

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 Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

Electrical & Electronics Products Division

11 Laurier St./11, rue Laurier

6B1, Place du Portage, Phase III

Gatineau, Québec K1A 0S5

Title - Sujet INTERVIEW ROOM RECORDING SYSTEM	
Solicitation No. - N° de l'invitation M7594-131111/A	Date 2012-11-06
Client Reference No. - N° de référence du client M7594-131111	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-461-61507
File No. - N° de dossier hn461.M7594-131111	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-07	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Picco, Patti	Buyer Id - Id de l'acheteur hn461
Telephone No. - N° de téléphone (819)956-7390 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE TECH OPS/PTSB/NVSIS 1426 ST JOSEPH BLVD OTTAWA Ontario K1A0R2 Canada	
Security - Sécurité 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

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

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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, 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 | <p>7A, Standing Offer, and 7B, Resulting Contract Clauses:</p> <p>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;</p> <p>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.</p> |

The Annexes include the Statement of Requirement, the Basis of Payment and all other Annexes.

2. Summary

The RCMP requires the integration and associated services from Industry to provide Digital Interview Room Recording capabilities primarily in the form of commercial-of-the shelf (COTS) hardware and software.

The resulting NISO shall be valid for a period of three (3) years from the date of issue and includes an irrevocable option to extend the validity period for placing call-ups for two (2) additional one (1) year periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP) and the Agreement on Internal Trade (AIT).

Resulting contracts issued against any NISO resulting from this RFSO may be subject to CLCAs, depending on where the interview room recording equipment will be used.

3. Security Requirement

There is no security requirement associated with the requirement of the Standing Offer.

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.

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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-07-16) 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: ninety (90) days

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications of 2006 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications of 2006 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently

maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

1.1 *SACC Manual Clauses*

Reference	Section	Date
M9033T	Financial Capability	2011-05-16
B1000T	Condition of Material	2007-11-30

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 Ontario.

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

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Buyer ID - Id de l'acheteur

hn461

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File No. - N° du dossier

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territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

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 (1 hard copy)

Section III: Certifications (1 hard copy)

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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

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 in accordance with Annex B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

a. Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

b. Pricing Basis

The offeror must quote on all years a firm unit price in Canadian dollars, Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. All applicable Custom duties and Excise taxes must be included. Freight charges are DDP destination.

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 Offers 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

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

1) Bidders must demonstrate Technical compliance of all functionalities listed in Annex A - Requirement. In order to demonstrate Technical Compliance, Bidders must provide:

- a technical procedural flowchart of the system's functions and user interactions
- technical specifications including all physical form factors
- performance standards and operational requirements for the devices proposed
- an Overall implementation / setup schematic
- A 10,000 word maximum synopsis of the proposed system and how they meet the requirement in their own words.

Canada reserves the right to request a sample from the Bidder in order to determine if it meets the requirement of Annex A - Requirement.

The Bidder must, upon request from the Contracting Authority, provide a sample to the Technical Authority, transportation charges prepaid, and without charge to Canada, within 10 calendar days. The sample submitted by the Bidder will remain the property of Canada. If the sample does not meet the requirements of the bid solicitation or the Bidder fails to comply with the request of the Contracting Authority, the bid will be declared non-responsive.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as follows:

Digital Interview Room Equipment includes:

A computer system with two DVD-R burners, 3U Rack mount case with 2 front accessible USB ports.

Item	Unit of Measure	Year 1- Year 3	Year 4	Year 5
Digital Interview Room Equipment	per unit	A	B	C
Subtotal				

Total Bid Price is $A + B + C$

2 Basis of Selection

2.1 Lowest Evaluated Price

1. To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory technical evaluation criteria;

2. Bids not meeting (a) or (b) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. Certifications Precedent to Issuance of Standing Offer

2.1 Federal Contractors Program - Certification

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.

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.
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

Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

2. 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11- Code of Conduct and Certifications of 2005 General Conditions referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

2.2 Standing Offer 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. 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 (10) calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

3.2 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 two (2) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Patti Picco
Supply Team Leader

Public Works and Government Services Canada
Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
11 rue Laurier
Gatineau, PQ
K1A 0S5

Telephone: 819-956-7390
Facsimile: 819-953-4944
E-mail address: patti.picco@pwgsc-tpsgc.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.

4.2 Project Authority

The Project Authority for the Standing Offer is:

Name: *(to be inserted at award)*
Title: *(to be inserted at award)*
Organization: *(to be inserted at award)*
Address: *(to be inserted at award)*

Telephone: *(to be inserted at award)*
Facsimile: *(to be inserted at award)*
E-mail address: *(to be inserted at award)*

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

4.3 Offeror's Representative

Name and telephone number of the person responsible for:

Call-ups:

Name: *(to be inserted at award)*
Telephone: *(to be inserted at award)*
Facsimile: *(to be inserted at award)*
E-mail address: *(to be inserted at award)*

Delivery follow-up:

Name: *(to be inserted at award)*
Telephone: *(to be inserted at award)*
Facsimile: *(to be inserted at award)*
E-mail address: *(to be inserted at award)*

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Royal Canadian Mounted Police.

6. Call-up Procedures

The Identified User will contact the Offeror to discuss the requirement and confirm the details. The request will then be formalized through the use of the Call-up Instrument.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form

PWGSC-TPSGC 942 Call-up Against a Standing Offer or an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$400,000.00 (Goods and Services Tax or Harmonized Sales Tax included, Freight Included and Canadian customs duties and excise taxes included).

Individual requirements exceeding the above amounts of \$400,000.00 CDN (Goods and Services Tax or Harmonized Sales Tax included, Freight Included and Canadian customs duties and excise taxes included) must be submitted to PWGSC for review and approval. Requirements shall not be broken into a number of call-ups for the purpose of requisitioning pursuant to the standing offer.

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 4003 (2010-08-16), Licensed Software;
- e) the general conditions 2010A (2012-07-16), General Conditions - Goods (Medium Complexity) ;
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- h) Annex C, Quarterly Usage Reports;
- i) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

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.

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 Ontario.

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. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

2.2 Supplemental General Conditions

4003 (2010-08-16), Licensed Software apply to and form part of the Contract.

2.3 SACC Manual Clauses

3. Term of Contract

3.1 Delivery Date

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B - Basis of Payment, DDP Destination, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The Contractor will prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included, DDP destination, Freight included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.3 Terms of Payment

H1001C (2008-05-12) Multiple Payment

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

b. a copy of the call-up document and any other documents as specified in the Contract

2. Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the address specified in the call-up for certification and payment.

6. Insurance

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Buyer ID - Id de l'acheteur

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

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SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A

REQUIREMENT

Interview Recording System Specifications:

I - Objective

1. The Royal Canadian Mounted Police (RCMP) requires the integration and associated services from industry to provide Digital Interview Room Recording capabilities primarily in the form of commercial-off-the shelf (COTS) hardware and Software.
2. The purpose and scope of the Digital Interview Room Recording capability is to permit the capture and management of live interviews set in various environments. The environments include but are not limited to dedicated interview and monitoring rooms, cell blocks as well as the provision for portable laptop version.
3. It is understood that some level of customization will be required to suit the specific RCMP requirements and look and feel. But that the core functionality requested of the system be demonstrated in existing and well establish versions of the vendor's product.

II - Functional and Technical Requirements

1. The functional and technical requirements presented herein aim at defining the minimum performance criteria for the equipment while taking into consideration the best evidence criteria set by the courts, the privacy concerns, as well as the impartiality of the process.
2. For the purpose of this specification, the definition of mandatory requirements shall be that all requirements prefaced by the words "shall", "must" and/or "is to" shall be mandatory and must be met in order for the bid to be considered technically compliant.

3. All proposed systems must be in current production and generally available on the market (no beta test components will be considered).

III – Acronyms

DVD Digital Versatile/Video Disk

USB Universal Serial Bus used both in the context of Medium, Standard and hardware.

FAT32 File Allocation Table 32 bit.

xFAT Extended File Allocation Table (Microsoft).

NTSF Next Technology File Allocation Table (Microsoft).

MP3 MPEG-1, MPEG-2 Audio Layer III file format.

PCM Pulse code modulation as referred to the Windows codec format.

WAV Microsoft/IBM audio file format

MD5 128bit cryptographic hash methodology

PDF is the file extension for Adobe's Portable Document Format.

IP Internet Protocol

WMV is the file extension for Microsoft's Windows Media Video.

Codec abbreviation of Coder/Decoder

IV - Definitions

The solution refers to the overall systems and services sought by the RCMP.

The system refers to the combined hardware and software portions of the solution.

The recorder refers specifically to the software portion of the system responsible for recording the interview process.

The player refers specifically to the software portion of the system responsible for playback and/or post processing of the interview files.

Bookmark Digital marker of the placement of a timed event

Metadata in itself data containing attribute information about the data it references.

User refers to any person operating the system for the purpose of conducting and recording interviews. The term does not make any differentiation between access levels.

Standard User refers to an individual user or user group refers to users with operator type access. They do not have administrative or privileges access to the system and must be managed accordingly.
Administrative, administration user, administrators refers to any individual user or user group with administrative type access to the system as a whole.

Requirement Specifications	
General Functionality, User Interface.	
1.	The recorder program must be loaded and presented to the user in an appliance fashion similarly to a kiosk system, without the use of a traditional icons or text driven operating system environment. The system must systematically and automatically load the Recorder application as soon as credential verification is done upon boot-up.
2.	The recorder user interface must be easy to use and provide simple, "VCR" type controls such as "Start Recording", "Stop Recording", and "Pause Recording" Refer to appendix "A" for a preferred layout type. All elements and functionality denoted in the appendix "A" must be present in the final solution however the layout may be changed.
3.	The solution must provide for two distinct applications, the first which is the recorder, and the second which is a player that is also the post processing tool. All post processing functions such as export, file conversion, transcription must be performed by the player. The logic here is to segregate these functions from the dedicated recorder.
4.	The recorder must provide a linear procedural method of interaction, prompting the user through every step of the recording session.

5. The recorder must display two video streams of the live camera feed side by side. These two video streams displays must utilize at least 5/6 th of physical screen width available on a 16X9 aspect ratio monitor.
6. The recorder must allow for playback of the recorded video while the recording is in progress. The playback window may be in a pop up “always-on-top” windows which does not hide or interfere with the viewing of at least one of the live stream windows as to permit constant viewing of the live situation. The playback function may be incorporated with the live view where at least one of the two live streams is visible at all times.
7. The playback windows must support Start, Stop, Pause, Forward 10X, Reverse 10X, beginning of file, end of file, frame by frame, and shuttle (Linear control slider) controls. It must provide a current position time indicator.
8. The recorder must provide a visual indication of the recording status by highlighting the live video frames in a red border as well as textually indicating to the user that the recording is in progress, the textual feedback must be in red as well. The same holds true for when the recording is paused, the frame and text must blink and read “Recording Paused”. The minimal font size for the textual feedback is 28 pt.
9. The system must output the recording results onto both DVD and USB thumb drive media.
10. The system must perform a medium verification and preparation such as formatting USB drives as well as checking for DVD / USB drive availability prior to writing. The system must prompt the user if the proper media configuration requirements aren't available in order to allow the user to remedy the situation.
11. Administrators must be able to select that the USB medium be formatted in FAT32, XFAT or NTFS.
12. The output media must contain the original recording, an MP3 or PCM WAV file of the audio portion of the recording, an MD5 verification hash of the original recording, a player program to allow for playback of the recording file as well as a folder and its entire content. This folder must be defined within the administrative configuration.

13. The recorder must have a real-time audio and on-screen textual alert that indicates to the operator if sound levels are too low and that recording is paused.
14. The recorder must allow bookmarks to be established at any point in the file to allow the user to reposition the audio/video playback at a defined bookmark.
15. The recorder must allow for the input of text annotations to be associated with the bookmarks.
16. Part of the initial recording process must include the capture of critical case-specific metadata to be used to search for and retrieve specific recording files. Text entry of this metadata must be performed prior to the recording session and remain editable throughout the session until it is finalized.
17. This metadata must include at least 6 variable caption fields, customizable by the administrator, three of the caption fields must each have 2 value alpha-numerical fields respectively (i.e.: Suspect (Caption): First Name (value), Last Name (value)). The three remaining caption fields must each have single value field and must be Alpha-numerical, with the exception of one being a date field. The date field must allow for manual date entry with automated date formatting to the environment's predefined date format. It must also allow the user to select the date via a calendar style pop-up window, activated by a button or hot-spot placed beside it. Each title field must have the ability to be set as mandatory or not, and must reflect this mandatory status during the user data entry process to differentiate from non-mandatory field. This can be performed by bolding mandatory fields or by other means. If one or more fields are set as mandatory, the system must warn the user and prevent the attempt to navigate away.
18. The system must support saving of the bookmarks and associate recording annotations into a standard PDF document container (file) with links to an industry-standard audio/video file that is saved inside the PDF container.
19. The system must provide for the automatic creation of audio/video DVDs at the conclusion of an interview.
20. The system must provide the capability of reading and importing standard DVDs (VOB, MPEG2+AC3) and

convert such DVDs recordings into the standard file format proposed and allows for the attachment of DVD's meta-data information and bookmarks, so that the resulting file may later be searched.
21. The system must perform concurrent burning to 2 DVDs and or copying to 2 data keys, not consecutively.
22. The system must be capable of spanning large files to as many DVDs as is required.
23. The system must provide file size feedback, and media verification as to warn the user of the proper medium to select in terms of capacity and speed. This feedback shall be both referencing size and time on screen prior to execution.
24. The recording file shall be its own container file which encapsulates the video, the audio, metadata, security, and validation components. It may have any three letter file extension.
25. Confirmation feedback must be given to the end user for every action performed except text entry. This confirmation feedback shall have the option of being enabled or disabled within administrative options.
26. The system must provide, through contact closure @ 100mA, 5V, 500mW, the means to control an external light to indicate that recording is in progress and that the system requires attention from the user. (Provision of the light itself is not a requirement). Distinct signalization is required to differentiate the two states, for instance, a steady on cycle would indicate recording vs. rapid blinking would indicate a problem.
27. On a finalization failure, the system must offer to restart or postpone the finalization process prompting the nature of the failure and remedial measures.
28. File naming convention should include creation date and other proprietary vendor variables (if required), but must also include a 5 character variable prefix which is set by the administrator as to determine the recording location (i.e.: ADM04 -20121212-123ABC.XXX)
29. The system must include a systems searchable audit log which includes login, usage, and time stamp of

events.
30. Recording folder must be configurable by the administrator with option to save file in the USER\my documents\recording, a specific folder or network location assigned by the administrator.
31. The system must allow for concurrent recording to a mirrored location either physically attached to the recorder or on the network.
32. The administrator must be able to choose which systems drive is to be used for USB file copy.
33. An administrator must be able to display variable text to the user, such as technical support information. This text should be displayed to the user at all times during the recording phase.
34. The process of DVD burning/copy must happen concurrently on both DVD drives and must be able to truncate files exceeding the medium capacity onto multiple DVDs. The metadata associated with the truncated portion of the recording must also reside on the proper media. The system will prompt the user as to the number of required disks before the start of the process as well as prompt the user to change disks as required throughout the process.
35. Both process of burning to DVD and copy to USB media must provide the option of including all the contents from a predefined folder to be included on the media.
36. Closing the recorder windows must perform a logout. A confirmation prior to logout is also required. Closing the recording windows must not be possible if the recording is in progress.
37. The recorder software must be deployable onto a laptop for portability
Security, Integrity and Authentication
38. The recording file must have the option of being digitally signed with a valid certificate. It must support at

least two common trusted certificate methodologies.
39. The recorder's administrative functions must be accessible under any login. Access protection to the administrative functions must be in place using a hot-key combination and administrator password. Both the key combination and administrator password must be configurable within the administrative configuration utility.
40. A vendor only auditing and certification method must also be provided. The vendor also accepts the role of expert witness to defend the technology in courts should this be required.
41. The recorder must ensure that the integrity of the recording is the first priority of the system. This includes the integrity of the recording in case of systems failure up to the point of the failure. Should a failure occur during the burning of file copy process to the medium the system must provide the user with appropriate feedback as well as the ability to restart the process of media export.
42. The system must allow for the user to lock the work station prior to, during and after the recording session which can only be unlocked using his or her credentials or that of an administrator.
43. The system shall keep a log accessible to administrators of all events. It should include login credentials, dates, times of session, recording start stop, errors and critical system status.
44. The system must operate under two modes, under two different sets of credentials. One will be standard user, the other administrative users. Standards users will only have access to their own recorded files and limited to standard user functionality. The Administrative credentials shall give access to all functions of the recorder including permissions to other user's files.
45. A file successfully recorded to a medium (finalized) shall no longer be available to the end user, but available to and administrator for X days. X is defined by policy and must be a configurable administrative variable.
46. All components of the system must be secured in a 3U case capable of being rack mounted. The front

must have lockable access to the power switch. If a reset button is available, it should be disabled or disconnected. Access to DVD drives and USB ports must be front accessible but can be excluded from being within the locked access.	
47. The system must provide a redundant power supply.	
48. An MD5 hash must also be generated and saved to the media upon finalization.	
49. The system must provide redundant hard disks functionality as to clone the recording in real time such as a RAID 1 implementation.	
50. The recording should be retrievable up to the point of failure in every situation should it arise.. It may be deemed by the supplier that data retrieval services may be required should the situation arise, this practice is suitable and acceptable.	
51. The system must support both local credential management as well as Windows Server 2008 R2 sp1 domain credential management.	
52. User and machine policies must be manageable locally and via domain server administration.	
53. Standard users must have restricted access to administration and systems functionality in both local and domain modes. Access to any function, shortcut other than a shutdown or logout must be disabled. Any method by which a standard user may gain access to the operating system, system configuration, files and folders must be disabled. In short, the standard user must be limited to the Recorder applications only and its immediate recording functions.	
54. The system must support Microsoft Active Directory to control access rights and user definitions across Windows Server 2008 R2 Sp1.	
55. The system must support a watermark on all video frames that includes a custom, room-specific tag and	

the time and date of the recording. The size, font, colour and position of the watermark must be configurable.
56. The recorder must save all of the audio, video and annotation data into a single file and support the use of digital certificates to automatically, digitally sign the recording file using industry-standard digital certificates for non-repudiation and confirmation of authenticity as to hamper the possibility of tampering.
57. Credential and authentication must be maintained for a network based system when the system is disconnected from the authentication server. This provision takes into account that a user must have been authenticated against the server at least once prior to the disconnection from the authentication server.
Audio/Video
58. The recorder must display audio-level meters and the video being recorded, in a monitor on the recording system, in real-time, for real-time monitoring of the interview.
59. Audio notification is required when recording is paused or audio and video is absent.
60. Must have a minimum support for two video capture input sources
61. Each video capture input source must provide analogue, digital and IP capability
62. Must have a minimum support for two dual channel audio inputs
63. Must allow for the use of Windows compatible video and audio encoder/decoder as well as hardware support for ASIO
64. Standard definition interlaced video capture resolution formats must allow for 160x120, 320x240, 640x480, 720x486 @ 5, 15, 25 and 30 (29.97) frames per second. Any optional supported resolution and frame rates would be a plus.

65. High definition video capture format must allow for 720(720x486p 60 Hz) 1080(1920x1080i 60Hz) and 1080(1920x1080p 60Hz). Any optional supported resolution and frame rates is accepted.
66. Video capture formats must be selectable from the administrative configuration panel. Third party add-on codecs must be supported. Each system must be delivered with a minimum codec pack including WMV 7,8,9, Xvideo, h263 and h264. The administrator configuration panel must allow access to each codec's custom configuration panel in order to customize that codec's capabilities.
67. System must record audio, the multiple separate video channels, associated notes and meta-data into a single recording file. This single recording file must automatically be signed using industry-standard certificates for non-repudiation.
68. The system must have a built in audio mixer handling functions available to the administrator with the ability to independently control the recording and playback sources. It must also have the ability to digitally boost input and output signals from 0 to 25db minimum. It must also include a dynamic compressor function as to avoid clipping.
69. System must record and allow separate playback of any of the individual video channels. Users must be able to customize the playback so that any video channel may be played individually, or multiple video channels may be played back together. Picture-in-picture solutions where a portion of the video is overlaid and obscured are not acceptable.
70. System must be capable of using any video compression codec that is installed onto the recorder including but not limited to open-source codec, and any new codec that become available and are installed onto the Recorder in a manner that is standard with the operating system.
71. System must allow the user to manage each video channel individually. For example, any or all channels may be exported to a different file format/Codec.
72. System must support video recording from IP cameras, USB based cameras and from cameras

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connected to a video capture card using Direct Show and/or Video For Windows (VFW).
73. The system must be able to stream the captured video in near real-time (less than 5 seconds delay from live) as well as providing both options to push the stream to a streaming server as well as being able to stream locally via a built-in http server. The ports for this server as well as the maximum number of connections must be configurable by the administrator.
74. The streaming server must be compatible in terms of codec with windows media 7,8,9, and possess the ability to configure audio and video bandwidth and quality. It must be addressable via http:// without any proprietary viewer by a client machine.
Network Support
75. The system must be capable of recording a redundant copy of the recording files to a network drive or any other secondary hard-drive, in real-time, simultaneously as the file is recorded.
76. The system must allow for real-time monitoring of the interview audio and video, across a standard network, without the need to install proprietary playback programs on the monitoring computer.
77. The System must support a consolidated application view where multiple interview rooms may be monitored together, in real-time.
78. IP Support must conform to Sony, Axis, Pelco and Panasonic video/control protocols. Flexibility must be provided to incorporate other camera manufacturer's drivers as they become required.
Player Support
79. The player program must provide support for the VEC/X-Keys/Savant style USB foot pedal for transcription.

80. System must support audio / video playback of the recording files on both Windows PCs and on Mac computers. Integrated player program must support playback that includes both video streams and the integrated notes and must also include the bookmarks that may be used to jump playback to pre-defined positions.
81. System must support audio / video playback on portable devices such as Android devices and iOS (iPads and iPhones). Playback must include both video streams and must also include the integrated notes and bookmarks that may be used to jump playback to pre-defined positions.
82. The Player must allow for the redaction of the recording files, without changing the original audio/video.
83. Redaction capability must include the following three types: <ul style="list-style-type: none"> 1) Ability to black-out redacted portions of the recording; 2) Ability to cut-out redacted portions of the recording; and 3) User ability to distort either the audio or the video or both the audio and the video so that the person being recorded cannot be identified. In the case that the audio is distorted, the spoken words must remain discernable, while at the same time, distorting the audio in a manner such that the person's voice cannot be recognized. In the case of video, all or a portion of the video should be distorted, such that general movements can be discerned, but that a person's face cannot be recognized. The video distortion should be applicable to the entire recorded stream and to a user defined portion of the screen.
84. All Player programs on all platforms must have Automatic Gain Control (AGC) and Noise Reduction capabilities to provide the best possible audio playback.
85. A player program must not require installation of drivers or require that the registry or other system configuration on the client/playback machine in order to review the original recording.

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86. There may be two versions of the player, one “lite” allowing review only of the original recording which does not require alteration of the user’s system, the other allowing for editing and export functions. This latter version may install proprietary codecs and perform a traditional installation to the client system.
87. All administrative options and variable functions within the recorder application shall be made so that they may either affect the system globally or for each user independently. The provision for this option may be handled through a configuration file which the system will know to search for either on a share location or within a user’s private directory.
Languages
88. The recorder’s user interface must present both official languages (English and French). The recorder must recognize the operating environment’s language settings and modify its parameters in consequence.

ANNEX B

BASIS OF PAYMENT

Digital Interview Room Equipment includes:

A computer system with two DVD-R burners, 3U Rack mount case with 2 front accessible USB ports.

Item	Unit of Measure	Year 1- Year 3	Year 4	Year 5
Digital Interview Room Equipment	per unit	\$ _____	\$ _____	\$ _____

DDP Destination, Canadian customs duties and excise taxes included, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

All payments are subject to government audit.

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ANNEX C

QUARTERLY USAGE REPORT TEMPLATE

An excel format template will be provided to the Contractor for use in submitting electronically the standing offer quarterly usage report. The quarterly reporting requirements include the following details:

Standing Offer #
Reporting Period
Report Total \$
Cumulative total for SO
Identified User
Region
City
Quantity
Unit Price
Total Value
Order Date
Date of Invoice
Delivery Date

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ANNEX D

ENVIRONMENTAL ATTRIBUTES

The purpose of this questionnaire is to assist the Government of Canada (GoC) in understanding the industry's progress in greening its supply chain and operations.

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Assessing the environmental impact of a product or service involves considering the whole life cycle of the product or service, from the extraction of the raw material to its disposition at the end of its useful life.

GoC wants to understand how the industry has progressed in greening its own supply chain and operations and the goods and services it provides. Upcoming bid solicitations may include evaluation criteria (either mandatory or rated) or contractual requirements related to the environment and GoC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future procurements.

Questionnaire

Please fill out the questionnaire on the following pages and return it with your bid.

	Yes	No	Expected Completion Date	Additional Comments
General Environmental Considerations Required for All Services				
Invoices, correspondence and/or draft reports are sent and processed electronically				
Uses electronic signatures to reduce paper consumption				

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Paper is certified as originating from a sustainably managed forest and/or has a minimum of 30% recycled content				
Travel policy includes environmental considerations (e.g. Statement of preference for travel type that minimizes environmental impact including use of hybrid vehicles and environmentally preferable fuels).				

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	Yes	No	Expected Completion Date	Additional Comments
Supplier Environmental Attributes				
<i>Policies and Programs</i>				
Environmental management policies and practices				
Effective waste disposal programs				
Action programs and performance measurements in place to address major environmental impacts associated with service delivery. If yes, please provide examples.				
Regularly reporting on greenhouse gas emissions. If yes, please provide sample report.				
Regular completion of waste audits				
ISO 14001 certification or an equivalent (please specify) that indicates certification of supplier process				

	Yes	No	In progress (% completed)	Additional Comments
Supplier Operations when delivering a Service				
<i>Travel (if applicable)</i>				
Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees)				
Accommodation preference for green-rated hotels, where value for money is demonstrated				

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	Yes	No	In progress (% completed)	Additional Comments
Specification relating to goods and equipment used in delivery of Service				
Energy Star qualified products such as Office Equipment, Lighting, Products, HVAC Equipment, Consumer Electronics, Appliances, etc. (Note: For complete list of Energy Star qualified products and information and tools.				
Packaging (if applicable)				
Reduction of packing material. Specify.				
Recycled material used in packaging. Specify %.				
Supplier has take-back programs for packaging.				
Reduction/elimination of toxic material in packaging				