury Board Fire Protection Standard with a signed service agreement in place:

- 1 The National Battlefield Commission
- 2 Aboriginal Affairs and Northern Development Canada
- 3 National Research Council
- 4 Health Canada
- 5 Environment Canada
- 6 Canadian Space Agency
- 7 Agriculture & Agri-Food Canada
- 8 Veterans Affairs
- 9 Parks Canada Agency
- 10 Canadian Heritage
- 11 Royal Canadian Mounted Police
- 12 Fisheries and Oceans
- 13 Transport Canada
- 14 Industry Canada
- 15 Canadian Security Intelligence Service
- 16 Integrity Branch HRSDC HRSD

The Fire Program within Labour also provides service to the following custodian departments pursuant to the Treasury Board Fire Protection Standard, but without signed service agreements:

- 17 Public Works and Government Services Canada
- 18 Foreign Affairs & International Trade
- 19 Natural Resources
- 20 Canadian Food Inspection Agency
- 21 Correctional Services Canada
- 22 Canada Border Services Agency

1

In addition the Fire Program within Labour provides services to the following tenant departments and agencies pursuant to the Treasury Board Standard:

- 1 Agriculture & Agri-food Canada
- 2 Assisted Human Reproduction Agency of Canada
- 3 Atlantic Canada Opportunities Agency
- 4 Canada Border Services Agency
- 5 Canada Emission Reduction Incentives Agency
- 6 Canada Employment Insurance Commission

- 7 Canada Industrial Relations Board
- 8 Canada Revenue Agency
- 9 Canada School of Public Service
- 10 Canadian Artists & Producers Professional Relations Tribunal
- 11 Canadian Centre for Occupational Health & Safety
- 12 Canadian Environmental Assessment Agency
- 13 Canadian Food Inspection Agency
- 14 Canadian Forces Grievance Board
- 15 Canadian Grain Commission
- 16 Canadian Heritage
- 17 Canadian Human Rights Commission
- 18 Canadian Human Rights Tribunal
- 19 Canadian Institutes of Health Research
- 20 Canadian Intergovernmental Conference Secretariat
- 21 Canadian International Development Agency
- 22 Canadian International Trade Tribunal
- 23 Canadian Northern Economic Development Agency
- 24 Canadian Nuclear Safety Commission
- 25 Canadian Polar Commission
- 26 Canadian Radio-Television and Telecommunications Commission
- 27 Canadian Security Intelligence Service
- 28 Canadian Space Agency
- 29 Canadian Transportation Accident Investigation & Safety Board
- 30 Canadian Transportation Agency
- 31 Citizenship & Immigration Canada
- 32 Copyright Board
- 33 Correctional Service of Canada
- 34 Courts Administration Service
- 35 Department of Finance Canada
- 36 Economic Development Agency of Canada
- 37 Environment Canada
- 38 Federal Economic Development Agency for Southern Ontario
- 39 Financial Consumer Agency of Canada
- 40 Financial Transactions and Reports Analysis Centre of Canada
- 41 Fisheries & Oceans Canada
- 42 Economic Development Agency of Canada for the Regions of Quebec
- 43 Foreign Affairs & International Trade
- 44 Hazardous Materials Information Review Commission
- 45 Health Canada
- 46 Human Resources & Skills Development
- 47 Immigration & Refugee Board
- 48 Aboriginal Affairs and Northern Development Canada
- 49 Indian Residential Schools Truth and Reconciliation Commission Secretariat
- 50 Industry Canada
- 51 Judicial Affairs
- 52 Justice Canada

|    |  |
|----|--|
| 53 | Law Commission of Canada   |
| 54 | Library & Archives Canada  |
| 55 | Military Police Complaints Commission                            |
| 56 | National Battlefields Commission                                 |
| 57 | National Defence   |
| 58 | National Energy Board  |
| 59 | National Farm Products Council                                   |
| 60 | National Film Board  |
| 61 | National Parole Board  |
| 62 | National Research Council  |
| 63 | National Roundtable on the Environment & the Economy             |
| 64 | Natural Resources Canada   |
| 65 | Natural Sciences and Engineering Research Council                |
| 66 | Northern Pipeline Agency   |
| 67 | Office of Infrastructure Canada                                  |
| 68 | Office of the Auditor General                                    |
| 69 | Office of the Chief Electoral Officer                            |
| 70 | Office of the Commissioner of Federal Judicial Affairs           |
| 71 | Office of the Commissioner of Lobbying                           |
| 72 | Office of the Commissioner of Official Languages                 |
| 73 | Office of the Communications Security Establishment Commissioner |
| 74 | Office of the Coordinator, Status of Women                       |
| 75 | Office of the Correctional Investigator of Canada                |
| 76 | Office of the Director of Public Prosecutions                    |
| 77 | Office of the Governor General's Secretary                       |
| 78 | Office of the Information Commissioner                           |
| 79 | Office of the Privacy Commissioner                               |
| 80 | Office of the Public Sector Integrity Commissioner               |
| 81 | Office of the Superintendent of Financial Institutions           |
| 82 | Parks Canada Agency  |
| 83 | Patented Medicine Prices Review Board                            |
| 84 | Privy Council Office   |
| 85 | Public Appointments Commission Secretariat                       |
| 86 | Public Health Agency of Canada                                   |
| 87 | Public Safety Canada   |
| 88 | Public Service Commission  |
| 89 | Public Service Labour Relations Board                            |
| 90 | Public Service Staffing Tribunal                                 |
| 91 | Public Works & Government Services Canada                        |
| 92 | Registrar of the Supreme Court                                   |
| 93 | Registry of the Competition Tribunal                             |
| 94 | Registry of the Public Servants Disclosure Protection Tribunal   |
| 95 | Registry of the Specific Claims Tribunal                         |
| 96 | Royal Canadian Mounted Police                                    |
| 97 | Royal Canadian Mounted Police External Review Committee          |
| 98 | Royal Canadian Mounted Police Public Complaints Commission       |

- 99 Security Intelligence Review Committee
- 100 Social Sciences and Humanities Research Council
- 101 Statistics Canada
- 102 Transport Canada
- 103 Transportation Appeal Tribunal of Canada
- 104 Treasury Board Secretariat
- 105 Veterans Affairs Canada
- 106 Veterans Review and Appeal Board
- 107 Western Economic Diversification Canada

Services provided to tenant departments generally are provided to support tenant spaces and operations within buildings owned or leased by custodian departments.

## **ANNEX B EVALUATION PROCEDURES & BASIS OF SELECTION**

### **1. Evaluation Procedures**

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria (see Annex C)**

##### **1.1.2 Point Rated Technical Criteria (to be provided at RFSO Stage)**

#### **1.2 Financial Evaluation**

All financial offers corresponding to responsive offers, which will have achieved the pass mark of seventy (70) points on the point rated technical criteria, will be opened upon completion of the technical evaluation.

Offerors will have to submit a Financial Offer in response to the RFSO for the Region(s) or Sub-Region(s) for which they are offering. The Offeror will be invited to submit firm hourly rates for one or more Regions and Sub-Regions.

The Offeror will have to provide firm hourly rates using the Pricing Schedule that will be provided in the RFSO.

The Offeror will have to provide firm hourly rates for all Levels of Expertise (i.e. Junior, Intermediate and Senior) for each offered Work Package.

The firm hourly rates will have to:

- a) include travel and living in Sub-Regions
- b) exclude travel and living in Regions

The firm hourly rates are to be all-inclusive rates, in Canadian dollars, GST/HST extra, as applicable.

##### **1.2.1 Conduct of Financial Evaluation:**

PWGSC will conduct the financial evaluation based on the methodology detailed below:

- (a) For the technically responsive Offerors, the financial offers submitted for each Work Package will be assessed independently. All financial evaluations will be based on firm hourly rates for each Work Package proposed in each Region or Sub-Region selected.
- (b) The following steps will be taken for each specific Work Package in each Region and Sub-Region:

###### **Step 1:**

- (i) The hourly rates of all Levels of Expertise (Junior, Intermediate and Senior) will be added together to obtain a combined rate for each Work Package.
- (ii) Only firm hourly rates proposed for **all** Levels of Expertise (Junior, Intermediate and Senior) for a specific Work Package will be used to calculate the average for that Work Package. An average combined rate will be calculated by adding all the combined rates together and dividing the total by the total number received.

###### **Step 2:**

- (i) Any Offeror proposing a combined rate below the average minus 60% for a specific Work Package may be required to support its firm hourly rates, in accordance with the Article entitled "Price Support".

(ii) Should an Offeror be unable to support the rates for that Work Package, as per the Article entitled "Price Support", the financial offer may be deemed non-responsive and will receive no further consideration for that specific Work Package.

Step 3:

Any Offeror proposing a combined rate greater than the average plus 30% will be considered non-responsive and will receive no further consideration for that specific Work Package.

**Example of a financial evaluation  
For Work Package 2**

**Step 1 (i):**

| Offerors  | Junior Personnel   | Intermediate Personnel | Senior Personnel | Combined Rate |
|-----------|--|------------------------|------------------|---------------|
| Offeror A | \$30   | \$45                   | \$100            | \$175         |
| Offeror B | Non-responsive – did not achieve pass mark on technical criteria |                        |                  |               |
| Offeror C | \$29   | \$49                   | \$250            | \$328         |
| Offeror D | \$33   | \$34                   | \$45             | \$112         |
| Offeror E | \$40   | \$60                   | \$500            | \$600         |
| Total     |  |                        |                  | \$1215        |

**Step 1 (ii)**

|  | Offeror A                     | Offeror B    | Offeror C | Offeror D | Offeror E |
|--|-------------------------------|--------------|-----------|-----------|-----------|
| Combined Rate for Work Package 2         | \$175                         | n-responsive | \$328     | \$112     | \$600     |
| Average Combined rate for Work Package 2 | Average = \$1215/4 = \$303.75 |              |           |           |           |

**Step 2 (i):**

|   | Offeror A | Offeror B    | Offeror C | Offeror D                 | Offeror E |
|---|-----------|--------------|-----------|---------------------------|-----------|
| Combined rate for Work Package 2  | \$175     | n-responsive | \$328     | \$112                     | \$600     |
| Combined rates below average minus 60%<br>(\$303.75 - \$182.25) = \$121.5 |           |              |           | May require price support |           |

**Step 3:**

|  | Offeror A | Offeror B    | Offeror C | Offeror D | Offeror E      |
|--|-----------|--------------|-----------|-----------|----------------|
| Combined rate for Work Package 2   | \$175     | n-responsive | \$328     | \$112     | \$600          |
| Combined rates that are greater than the Average plus 30% (\$303.75 + \$91.125) = \$394.88 |           |              |           |           | non-responsive |

**Offerors B & E are non responsive and will receive no further consideration. Offerors A, C & D are responsive for Work Package 2 (Subject to Offeror D providing Price Support).**

**2. Basis of Selection**

- 2.1 To be declared responsive, an offer must:
- a) comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b) meet all mandatory technical evaluation criteria; and
  - c) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The technical rating is performed on a scale of 100 points.
- 2.2 Offers not meeting (a) or (b) or (c) above will be declared non-responsive.
- 2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 2.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained multiplied by the ratio of 70%.
- 2.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30%.
- 2.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its total score for each work package in each Sub-Region and/or Region.
- 2.7 Responsive offer will be ranked in order from the highest to the lowest using the total score for each work package in each Sub-Region and/or Region and will be recommended for issuance of a standing offer.

The Table below illustrates an example for Work Package 2:

| <b>Technical and Price Evaluation for Work Package 2</b>   | <b>Offeror A</b> | <b>Offeror B</b>                           | <b>Offeror C</b> | <b>Offeror D</b> | <b>Offeror E</b>                            |
|--|------------------|--|------------------|------------------|---|
| <b>Technical Rating (x/100)</b>  | 80               | 50   | 75               | 90               | 95  |
| <b>Technical Merit Score = (Technical Rating x 70%)</b>  | 56               | Non-responsive (did not achieve pass mark) | 52.5             | 63               | 66.5  |
| <b>Combined Rate (Junior, Intermediate and Senior) for Work Package 2</b>                                | \$175            | N/A  | \$328            | \$112            | \$600                                       |
| <b>Price Rating = Lowest Combined Rate for Work Package / Combined Rate for Work Package 2 (112\$/x)</b> | 64               | N/A  | 34               | 100              | Non-responsive (greater than average + 30%) |
| <b>Pricing Score = (Price Rating x 30%)</b>  | 19.20            | N/A  | 10.24            | 30.00            | Non-responsive                              |
| <b>Total Score</b>   | 75.20            | N/A  | 62.74            | 93.00            | N/A   |
| <b>Rank</b>  | 2                |  | 3                | 1                |   |

## ANNEX C

### MANDATORY TECHNICAL CRITERIA

All Offerors are advised that only listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of the evaluation. All professional experience must be fully documented and demonstrated in the offer.

Offerors must identify the Work Packages that they are proposing to provide under any resulting SO.

| <b>Mandatory Technical Criteria (MT)</b>   |  |  |
|--|--|--|
| For the purpose of mandatory technical criteria MT2, the experience of the Offeror and its subcontractors, affiliates, and suppliers will be considered. |  |  |
| <b>Number</b>  | <b>Mandatory Technical Criterion</b>   | <b>Offeror Preparation Instructions</b>  |
| <b>MT1</b>   | <p><b>To qualify for Work Packages #2,#3,#6 or #7</b></p> <p>The Offeror must be licensed, certified or otherwise authorized to provide the professional services described in Annex A - Statement of Requirement (SOR) to the full extent that may be required by provincial or territorial law in at least one of the provinces of Canada.</p>   | Offeror should include license, certification or authorization for at least one province or territorial engineering licensing body.  |
| <b>MT2</b>   | <p>The Offer must demonstrate that in the past five (5) years (as of closing date of RFSO), the Offeror has participated in a range of relevant projects demonstrating they have provided the services of <b>ALL</b> the tasks described for at least one (1) of the ten (10) work packages described in Annex A - Statement of Requirement (SOR).</p> <p>The Offeror must provide:</p> <ul style="list-style-type: none"> <li>i. A brief description of a maximum of three (3) completed relevant projects over the last five (5) years (as of RFSO closing date) by the Offeror;</li> <li>ii. For the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget for each work package involved ;</li> <li>iii. the start date and completion date the services were provided for the listed</li> </ul> | <p>The same project may be used to demonstrate experience in multiple work packages.</p> <p>Maximum of three (3) relevant projects will be evaluated. The projects will be evaluated in order of presentation. Projects above the 'maximum' will not be evaluated.</p> |

|                   |  |   |
|-------------------|--|---|
|                   | <p>projects;</p> <p>iv. Scope of services rendered, project objectives, constraints and deliverables; and</p> <p>v. Client references - name, address, phone and e-mail of client contact at working level. Reference checks may be completed if deemed necessary. The reference must confirm that the Offeror has provided the services stated.</p>   |   |
| <p><b>MT3</b></p> | <p>Project Personnel Expertise and Experience for Work Packages Offeror wishes to provide.</p> <p>The Offeror must demonstrate that it has project personnel in-house with the capability, capacity and expertise to provide the required services and deliverables described in at least one of the work packages specified in the Annex A - Statement of Requirement (SOR).</p> <p>In-house personnel mean personnel within the Offeror's organization. Past expertise and experience of personnel not within the Offeror's (or joint venture Offeror's) organization will not be considered in the evaluation.</p> <p>Minimum Years of Experience and education to qualify for Work Packages:</p> <p>1) Compliance Monitoring Inspection Assessment:</p> <p>Resources must have post-secondary education in a fire life safety related field * at either a community college or university. Resources must have a minimum of five years work experience in a fire life safety related role *, over which the individual has conducted a minimum of 50 building inspections.</p> <p>2) Compliance Monitoring Engineering Assessment:</p> | <p>For each Work Package the Offeror wishes to qualify they must provide:</p> <ul style="list-style-type: none"> <li>i. The name of the Work Package they wish to qualify for;</li> <li>ii. a maximum of two (2) c.v.'s of project personnel in-house. Each curriculum vitae must clearly indicate the years of experience the project personnel in-house has in the provision of the services specified in the Work package;</li> <li>iii. the personnel's years of experience;</li> <li>iv. professional accreditation; and</li> <li>v. accomplishments / achievements.</li> </ul> <p>Maximum of two (2) CVs per Work Package will be evaluated. The proposed CVs will be evaluated in order of presentation. CVs above the 'maximum' will not be evaluated</p> |

Resources must have post-secondary education in engineering disciplines related to build design and construction or fire life safety related fields\*. Resources conducting this work must be a licensed professional engineer in the geographical area (usually the province) of work. Resources must have a minimum of five years work experience in a fire life safety related role \*, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety\*.

3) Compliance Monitoring Follow-up:

Resources must have post-secondary education in engineering disciplines related to build design and construction or fire life safety related fields\*. Resources conducting this work must be eligible for recognition as a professional engineer in the geographical area (usually the province) of work. Resources must have a minimum of five years work experience in a fire life safety related role\*, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety\*.

4) Strategic Advice:

Resources must have post-secondary education in a fire life safety related field\* at either community college or university. Resources must have a minimum of 10 years work experience in a fire life safety related role\*, over which the individual has extensive experience with application of related codes and standards. This must include at least 100 building inspections, plan reviews or other similar on-site assignments as well as the individual must have written 25 or more technical reports, proposals, other similar documents.

5) General Technical advice and Guidance:

Resources must have post-secondary education in a fire life safety related field\* at either community college or university. Resources must have a minimum of 5 years work experience in a fire life safety related role\*, over which the individual has extensive experience with application of related codes and standards. This must include at least 50 building inspections, plan reviews or other similar on-site assignments as well as the individual must have written 25 or more technical reports, proposals, other similar documents.

6) Engineering Surveys (Pre-occupancy Inspections):

Resources must have post-secondary education in building design and construction or fire life safety related fields\* at university level. Resources conducting this work must be eligible for recognition as a professional engineer in the geographical area of work. Resources must have a minimum of five years work experience in a fire life safety related role, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire life safety.

7) Engineering Plan Review:

Resources must have post-secondary education in building design and construction or fire life safety related fields\* at university level. Resources conducting this work must be eligible for recognition as a professional engineer in the geographical area (usually the Province) of work. Resources must have a minimum of five years work experience in a fire life safety related role\*, over which the individual has conducted a minimum of 50 building engineering assessments or project reviews related to fire

life safety

8) Development of Training and Promotional Materials:

Resources must have post-secondary education in a fire life safety related field\* at either community college or university. Resources must have a minimum of 5 years work experience in a fire life safety related role\*, over which the individual has extensive experience with application of related codes and standards. The individual must have prepared and or delivered 25 or more promotional products related to fire life safety, seminars, training sessions or other similar activities.

9) Fire Investigation:

Resource must be a certified fire investigator consistent with practices identified in National Fire Protection Association (NFPA) 921. Resources must have a minimum of 5 years work experience conducting fire investigations in combination with evaluating a minimum of 50 fires.

10) Fire Safety Plan Review:

Resources must have post-secondary education in a fire life safety related field\* at either community college or university. Resources must have a minimum of five years work experience in a fire life safety related role\*, over which the individual has conducted a minimum of 100 building inspections and or plan reviews.

\*Work in a fire safety related field or role includes but is not limited to tasks associated to those working as prevention officers, fire

|  |   |  |
|--|---|--|
|  | <p>investigators, fire protection engineers, fire fighters with administrative prevention or enforcement duties, fire protection systems specialists, fire inspectors, building and fire code consultants, health and safety officers with specialization in fire prevention, building officials, fire protection technologists or those working in the insurance industry with specialization in fire loss prevention.</p> |  |
|--|---|--|

## ANNEX D CALL-UP PROCEDURES

**Multiple Standing Offers:** The Offeror acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the offerors in accordance with the selection methodology described in Annex B.

**Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual call-ups made by an Identified User pursuant to this Standing Offer that do not exceed the applicable Limitation of call-up, outlined in Article "X".

**Call-up Process:** The method of allocation is based on the "Right of First Refusal". The Identified User will contact the highest-ranked Offeror for the required Work Package of the identified Sub-region (or Region) with the appropriate Security Level to determine if the requirement can be satisfied by the Offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the Identified User will contact the next ranked Offeror. The Identified User will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up.

### Multiple Work Packages Requirement

The following steps determine the call-up procedures if multiple work packages are needed for a specific requirement.

1. Based on the level of effort, the Identified User must determine which work package has the highest percentage of work.
2. Identified User must determine which Offerors are qualified in all work packages needed for the requirement.
3. Identified User will go back to the ranking list of the WP with the highest percentage of work to see, which Offeror is ranked the highest and qualified in all work packages needed.
4. Should that Offeror unable to meet the requirement, the Identified User will contact the next ranked Offeror under the same work package until one Offeror can meet all the requirement of the call-up.

Example:

An Identified User has a requirement which implies the work packages no. 2, 5 and 7.

1. Based on the level of effort, the Identified User determines that Work Package with the highest percentage of work is WP # 5.

In Work Package 5, the following offerors are ranked as follows:

| Suppliers | Rank in WP 5 | Work Package 2 | Work Package 7 |
|-----------|--------------|----------------|----------------|
| FGH       | 1            | not qualified  | qualified      |
| RST       | 2            | qualified      | not qualified  |
| ABC       | 3            | qualified      | qualified      |
| KLM       | 4            | qualified      | not qualified  |
| XYZ       | 5            | qualified      | qualified      |

2. Identified User must determine which offerors are qualified in all work packages needed for the requirement. For work packages 2, 5 and 7: qualified offerors are ABC and XYZ.

3. Identified User will go back to the ranking list of WP 5 to determine which Offeror is ranked the highest: Offeror ABC.
4. Should that Offeror unable to meet the requirement, the Identified User will contact the next ranked Offeror under the same work package, which must be qualified in all work packages needed: supplier XYZ.