



**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**

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

**Bid Receiving Unit / Groupe de la  
réception des soumissions**  
Procurement & Contracting Services  
VISITOR'S CENTRE  
73 Leikin Drive M1-4-901 MS#15,  
Ottawa, ON, K1A 0R2  
Attention: Sonya Dupont  
(613) 843-3798

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Royal Canadian Mounted  
Police

We hereby offer to sell to Her Majesty  
the Queen in right of Canada, in  
accordance with the terms and  
conditions set out herein, referred to  
herein or attached hereto, the goods,  
services and construction listed herein  
and on any attached sheets at the  
price(s) set out therefore.

Proposition aux: Gendarmerie royale  
du Canada

Nous offrons par la présente de vendre  
à Sa Majesté I Reine du chef du  
Canada, aux conditions énoncées ou  
incluses par référence dans la  
présente et aux annexes ci-jointes, les  
biens, services et construction  
énumérés ici sur toute feuille ci-  
annexée, au(x) prix indiqué(s).

**Comments – Commentaries**

**THIS REQUEST FOR PROPOSAL  
CONTAINS A SECURITY REQUIREMENT**

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

**Telephone No.  
no de téléphone:**

**Canada**

**Title-Sujet**

Management Representative Services for the RCMP Pay  
Council

**Solicitation No. - No. de l'invitation**

201202102/B

**Date**

July 4, 2013

**Client Reference No. - No. De Référence du Client**

201202102/B

**Solicitation Closes - L'invitation prend fin**  
**at 14:00 EDT**  
**on 13 August, 2013**

**F.O.B. - F.A.B.**

See Herein / Voir aux présentes

**Address Enquiries to: - Adresser toutes questions à:**  
Markos Vennos, Senior Procurement Officer

**Telephone No. - No de téléphone**

613-843-4545

**Fax No. - N° de  
FAX:**  
613-825-0082

**Destination of Goods and Services: Destinations des  
biens et services:**

See Herein / Voir aux présentes

**Delivery Required - Livraison  
exigée:**

See Herein / Voir aux présentes

**Delivery Offered –  
Livraison  
proposée**  
See Herein / Voir  
aux présentes

**Name and title of person authorized to sign on behalf of  
Vendor/Firm - Nom et titre de la personne autorisée à  
signer au nom du fournisseur/de l'entrepreneur**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Checklist, the Financial Proposal Presentation Sheet, the Mandatory Certifications precedent to Contract award, and any other annex.

### **2. Summary**

Members employed under the *Royal Canadian Mounted Police Act* have a unique representation model. Unlike uniformed and civilian support staff in many other Canadian police services, RCMP members currently do not have access to bargaining rights or interest arbitration.

The RCMP Pay Council is a joint labour-management forum established in 1996 to provide a modern and efficient alternative to collective bargaining for regular members (up to and including the rank of Superintendent) as well as some civilian members of the RCMP. It has the unique role of performing research and analysis as well as monitoring issues that have an impact on compensation and working conditions of RCMP members. The Council makes objective recommendations to the Commissioner for submission to Treasury Board (TB), which is the final authority on any compensation increases or adjustments to allowances and/or benefits affecting RCMP members.

Under the current requirement, the RCMP seeks the services of a Compensation Specialist to function as a management representative on the Pay Council.

The Contract will be for a period of one year with the irrevocable option to extend the term of the Contract by up to four additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

There is a security requirement associated with this solicitation and any resulting contract. For



additional information, consult Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses.

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

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

### 2. Submission of Bids

Bids must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by email or facsimile to RCMP will not be accepted.



### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

### **5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:        Technical Bid (4 hard copies)  
Section II:       Financial Bid (1 hard copy)  
Section III:      Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;



(b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

Bidders should submit their financial bid in accordance with the Financial Proposal Presentation Sheet detailed in Annex "C". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

### **SACC Manual Clauses**

- C3011T (2010/01/11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

The following elements of the Proposal will be evaluated and scored in accordance with the following evaluation criteria:

- (a) Mandatory Requirements; and



(b) Point-Rated Requirements.

**1.1.1 Interpretation of Personnel Requirement by the Evaluation Team**

- a. The statements and requirements in this article apply to the Mandatory and Point-Rated personnel information.
- b. To demonstrate the experience of personnel (i.e. resources), the Bidder should provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Bidder is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
- c. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services.
- d. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- e. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
  - (i). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
  - (ii). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
  - (iii). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
- f. Phrases such as "within the past ten years" mean "within the ten years preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.
- g. Phrases such as "experience working as an advisor" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFP.



- h. Phrases such as "experience ... dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

The Proposal must meet Mandatory Requirements specified below. The Bidder must provide necessary documentation to support compliance with each requirement. Any Proposal that fails to meet the Mandatory Requirements will be declared non-responsive. The Bidder should address each Mandatory Requirement separately.

Only those Proposals that are compliant with all the Mandatory Requirements and then achieve (or exceed) the stated minimum points applicable to the Point-Rated Requirements Evaluation Criteria Section will be considered. The Bidder should address each Point-Rated Requirement separately.

Listing experience without providing any supporting data to describe where when and how such experience was obtained will result in the experience not being included for evaluation purposes.

The RCMP may confirm information or seek clarification from Bidders, however, the RCMP cannot ask for missing information as this would constitute Bid Repair. Evaluation will only be performed on the information provided in the Bidder's response.

The Bidder is to ensure that their proposed resource's CV clearly demonstrates where, when and how the stated qualifications and/or experience of the individual were acquired.

**The CV will be used to corroborate the content of the material in the Proposal.**

For evaluation purposes:

- "Where" means the name of the employer as well as the position/title held by the individual
- "When" means the start date (month and year) and the end date (month and year) of the period during which the individual acquired the qualification/experience; and
- "How" means a clear description of the activities performed and the responsibilities assigned to the individual in this position and during this period.





### 1.1.2 Mandatory Technical Criteria

No.	Criteria
M1	The Bidder must propose one resource and submit a CV for that resource.
M2	The proposed resource must have a minimum of four (4) years' demonstrated professional experience within the last ten (10) years in compensation and pay determination.
M3	The proposed resource must have demonstrated professional work experience as a representative for either labour or management.
M4	The proposed resource must have a minimum of two (2) years' demonstrated experience within the last ten (10) years working at the executive level for either private and/or public sector organizations with experience dealing with senior government officials.
M5	The proposed resource must have a post-graduate degree (Master's or PhD) from a post-secondary institution, in a discipline related to the requirement outlined by the Statement of Work (attached as Annex A), such as labour and/or industrial relations, business administration or economics.

### 1.1.3 Point Rated Technical Criteria

Bidders having met all of the Mandatory Criteria will be further evaluated against the following point-rated criteria. In order to proceed to the financial evaluation phase, bidders must achieve the passing score of 46 points out of an available 70 points.

Item	Requirement	Points Breakdown	Bidder's Score	Substantiation
R1	<p>The proposed resource's ability to think strategically and to address compensation issues in innovative ways.</p> <p><b>To be provided in the Proposal:</b> Detailed project outlines that highlight the required ability. Each project outline should be cross-referenced with the proposed resource's resume.</p> <p>Note: The term "direct" is defined as hands-on involvement in the success of the project outline provided.</p>	<p>Five (5) project outlines, demonstrating changes to the status quo taken from direct experience <b>(10 points)</b></p> <p>Four (4) project outlines, demonstrating changes to the status quo taken from direct experience <b>(7 points)</b></p> <p>Three (3) project outlines, demonstrating changes to the status quo taken from direct experience <b>(5 points)</b></p> <p>One (1) or two (2) project outlines, demonstrating changes to the status quo taken from direct experience <b>(4 points)</b></p>	<b>(MAX 10 Points)</b>	



Item	Requirement	Points Breakdown	Bidder's Score	Substantiation
R2	<p>The proposed resource's recent and direct experience (within the last 5 years) in labour relations.</p> <p>Note: The term "direct" is defined as hands-on involvement in the success of the project outline provided.</p>	<ul style="list-style-type: none"><li>- Equal to 5 years <b>(10 points)</b></li><li>- Equal or greater than 4 years but less than 5 years <b>(7 points)</b></li><li>- Equal or greater than 3 years but less than 4 years <b>(5 points)</b></li><li>- One or two years <b>(4 points)</b></li><li>- Less than 1 year <b>(0 points)</b></li></ul>	<b>(MAX 10 Points)</b>	
R3	<p>The proposed resource's knowledge of the RCMP, particularly in relation to its structure, compensation determination history, and labour relations history.</p>	<ul style="list-style-type: none"><li>- Proposal demonstrates the resource's knowledge of compensation determination history within the RCMP <b>(5 points)</b></li><li>- Proposal demonstrates the resource's knowledge of labour relations history within the RCMP <b>(3 points)</b></li><li>- Proposal demonstrates the resource's knowledge of the RCMP and its business lines <b>(1 point per business line spoken to up to a maximum of 2 points)</b></li></ul>	<b>(MAX 10 Points)</b>	
R4	<p>The proposed resource's knowledge of the components of compensation (pay, benefits and pension) and the evaluation methods used in pay determination.</p>	<ul style="list-style-type: none"><li>- Proposal demonstrates the resource's knowledge of emerging issues in labour relations <b>(3 examples = 5 points 2 examples = 3 points 1 example = 2 points)</b></li><li>- Proposal demonstrates the resource's knowledge of compensation related issues <b>(3 examples = 5 points 2 examples = 3 points 1 example = 2 points)</b></li></ul>	<b>(MAX 10 Points)</b>	



Item	Requirement	Points Breakdown	Bidder's Score	Substantiation
<b>R5</b>	<p>The proposed resource's ability to work within a group in order to reach a consensual agreement, while still advocating management interests.</p> <p>Note: The term "direct" is defined as hands-on involvement in the success of the project outline provided.</p>	<ul style="list-style-type: none"><li>- Proposal demonstrates the resource's direct involvement in three or more successful negotiation processes as a management representative <b>(5 points)</b></li><li>- Proposal demonstrates the resource's direct involvement in two successful negotiation processes as a management representative <b>(3 points)</b></li><li>- Proposal demonstrates the resource's direct involvement in one successful negotiation process as a management representative <b>(1 point)</b></li></ul>	<b>(MAX 5 Points)</b>	
<b>R6</b>	<p>The proposed resource's experience with, and knowledge of laws, regulations, collective agreements and/or standards governing or underlying compensation.</p> <p>Note: The term "direct" is defined as hands-on involvement in the success of the project outline provided.</p>	<ul style="list-style-type: none"><li>- Five (5) project outlines, taken from direct experience demonstrating working knowledge related to the description of R6 <b>(10 points)</b></li><li>- Four (4) project outlines, taken from direct experience demonstrating working knowledge related to the description of R6 <b>(7 points)</b></li><li>- Three (3) project outlines, taken from direct experience demonstrating working knowledge related to the description of R6 <b>(5 points)</b></li><li>- One or two project outlines, taken from direct experience demonstrating working knowledge related to the description of R6 <b>(4 points)</b></li></ul>	<b>(MAX 10 Points)</b>	



Item	Requirement	Points Breakdown	Bidder's Score	Substantiation
R7	The proposed resource's ability to communicate compensation-related advice and information to a diverse audience.	<ul style="list-style-type: none"><li>- The proposal provides evidence of the resource's demonstrated ability in a formal environment, such as a Court setting, Parliamentary Committee or quasi-judicial hearing <b>(5 points)</b></li><li>- The proposal provides evidence of the resource's demonstrated ability through leading educational lectures <b>(3 points)</b></li><li>- The proposal provides evidence of the resource's demonstrated ability in a workplace environment (such as through presentations to colleagues) <b>(2 points)</b></li></ul>	<b>(MAX 10 points)</b>	



Item	Requirement	Points Breakdown	Bidder's Score	Substantiation
R8	The proposed resource's knowledge of Treasury Board Secretariat processes as it relates to compensation, and costs of compensation to an organization (e.g. RCMP, Contracting Partners)	<ul style="list-style-type: none"><li>- The proposal provides example(s) of the resource's understanding of Treasury Board Secretariat processes, and costs of compensation to an organization (up to 4 points)</li><li>- (5 points for complete and detailed* understanding)</li><li>- (2 points for general** understanding)</li></ul> <p>* <b>"Complete and Detailed"</b> means demonstrated knowledge of the TBS framework for the management of compensation including related policies, directives, guidelines, as well as a thorough knowledge of the TB pay submission process.</p> <p>** <b>"General"</b> means some knowledge of how the TB pay submission process works.</p>	(MAX 5 Points)	



#### 1.1.4 Point- Rated Summary

Item	Description	Max Points	Min Points Required	Bidder's Score
R1	Strategic Thinking	10		
R2	General Labour relations experience	10		
R3	Knowledge of the RCMP	10		
R4	Knowledge of pay determination	10		
R5	Consensus-forming	5		
R6	Labour relations experience as related to relevant law, regulation, standards and collective agreements	10		
R7	Compensation-related dissemination of information	10		
R8	Knowledge of and experience with Treasury Board Secretariat processes	5		
Totals		70	46 points overall	
PASS/FAIL:				

#### 1.2 Financial Evaluation

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.
  - b. Foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation



purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3. Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

## **2. Basis of Selection**

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum 46 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.

2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The evaluation 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.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)</b>			
	<b>Bidder</b>		
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 70 = 59.50$	$89/135 \times 70 = 46.20$	$92/135 \times 70 = 47.60$
<b>Pricing Score</b>	$45/55 \times 30 = 24.60$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
<b>Combined Rating</b>	84.10	73.20	77.60
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>



## PART 5 - CERTIFICATIONS

### 1. Mandatory Certifications Precedent to Contract Award

The certifications listed in Annex "D" should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## PART 6 – SECURITY REQUIREMENTS

### 1. Security Requirements

Before award of a contract, the proposed resource must hold a valid SECRET Security Clearance issued by the Royal Canadian Mounted Police (RCMP).

The Bidder recommended for award must:

- a) Provide personal data including the full name, date of birth, present address and other data as requested by the RCMP representative, for each person working on this project if requested. This information will be used for security clearance purposes. Fingerprinting may be required. This information is required to be provided within 3 days of request;
- b) Ensure that all persons working onsite hold a valid SECRET Security Clearance issued by RCMP Departmental Security.

NOTE: The proposed resource must be able to obtain an RCMP security clearance at the level of SECRET issued by the Personnel Security Unit (PSU) in order to be awarded a contract.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.





Revision to Departmental Name: As this contract is issued by the RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

## **2.1 General Conditions**

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

## **3. Security Requirement**

The Contractor's resource is required to be security cleared at the level of SECRET as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from date of Contract for one calendar year.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Markos Vennos  
Senior Procurement Officer  
Royal Canadian Mounted Police  
Procurement and Contracting Branch  
73 Leikin Drive, M1-4-901 Mailstop 15  
Telephone: (613) 843-4545  
Facsimile: (613) 825-0082  
E-mail address: [markos.vennos@rcmp-grc.gc.ca](mailto:markos.vennos@rcmp-grc.gc.ca)



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **5.2 Project Authority**

The Project Authority for the Contract is: *(to be inserted at contract award)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative**

*(to be inserted at contract award)*

# **6. Payment**

## **6.1 Basis of Payment**

1. The Contractor will be paid firm all-inclusive per diem rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

<b>Contract Period</b>	<b>Estimated Level of Effort (in days)</b>	<b>Firm all-inclusive per diem rate</b>	<b>Estimated Total</b>
Initial year	110	\$TBD	\$TBD
Option year 1	110	\$TBD	\$TBD
Option year 2	110	\$TBD	\$TBD
Option year 3	110	\$TBD	\$TBD
Option year 4	110	\$TBD	\$TBD
Total			\$TBD

Note: The estimated level of effort listed above is not to be interpreted as a commitment on the part of the Government for future business.

## **2. Disbursements and Travel Time**

The all-inclusive firm rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent traveling to locations. Accordingly, separate billing of any items related to the routine cost of doing business or time spent traveling shall not be permitted under any resulting contract.

## **3. Travel**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses



provided in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: **\$ 25,000.00 (taxes included).**

#### **4. GST/HST**

1. All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST of *<to be indicated at contract award>* is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

#### **5. Taxes - Foreign-based Contractor**

1. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
2. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

#### **6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,



whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.4 SACC Manual Clauses**

- A9117C (2007-11-30), T1204 - Direct Request by Customer Department

### **7. 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:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) One copy must be forwarded to the Contracting Authority and one copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

### **8. Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### **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 Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's bid dated \_\_\_\_\_

**11. Foreign Nationals (Canadian Contractor)**

- SACC Manual clause A2000C (2006/06/16) Foreign Nationals (Canadian Contractor)

**OR**

**11. Foreign Nationals (Foreign Contractor)**

- SACC Manual clause A2001C (2006/06/16) Foreign Nationals (Foreign Contractor)

**12. Insurance**

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



## **ANNEX "A" - STATEMENT OF WORK**

### **1.0 TITLE:**

Management Representative on the Royal Canadian Mounted Police (RCMP) Pay Council

### **2.0 BACKGROUND:**

2.1 Members employed under the *Royal Canadian Mounted Police Act* have a unique representation model. Unlike uniformed and civilian support staff in many other Canadian police services, RCMP members currently do not have access to bargaining rights or interest arbitration.

2.2 The RCMP Pay Council is a joint labour-management forum established in 1996 to provide a modern and efficient alternative to collective bargaining for regular members (up to and including the rank of Superintendent) as well as some civilian members of the RCMP. It has the unique role of performing research and analysis as well as monitoring issues that have an impact on compensation and working conditions of RCMP members. The Council makes objective recommendations to the Commissioner for submission to Treasury Board (TB), which is the final authority on any compensation increases or adjustments to allowances and/or benefits affecting RCMP members.

2.3 The Pay Council monitors issues that have an impact on compensation and working conditions of regular as well as some civilian members of the RCMP. In addition, the Pay Research staff perform research and analysis in areas related to police compensation. This in-depth expertise allows the Pay Council to make informed recommendations to the Commissioner as to what the pay package should include.

2.4 The working conditions within the Pay Council mandate include:

- a. pay and annual salary ranges
- b. various leave provisions
- c. shift differential
- d. Senior Constable Allowance
- e. Annual service pay
- f. pensions
- g. group benefits
- h. annual hours of work

2.5 The Pay Council is comprised of an impartial chairperson, two management representatives, and two member representatives chosen by the Staff Relations Representative (SRR) Caucus. The impartial Chairperson is from outside the RCMP and is appointed by the Commissioner after consultation with, and the approval of the SRR Caucus. One management and one Staff Relations representative (compensation specialist) are chosen through bid solicitation.

The current requirement seeks the professional services of a Compensation Specialist to function as the contracted management representative on the Pay Council.

### **3.0 TASKS AND RESPONSIBILITIES:**

3.1 As the Management Representative and Compensation Advisor on the RCMP Pay Council, the contractor will act as a member of a labour-management body with the objective of resolving labour issues. The contractor will work with a member of the Senior Executive Committee (SEC) of the RCMP, and all activities will be performed collaboratively.



3.2 With respect to any items on the Pay Council's agenda, the work of the contractor will include, but will not be limited to, the following:

- a. Collecting information pertaining to and presenting management's position to the Council;
- b. Obtaining input from and providing feedback to the Commissioner on compensation and related issues, and working with the serving (SEC) officer on the Council to present the management position to the Council;
- c. Participating in all meetings relevant to the operation of the Pay Council (e.g.: monthly/regular and special meetings of the Pay Council, Pay Council hearings, Commanding Officer / SRR conferences, SRR caucus, Pension Advisory Committee, etc.) as and when requested. Meetings may take place in the National Capital Region or anywhere across Canada;
- d. Communicating to RCMP members and liaising with management regarding the activities and strategies of the Council;
- e. Working towards a consensus on issues with other members of the Council while remaining within the parameters established by the Commissioner and/or SEC;
- f. Remaining informed on management issues which are relevant to the work of the Council;
- g. Maintaining communication with all Pay Council members as requested either by telephone, electronic mail or personal meetings;
- h. Providing expert advice either verbally or in writing, as directed by the Project Authority, on strategies before the Council;
- i. Reviewing and analysing data presented to the Council from various sources, including Treasury Board Secretariat and the Contract Management Committee, and providing the Commissioner and/or members of the RCMP management team with written comments, interpretations and advice on the relevance of the information;
- j. Providing advice to the Commissioner and the Pay Council on new and innovative ways of addressing compensation issues;
- k. Providing advice and consultation on labour economy trends in the Canadian policing context;
- l. Determining and providing advice on the potential impacts of new compensation and related policies; and
- m. Presenting the Pay Council with recommendations, as requested.

#### **4.0 DELIVERABLES**

4.1 An initial meeting or telephone conference call with the Project Authority will be held no later than 5 working days following the award of the contract to review and solidify the work plan and schedule. At that time, the Consultant will be provided with any relevant materials related to the Scope and Responsibilities.

4.2 A second meeting or telephone conference call with the Project Authority to be held no later



than (3) weeks following the award of the contract to refine/confirm the approach.

4.3 The Contractor shall submit an outline of the work covered during the period of each submitted invoice.

4.4 Progress reports should include but not be limited to:

- 4.4.1 date and amount of time spent in each activity;
- 4.4.2 produce written reports on research conducted into compensation issues under review to provide advice to the Commissioner, the management representative and the Pay Council.
- 4.4.3 participate in all meetings relevant to the operation of the Pay Council (e.g. regular and special meetings of the Pay Council, CO/SRR conference, SRR caucus, etc.) as and when requested. The maximum requirement is for up to 110 days annually which could also involve five travel days per month as meetings or other Pay Council activities may be held anywhere in Canada; and
- 4.4.4 maintain effective communication between all Pay Council members as required either by telephone, facsimile, electronic mail or personal meetings.

#### **5.0 TRAVEL**

The Contractor may be required to travel across Canada in order to participate in Pay Council meetings meant to gather information for compensation research. Most of the work to be completed will be within the National Capital Region. Travel is estimated at approximately 5 days per month.

#### **6.0 LANGUAGE REQUIREMENTS**

The Contractor's resource must be able to communicate effectively in English. All deliverables must be submitted in English. Any requirements for translation will be the responsibility of the RCMP.





Royal Canadian Mounted Police  
Gendarmerie Royale du Canada

Government  
of Canada

Gouvernement  
du Canada

Solicitation No./ No de l'invitation: 201202102/B

ANNEX "B" - SECURITY REQUIREMENTS CHECK LIST

		Contract Number / Numéro du contrat <b>201202102</b>	
Government of Canada		Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
1. Originating Government Department or Organization / Missions ou organisme gouvernemental d'origine <b>Royal Canadian Mounted Police</b>		2. Branch or Directorate / Direction générale ou Direction <b>Pay Research &amp; Support Services</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Work will include, but is not limited to, providing management's position to the Pay Council, establishing input from and provide feedback to the Commissioner on compensation issues, participating in all meetings relevant to the operation of the Pay Council, corresponding to RCMP members and management on the activities and strategies of the Council, working towards a consensus on issues with other members of the Council while remaining with the parameters established by the Commissioner, advising the Commissioner on compensation and other issues, remaining informed of compensation trends and relevant management advice, and maintaining contact with Pay Council.			
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Out			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Out			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Out			
(Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			
6. b) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Out			
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Out			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Royal Canadian Mounted Police  
Gendarmerie Royale du Canada

Government  
of Canada

Gouvernement  
du Canada

Solicitation No./ No de l'invitation: 201202102/B

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>201202102</b> Security Classification / Classification de sécurité
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<b>PART A (continued) / PARTIE A (suite)</b>													
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:													
<b>PERSONNEL SCREENING / NIVEAU DE SÉCURITÉ DU PERSONNEL (FOURNISSEUR)</b>													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	<table border="0"><tr><td><input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ</td><td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td><td><input checked="" type="checkbox"/> SECRET SECRET</td><td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td></tr><tr><td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td><td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td><td><input type="checkbox"/> NATO SECRET NATO SECRET</td><td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td></tr><tr><td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td><td colspan="3"></td></tr></table>	<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
Special comments: Commentaires spéciaux:													
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.													
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PART C - SAFEGUARDS (SURPLIERS) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>PRODUCTION</b>													
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
11. d) Will the supplier be required to use IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui												

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Royal Canadian Mounted Police  
Gendarmerie Royale du Canada

Government  
of Canada

Gouvernement  
du Canada

Solicitation No./ No de l'invitation: 201202102/B



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat  
201702102  
Security Classification / Classification de sécurité

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO					CONSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	COMSEC CONFIDENTIAL	COMSEC SECRET	CONFIDENTIAL	SECRET	TOP SECRET	
Information / Fusion (Requirements) / Donn. Production																
IT / Infor. / Systèmes / IT																
IT / Infor. / Systèmes / IT																
IT / Infor. / Systèmes / IT																

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



**ANNEX "C" – FINANCIAL PROPOSAL PRESENTATION SHEET**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**Financial Proposal:**

The financial proposal shall be a firm all-inclusive per diem rate, GST/HST extra.

Contract Period	Estimated Level of Effort (in days)	Firm All Per Diem Inclusive Rate	Estimated Total
Initial year	110	\$	\$
Option year 1	110	\$	\$
Option year 2	110	\$	\$
Option year 3	110	\$	\$
Option year 4	110	\$	\$
Total Bid Price for Evaluation			\$

Note: The estimated level of effort listed above is strictly for price proposal evaluation purposes only and is not to be interpreted as a commitment on the part of the Government for future business.

**Disbursements and Travel Time**

The all-inclusive firm rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent traveling to locations. Accordingly, separate billing of any items related to the routine cost of doing business or time spent traveling shall not be permitted under any resulting contract.

**Travel**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

**Estimated Cost: \$ 25,000.00 (taxes included).**



**GST/HST**

1. All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
2. The estimated GST or HST of <to be indicated at contract award> is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.

**Taxes - Foreign-based Contractor**

1. Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.
2. Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.



## **ANNEX "D" – MANDATORY CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

In order to be considered for contract award, a bidder whose proposal is technically and financially responsive, must comply with the following conditions and must provide the necessary documentation to support compliance.

### **1. Code of Conduct and Certifications - Related documentation**

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

### **2. Language Capability:**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in **Annex "A" – Statement of Work**.

### **3. Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **4. Federal Contractors Program - \$200,000, or more:**

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder 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 Bidder 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 Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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, 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, 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 the 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.

#### **5. Former Public Servant Certification:**

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

##### **Definitions**

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

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

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

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#),





**Royal Canadian Mounted Police  
Gendarmerie Royale du Canada**

Government  
of Canada

Gouvernement  
du Canada

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R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

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

**6. Certification Requirements:**

Compliance with the certifications the Bidder provides to Canada is subject to verification by Canada during the proposal evaluation period (prior to contract award) and after contract award. The Contracting Authority shall have the right to ask for additional information to verify the Bidder's compliance with the applicable certifications before award of a contract. If it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly, or any failure to comply with the certifications or comply with the request of the Contracting Authority for additional information will render the proposal non-responsive.

**The Bidder hereby certifies compliance to the appropriate certifications precedent to contract award, as listed above.**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





**Appendix 1 to Annex "D" – Certifications Precedent to Contract Award – Authorization and Availability Certification for Non-employees**

Should the Bidder be requested to provide services to Canada under any contract awarded as a result of the solicitation referenced below, I \_\_\_\_\_ (name of proposed resource), certify that I consent to my resume being submitted by \_\_\_\_\_ (name of Bidder) in response to the RCMP Solicitation no. \_\_\_\_\_, and that I have (or my employer has, on my behalf) entered into an agreement with the Bidder to provide services described in the RFP and/or the proposal submitted by the Bidder to Canada and that I shall be available as required by Canada.

\_\_\_\_\_  
Signature of Resource

\_\_\_\_\_  
Date