

**REQUEST FOR PROPOSALS (RFP)**

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Subject:**Physical Threat and Risk Assessment of
the Government Conference Centre**For further details, please refer to the Statement of Requirement attached as **Part 3** of this document.**Issue Date:****July 9, 2013****Closing Date and Time:****July 19, 2013****RFP No:****SEN-01 13-14a****CONTENTS**

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SENATE INFORMATION**Delivery address by mail:**

The Senate of Canada
Finance and Procurement Directorate
Parliament Buildings
Ottawa, Ontario
K1A 0A4
Attn: David Brazeau

Delivery address by hand:

The Senate of Canada
Finance and Procurement Directorate
40 Elgin Street, 11th Floor
Ottawa, ON
K1A 0A4
Attn: David Brazeau

Contact:

David Brazeau
Contracting Officer

Telephone no:**613-947-1932****E-mail:****brazed@sen.parl.gc.ca**

**PLEASE MARK ALL CORRESPONDANCE
AND ENVELOPES WITH THE RFP NUMBER
INDICATED ABOVE.**

**ELECTRONIC BIDS WILL NOT BE
ACCEPTED.**

SUPPLIER SIGNATURE BLOCK

The bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document the goods or services listed herein and on any attachment at the price(s) set out therefor.

**PLEASE COMPLETE, SIGN AND RETURN ALL DOCUMENTS ENCLOSED WITH YOUR
RESPONSE.**

Name of Firm: _____

Authorized Signature: _____

Name: _____

Position Title: _____

E-Mail Address: _____

GST Registration or Business Number: _____

Date: _____ **Telephone no.** _____ **Fax:** _____

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This bid solicitation cancels and supersedes previous bid solicitation number SEN-01 13/14, with a closing date of May 31, 2013 at 11:00am.

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PART 1 - INSTRUCTIONS TO BIDDERS

1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of goods or services as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Proposals (RFP).
- II. “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.
- III. The Senate of Canada will consider entering into a contract for the implementation of the proposal which offers the best overall value in terms of merit and cost, having regards to the mandatory requirements and evaluation criterion set forth in this Request for Proposals. The lowest proposal will not necessarily be accepted. The Senate of Canada reserves the right not to enter into a tender contract as a result of this process.
- IV. Proposals that do not clearly meet all the mandatory requirements set forth in this RFP AND do not attain a minimum of 70% for the requirements which are subject to the evaluation criteria point rating will be disqualified.
- V. Should there be any discrepancies between the English & French document, the English version of the RFP will take precedence over the French RFP.

2. Taxes & Shipping

- I. All taxes are to be excluded from the price proposal.
- II. The Contractor will be responsible to make all arrangements and pay for all shipping costs to destination, including packaging and custom and excise taxes. Furthermore, the title of all goods will remain that of the contractor during transit.

3. Price Certification

- I. By submitting a proposal, the Bidder certifies that the price quoted is not in excess of the lowest price charged anyone else, including the Bidder’s most favoured customer, for like quality and quantity of the goods, work and/or services. This certification is subject to verification by audit, at the discretion of the Senate of Canada.

4. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFP.
- II. Failure to sign the cover page will result in the disqualification of the proposal.

5. Format

- I. Bidders must ensure that all sections in Part 3- Statement of Requirements and Part 5 – Basis of Payment, of this RFP are completed. Bidders’ technical proposal in response to this RFP must be clear and must contain an index that will facilitate the cross reference of information required in regard to mandatory requirements and evaluation criteria by the evaluation committee.

6. Required Number of Copies

- I. A total of three (3) copies of the offer must be supplied. Only one (1) copy of the Cost Proposal along with the detailed cost breakdown is required in a separate and sealed envelope. No financial information can be included in the technical proposal.

7. Irrevocable Proposals

- I. Bids will remain open for acceptance for a period of not less than sixty (60) days from the close date of the bid solicitation, unless specified otherwise in the bid solicitation. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either



continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

8. Evaluation Method

- I. Evaluation will be performed using the criteria set forth in Part 4, "Evaluation Criteria".
- II. In its technical proposal, the Bidder must demonstrate its understanding of the requirement described in the RFP, as well as demonstrate how the Bidder will meet the requirements as detailed in Part 4, Evaluation Criteria.
Bidders should provide sufficient details to address each of the points of the evaluation criteria as specified for each criterion. Simply repeating the statement contained in the solicitation is not sufficient. The evaluation grids that are included in the RFP are for bidder's information and are not to be used as a "fill in the blanks" form to be submitted without specific details included in the bid to describe each required element of the rated criteria.
- III. Bidders must ensure that all information in response to the RFP is contained in its bid. The Bidder's response to the RFP must be void of any hotlinks or web addresses. The Senate of Canada will only consider and evaluate information contained in the bid.

9. Cost Related to the Preparation of Proposal

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFP.

10. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a) the name of each member of the joint venture;
 - b) the Procurement Business Number of each member of the joint venture;
 - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

11. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFP is stated on the cover page of this document. Any communication or inquiries must be directed ONLY to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Bidder's proposal. Answers to all questions shall be communicated in writing via MERX.
- II. It is the responsibility of the Bidder to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any Bidder during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFP must be received by e-mail at: brazed@sen.parl.gc.ca or by fax at 613-947-1943 by the Contract Authority noted below, at least five (5) working days before the closing date.
- IV. To ensure the equality of information among bidders, answers to enquiries which are relevant to the quality of proposals will be forwarded to all invited bidders simultaneously, via MERX, without revealing the sources of the inquiry.

**12. Provision of False or Incorrect Information**

- I. The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

13. Security Accreditation Check

- I. The selected contractor, in accordance with the Senate's security requirements, will be responsible for a Senate security clearance check which must be conducted on all outside service providers who will carry on business in the Senate. The contractor is responsible to ensure that its employees, assigned to this contract, are security cleared otherwise these individuals will be denied access.

- II. Upon award of contract, please contact the Senate Protective Service at 613-995-6357 or submit the completed form(s) to:

Senate of Canada
Protective Services
Operations and Planning Officer
214 – 56 Sparks Street
Ottawa, Ontario
K1A 0A4
Fax number: 613-943-0032

14. Debriefing Session

- I. A bidder in a competition may request a debriefing session within two (2) days of the day on which the bidder was notified of the results. The debriefing session shall take place no later than four (4) days after the day on which all bidders were notified of the results.

15. Closing Date and Time

- I. Proposals must be received no later than July 19, 2013 at 11:00 a.m. Proposals received after this time and date will remain unopened and will not be considered.
- II. All proposals will be ensured complete physical security from the time of receipt to the time of opening. Proposals will not be publicly opened.

16. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.



PART 2 - GENERAL TERMS AND CONDITIONS

1. Appropriate Law

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

2. Interpretation

- I. "The Agreement" means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. "The Contract" includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. "Supplementary Conditions" means any other general conditions forming part of the contract.
- IV. "Work" means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. "Contract Price" means the amount expressed in the contract to be payable to the Contractor for the finished work.

3. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

4. Time is of the Essence

- I. Time is of the essence in this contract. It is essential that the Work be performed within or at the time stated in the Contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

5. Indemnity Against Claims

- I. Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;
- any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
 - any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

6. Right to Inspection

- I. The Senate of Canada reserves the right of access to any records resulting from this contract.

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- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the work, services or goods required under this agreement. Such termination notice shall be made in writing.
- II. The Senate of Canada may immediately terminate the agreement if it is determined that the work, services or goods provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The Senate of Canada may terminate the agreement upon a thirty (30) day written notice if it is determined that the services or goods provided by the Contractor, either in whole or in part are no longer required.
- IV. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

8. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required as per the terms and conditions of the Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide, as per the terms and conditions of the Contract, a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- III. The Contractor has complete authority to enter into this Contract;
- IV. The Contractor warrants all work and services performed or goods delivered for a period of no less than 12 months from the completion of services or date of delivery.

9. Records to be Kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work, services and goods and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services or delivery of goods.

10. Confidentiality

- I. Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its staff, employees or contractors to which the Contractor or any of its employees, staff or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

11. Rules and Regulations

- I. In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

**12. Miscellaneous Restrictions**

- I. Under no circumstances shall the Contractor use any stationery with a Senate letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Contractor is engaged as an independent contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Contractor or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the scope of work.

13. Performance

- I. The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

14. Subcontracts

- I. The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- III. In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate of Canada than the conditions of the Contract.
- IV. Even if the Senate of Canada consents to a subcontract, the Contractor is responsible for performing the Contract and the Senate of Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

15. Replacement of Specific Individuals

- I. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- II. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate of Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - b) proof that the proposed replacement has the required security clearance granted by the Senate of Canada, if applicable.
- III. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

16. Amendment to the Agreement

- I. No person other than the Manager of Purchasing and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

**R.F.P. no:****SEN-01 13/14a****Page 10 of 30****17. Ownership of Intellectual and Other Property Including Copyrights**

- I. Documents and information (“work”) produced by the Contractor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

18. Conflict of Interest

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

19. Discrimination and Harassment in the Workplace

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its Directors or Officers during the life of this Contract, the Senate reserves the right to immediately terminate the Contract. In such cases, the Senate shall only be liable for payment for goods already delivered and accepted or services already performed. No other costs or fees shall be due or payable by the Senate.

20. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. The GST/HST is not included in the contract amount.
- III. The GST/HST tax must be listed as a separate line item on all invoices.

21. Basis of Payment

- I. Any resulting contract will be a firm price all inclusive contract in accordance with the milestone deliverable and costs outlined in the selected Contractor’s proposal.
- II. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid, as specified in contract for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- III. The Senate of 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.
- IV. The Senate reserves the right to negotiate and/or dictate payment schedules with the winning bidder before contract award.

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I. An itemized invoice certified by the Contractor shall be forwarded to:

**The Senate of Canada
Finance and Procurement Directorate
Parliament Buildings
Ottawa, Ontario
K1A 0A4**

or by e-mail at: finpro@sen.parl.gc.ca

II. Payment by the Senate to the Contractor for work, or goods, shall be made:

- In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
- In the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed or the goods delivered and accepted, whichever date is the later;
- If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.

III. The Senate of Canada will make milestone payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:

- a) the amount claimed is in accordance with the basis of payment;
- b) the total amount for all milestone payments paid by Canada does not exceed 60 percent of the total amount to be paid under the Contract;
- c) the invoiced amount represents a completed task and completion of the task is certified by a representative of the Senate of Canada.

IV. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by the Senate of Canada and a final claim for the payment is submitted.

V. Progress payments are interim payments only. The Senate of Canada may conduct an audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to the Senate of Canada.

23. Method of Payment

I. Direct Deposit: the Senate of Canada can deposit directly all payments into the Individuals/corporation's account. Please send an e-mail to request a direct deposit form at: finpro@sen.parl.gc.ca.

II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

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For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means 30 days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

25. Advertisement

- I. The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed or goods provided to the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

26. Entire Agreement

- I. This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

27. Date of Completion of Work

- I. The Contractor shall, within 90 calendar days of the award and signature of the contract, perform and complete with care, skill, diligence and efficiency the work that is described in this document and deliver all goods.



PART 3 - STATEMENT OF REQUIREMENT

1. Introduction

The Contractor shall provide a Threat and Risk Assessment (TRA) for the Government Conference Centre (GCC), located at 2 Rideau Street, in Ottawa, Ontario.

The GCC will undergo needed rehabilitation to continue its use as it is nearing the end of its life-cycle capacity. However, for a period of approximately ten years, beginning about 2018, the Senate may temporarily occupy the building while its facilities in the Centre Block are under rehabilitation.

The TRA will serve to assess the security of the GCC by identifying the threats posed and risks associated with the utilisation of these facilities in conducting high profile Senate business. The TRA will also assess the likelihood of the occurrence of identified threats as well as the impact of the realization of these threats.

As an integral step in the TRA process, the Contractor will review existing Senate policies, procedures, and programs. The Contractor will formulate a comprehensive security analysis with respect to the conduct of Parliamentary business at the GCC while mitigating the threats posed, in order to maintain the expected security posture with the flexibility to allow for enhanced security levels should they be deemed necessary. The TRA process will also include the review of existing physical security measures and, in consultation with the Stakeholders, the development of recommended viable countermeasures designed to mitigate risk and impact.

2. Background

The GCC is a prominent building, situated on Wellington Street and the Rideau Canal. It is a short distance from and with views to Parliament Hill and Confederation Square, and it is also across the street from the Chateau Laurier hotel. The GCC has been designated "Classified", the highest possible heritage designation, by the Federal Heritage Building Review Office (FHBRO) in 1989 for its historical associations and its architectural design. It is adjacent to the Rideau Canal, a UNESCO World Heritage Site and a National Historic Site of Canada, and forms part of the Confederation Square, a National Historic Site of Canada.

The original 1909-1912 building consisted of four distinct volumes (from North to South): the Main Entrance Block, the General Waiting Room, the Ticketing Block and the Concourse. In 1968 the Federal Government converted the building to a Government Conference Centre, which originally entailed interior, and then by 1973, exterior alterations. Three principal exterior additions have been added to the building. In 1955 a penthouse was added over the Main Entrance Block. In 1973, a one-storey South Wing was added at the location of the former train shed. In 1984, the East wall exposed by the demolition of the Corey Block was re-clad and a glass and metal fire staircase was added.

The interim use of the building by the Senate will be approximately ten years. In the longer term, it can be assumed that the building would revert to its use as a government conference facility, such that compatibility with this use and or reversibility of proposed interventions is an important criterion to consider in option development and selection. The functional program includes the Senate Chamber, public Gallery, Legislative and Leadership offices, 3 multipurpose/committee rooms, new loading dock, food services, support functions, security screening, and IT and multimedia infrastructure and equipment. The rehabilitation includes abatement and demolition, building envelope and seismic upgrades, replacement of the mechanical and electrical systems, below grade excavation, and exterior landscape. The Space Accommodation Summary indicates a total program area of 8,713 sm,

A Landscape Architectural firm has also been retained to prepare a Landscape Analysis and Schematic Design Report. The final Site and Context Analysis Report was submitted end of February 2013, and the Schematic Design will be finished by August 2013.

3. Scope of Security Considerations

The Senate Protective Service is responsible for the design and implementation of security mitigation measures, including physical and technical solutions, security surveillance and monitoring and management systems throughout the various locations occupied by the Senate of Canada. The work described herein should, to the greatest extent possible, comply with current Senate Protective Service standard operating procedures. In the performance of these services, the Consultant shall consider a number of factors, including, but not limited to:



Site and Architecture

- Site Location
- Environmental Considerations (e.g., seismic events, snow, ice, flood, fire, wind)
- Site Characteristics (i.e., Crime Prevention through Environmental Design)
- Site Hardening (e.g., specialty walls and floors, structural integrity, standoff distances, redundant building systems)
- Specific Vulnerabilities (e.g., explosive, bomb, chemical-biological attack, radiological-nuclear attack, protests, demonstrations)
- Security Lighting
- Windows (e.g., glass types, bars, films, security shutters, blast curtains)
- Doors , Door Hardware
- Fences and Gates, Barrier (e.g., bollards, planters)
- Security Posts and Screening Facilities

Technology

- Integrated Security Systems (ISS)
 - Access Control
 - Photo Identification
 - Video Surveillance and Recording
 - Intrusion Detection
 - Security Intercom
- Other Systems and Integration Elements
- Contraband Detection (e.g., weapons, explosives, biohazards, drugs)
- Eavesdropping Prevention (e.g., audio recording devices, cameras, acoustic separation, speech privacy)

Personnel

- Administration and Organization
- Roles and Responsibilities
- Business Continuity Management Implications
- Security Scanning Posts and Post Orders

4. Performance Considerations

The Contractor shall deliver a high level of performance by meeting the following requirements:

- Address the Senate's needs for the duration of its use of the facility, including future design considerations known at the time of this project.
- Recognize established Senate Protective Services security methods and ensure integration in a coherent manner with existing policies, procedures, systems, and programs.
- Consider current building and other regulatory codes and accepted security policies and industry standards.
- Ensure the recommendations are responsive to change, based on defined Senate Protective Services Operational Readiness Levels.
- Ensure recommendations Integrate with other Senate Protective Services and Parliamentary Precinct systems and facilities.

The Contractor shall:

- Manage the quality of its work and that of other relevant stakeholders as identified by the Senate of Canada through a review of all required documents provided by the Project Team.
- Ensure that all documents produced and/or reviewed by the Project Team are stored, distributed and handled in accordance with the Policy on Government Security at the level of SECRET.
- Meet agreed-upon deliverable timelines, as set out in the approved schedule and as determined by the Technical Authority.
- Produce an outline, 50% draft report and final report in sizes and formats that are agreed upon in advance, in electronic and paper versions.
- Provide a single point of contact to work with the Technical Authority.
- Provide a schedule of interviews, workshops and review sessions, along with agendas and required participants.
- Provide regular and periodic status reports, including but not limited to, expected delivery dates, project and billing status, areas of concern, outstanding action items, etc.
- Provide project tracking, change control and issues management.
- Convene bi-weekly meetings with the Project Team.
- Prepare and distribute meeting minutes.



5. Methodology

To complete this project, the Contractor shall perform the following work:

1. Project Initiation Meeting.
2. Development and Acceptance of a Project Plan that addresses:
 - a) Project Objective
 - b) Project Description
 - c) Project Scope and Scale
 - d) Team Members
 - e) Budget, Schedule and Risk
 - f) Deliverables
 - g) Status Update Expectations
3. Existing Documentation Review
 - a) Previously prepared TRA's;
 - b) Schematic test plans, 2012;
 - c) Senate Long-Term Accommodation Strategy, 2000.
4. Ensure Industry Best Practices
5. Site Visits
6. Interviews with Key Personnel
7. Development of Threat and Risk Assessment
8. Development of Draft, Final Draft and Final Deliverables.

6. Threat and Risk Assessment

A TRA is a critical element in an organization's physical security strategy. The purpose of the TRA is to provide a description of the organization's assets, an assessment of threats and vulnerabilities, an analysis of risks and a description of proposed mitigation measures. The Contractor shall base its format and work plan for the development of the TRA on the Harmonized Threat and Risk Assessment (HTRA) Methodology published by the Royal Canadian Mounted Police on October 23, 2007. While not all elements of the HTRA will be required, the approach shall comply with the requirements found in the HTRA. The purpose of this section of the Statement of Work is to describe the work entailed in conducting a TRA. At a minimum, the TRA will include:

- A Statement of Sensitivity to identify and categorize relevant assets according to their confidentiality, integrity and availability values based upon the injuries that may reasonably be expected in the event of a compromise;
- An identification of deliberate threats, accidents and natural hazards that might adversely affect these assets with an analysis of the likelihood of occurrence and gravity of impact. Use all 'open source' methods to assess criminal and terrorist threats. Prepare a risk matrix indicating specific scenarios with impact versus capabilities/likelihoods;

NOTE: The Technical Authority will review with the local intelligence community and will provide final acceptance of the threat spectrum **prior** to the Contractor's assessment of the vulnerability assessment of all assets and proposed counter measures/recommendations.

- An assessment of current vulnerabilities, based on an evaluation of existing or proposed security measures and their adequacy;
- An analysis of residual risks for each asset that is vulnerable to specific threats; and
- Where assessed residual risks exceed the defined level, a list of recommendations proposing additional safeguards to achieve a defined target risk level with an assessment of their effectiveness and cost.

NOTE: The Contractor's recommendations will be reviewed by the Technical and Project Authorities. The Contractor's final draft and final TRA Reports will be based on the reviewed and accepted recommendations. The final draft and final Reports will contain a risk register that includes all the Contractor's recommendations and the response of the review by the Technical and Project Authorities.

Generally speaking, the scope of the TRA will include, at a minimum, the following functions and assets assessed in terms of national interests, the operational integrity and protection of the GCC:

- a) Personnel (Parliamentarians, employees, visitors);
- b) Principal Parliamentary functional occupancies (i.e., Committees, Caucus and Administration);
- c) Sensitive Senate information (voice, paper and electronic, etc.);
- d) Valuable assets (monetary, symbolic, heritage, etc.); and
- e) Realty assets (buildings, structures, building systems, site services, utilities, physical plant).

The vulnerability of each of the identified assets and the protection level required for functions are to be assessed against all relevant threats and risks as identified in the TRA and expressed in a tabular format.



Zones of separation or impact and lines of sight associated with specific threats are to be identified and mapped.

7. Constraints

The surrounding site and security factors include:

- a) The facility will remain Crown-owned and occupied by the federal government;
- b) Shipping and receiving and limited parking will remain at approximately the same location on the east side of the building;
- c) Vehicular access from Colonel By Drive to the GCC will remain on the south side of the building;
- d) Drop off and pick up for the Senate shuttle bus may be introduced on the Rideau Street side of the building.

8 Assumptions / Criteria

The surrounding site security factors include:

- a) Rideau Street and Colonel By Drive are public rights of way handling a variety of vehicular traffic;
- b) Site security in the vicinity of the GCC is currently the responsibility of the Ottawa Police Department;
- c) Security within the GCC during the interim accommodation period is the responsibility of the Senate Protective Services; and
- d) Deliveries to the GCC will be screened off site.

9. Security Requirements for a Canadian Supplier.

The Contractor and any of its sub-consultants must, at all times during the performance of the Contract hold a valid Facility Security Clearance at the level of Secret, with approved document safeguarding at the Secret level issued by the Canadian Industrial Security Directorate (CISD), of PWGSC.

- b) The Contractor's personnel and any of its sub-consultant's personnel requiring access to Classified information, assets or sensitive work site(s) must each hold a valid personnel security screening at the Secret level, granted or approved by the CISD/PWGSC.
- c) The Contractor must not utilize its information technology systems to electronically process, produce or store any sensitive Classified information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the Secret level.
- d) Subcontracts that contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.
- e) The Contractor must comply with the provisions of the *Industrial Security Manual* (latest edition).
- f) The Contractor and any of its sub-consultants must agree to sign and adhere to a non-disclosure agreement

10. Stakeholders / Contractor relationship

- a) The Contractor is to consult with the various Stakeholders as required and as directed by the contract authority;
- b) Final payment will not be made until all deliverables have been submitted and determined to be satisfactory by the Project Authority.

11. Aerial Photo of Site





PART 4 - EVALUATION CRITERIA

1. Mandatory Criteria

- I. Bidders must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with mandatory requirements. Documentation must be provided in support of claims of compliance to mandatory criteria.
- III. Ensure that the page and paragraph number in the Bidders' Technical Proposal is indicated in the column entitled "Page no." for all information included.
- IV. **Failure to clearly demonstrate full compliance or provide supporting documentation will result in the bid being found non-compliant.**
- V. For bids presented as joint ventures, Bidders must demonstrate that all parties meet the Mandatory Criteria. Where evaluation of years of experience is required, years of experience will be calculated for individually for EACH of the parties of the joint venture, not cumulatively.

2. Evaluation Criteria

- I. Price is only one criterion in the evaluation of proposals. The Senate of Canada is seeking best overall value and will evaluate proposals on a point rating system based on evaluation criteria and assigned weight factors.
- II. Bidders must include all information relating to the criteria in the Bidder's Technical Proposal. All information contained within the Bidder's Technical Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- III. Bidder's Technical Proposal must begin with an index that indicates the location of the information relevant to the mandatory requirements and the evaluation criteria. A Bidder's Technical Proposal is incomplete without a Bidder's index. Failure to clearly indicate the location of information in the Technical Proposal may result in the disqualification of the proposal. A proposed Bidder's index has been included at the end of **Part 3** of this document.
- IV. Each Evaluation Criteria is scored on an identified points system that is then multiplied by the Weight Factor indicated, as applicable.

3. Bidders Cost Proposal

- I. Pricing must include all requirements as set forth in the RFP.
- II. Note that any resulting contract will be a firm price contract and that the total cost proposed will be all inclusive. No other costs or charges will be applicable or payable by the Senate for this project.
- III. **Pricing must be submitted in a separate electronic document clearly labelled "Cost Proposal" along with the Bidders company name. No financial information may appear in the technical proposal.**



4. Bidder's Index

The following is the proposed format for the Bidder's Technical Proposal. It is mandatory that the information listed in the proposed index be included in the Bidder's Technical Proposal and that it **must** appear on the **first** page of the RFP.

Description	Page no.
<u>Mandatory Requirements:</u> 5.1 M1 Corporate Experience 5.1 M2 Security Requirement 5.1 M3 Proposed Resources Security Requirement Bidder's Index 5.1 M4 Non-Disclosure Agreement	
<u>Rated Criteria</u> 5.2 R1.1 Completed TRA (Project 1) 5.2 R1.2 Completed TRA (Project 2) 5.2 R1.3 Completed TRA (Project 3) 5.2 R2 Proposed Methodology 5.2 R3 Corporate Proficiency 5.2 R4 Environmental Initiatives	
<u>Financial Proposal</u> 1. Part 5 Basis of Payment	
<u>Bidder's Detailed Proposal</u> Executive Summary	

5. Technical Evaluation

5.1 Mandatory Criteria

Bidders **MUST** meet all the mandatory requirements of the RFP. No further consideration will be given to bidders not meeting all the mandatory criteria.

The mandatory criteria are:

M1. Corporate Experience:

Bidders must demonstrate that they have, at a minimum, five (5) years of experience within the last eight (8) years, conducting Threat and Risk Assessments (TRA).

To demonstrate experience, the Bidder must, at a minimum, provide the following information:

- The date of registration or incorporation;
- The date at which TRA became part of the business offering;
- A description of the services offered, and work performed, as part of TRA;
- A list of TRA projects completed (minimum of three (3)) within the proposed five (5) years of experience.

M2. Security Requirement:

Bidders must demonstrate, with their bids at the time of bid closing, that the organization holds a security clearance at the Facility Security Screening level. To demonstrate security level held, the Bidder must provide a copy of the valid and applicable security certificate.

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Bidders must demonstrate, with their bids at the time of bid closing, that the individuals named as proposed resources hold a security clearance at the **Secret** level. To demonstrate security level held, the Bidder must provide:

- A list of names of proposed resources for the completion of the requirement, as described in the Statement of Work; and
- A copy of the valid and applicable security certificate, for each proposed resource.

M4. Non-Disclosure Agreement:

Bidders must complete, sign and include with their bid a completed copy of the Non-Disclosure Agreement, found at Part 6 of this RFP.

Bids MUST meet all mandatory criteria to be considered responsive.

5.2 Rated Criteria**R1 Completed Threat and Risk Assessments (TRA):**

The Bidder must demonstrate that it was under contract to perform and complete, by bid closing, three (3) TRA within the last five (5) years. The proposed contracts must have been for external clients.*

*External clients is defined as a separate legal entity, not affiliated to the legal entity submitting the bid.

** Public Sector organization is defined as Government entity at the Federal, Provincial or Municipal level.

R.1 The following evaluation criteria will be used to evaluate each for the following <u>R.1.1 Project 1</u>, <u>R.1.2 Project 2</u> and <u>R.1.3 Project 3</u>, for a maximum of 18 points for EACH of the projects.	Score	Maximum Points
0 Points: The description does not provide the name of the external client 1 Point: The description clearly provides the name of the external client. 2 Points: The description clearly provides the name of the external client AND provides the contact information for the client. 3 Points: The description clearly provides the name of the external client AND provides the contact information for the client AND the external client is a Public Sector organization.		3
0 Points: The description provided does not describe the services provided for the TRA. 1 Point: The description provided does not clearly describe the services provided for the TRA. 2 Points: The description provided clearly describes the services provided for the TRA. 3 Points: The description provided clearly describes the services provided for the TRA AND TRA was done for a Public Sector organization.		3
0 Points: The description does not describe the number of resources/personnel assigned to the TRA. 1 Point: The description does not clearly describe the number of resources/personnel assigned to the TRA. 2 Points: The description clearly describes the number of resources/personnel assigned to the TRA. 3 Points: The description clearly describes the number of resources/personnel assigned to the TRA AND describes the		3

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roles/responsibilities performed by each resource.		
0 Points: The description does not provide the start and end dates for the project. 1 Point: The description clearly provides the start and end dates for the project. 2 Points: The description clearly provides the start and end dates for the project AND clearly demonstrates that the TRA was completed on time. 3 Points: The description clearly provides the start and end dates for the project AND clearly demonstrates that the TRA was completed on time AND provides a schedule of milestones/deliveries to support on-time delivery.		3
0 Points: The description does not demonstrate that the services performed for the TRA were completed within the originally allocated budget OR The description provided does not describe the budget for the project. 1 Point: The description does not clearly demonstrate that the services performed for the TRA were completed within the originally allocated budget. 2 Points: The description clearly demonstrates that the services performed for the TRA were completed within the originally allocated budget. 3 Points: The description clearly demonstrates that the services performed for the TRA were completed within the originally allocated budget AND a cost breakdown or support invoice is provided to support the description.		3
0 Points: The description does not demonstrate the risks and threats identified as part of the TRA. 1 Point: The description does not clearly demonstrate the risks and threats identified as part of the TRA. Clarification required. 2 Points: The description clearly demonstrates the risks and threats identified as part of the TRA. Clarification required. 3 Points: The description clearly demonstrates the risks and threats identified as part of the TRA, AND TRA was done for a Public Sector organization.		3
Total Score for Project:		/18

Total points for R1 (R1.1 + R1.2 + R1.3)=**/54****R2 Proposed Methodology for completion of TRA:**

The Bidder must demonstrate its proposed methodology for completing the TRA as described in the Statement of Work.

R2 Methodology	Score	Maximum Points
0 Points: The description does not include a timeline for the completion of requirements for the TRA. 1 Point: The description does not clearly demonstrate a timeline for the completion of requirements for the TRA. Clarifications required. 2 Points: The description clearly demonstrates a timeline for the completion of requirements for the TRA. No Clarifications required. 3 Points: The description clearly demonstrates a timeline for the completion of requirements for the TRA AND identifies key milestones		4

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4 Points: The description clearly demonstrates a timeline for the completion of requirements for the TRA AND an illustrated chart (GANTT chart or similar), identifying key milestones, is provided in support of proposed timeline.		
<p>0 Points: The methodology does not include a proposed schedule for the Project Initiation Meeting.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for the Project Initiation Meeting. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for the Project Initiation Meeting.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for the Project Initiation Meeting AND demonstrates key topics of discussion.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for the development and submittal of a Project Plan.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for the development and submittal of a Project Plan. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for the development and submittal of a Project Plan.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for the development and submittal of a Project Plan AND includes a time buffer for client changes and approval.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for the review of existing documentation.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for the review of existing documentation. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for the review of existing documentation.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for the review of existing documentation AND demonstrates that the review of existing documentation runs concurrently with another activity.</p>		3
<p>0 Points: The methodology does not demonstrate the incorporation of industry best practices.</p> <p>1 Point: The methodology does not clearly demonstrate the incorporation of industry best practices. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates the incorporation of industry best practices.</p> <p>3 Points: The methodology clearly demonstrates the incorporation of industry best practices AND demonstrates that these practices are part of normal procedures for the organization performing the TRA.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for site visits.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for site visits. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for site visits.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for site visits AND demonstrates that the site visit(s) run(s) concurrently with another activity.</p>		3

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<p>0 Points: The methodology does not demonstrate a requirement for site visits.</p> <p>1 Point: The methodology demonstrates a requirement for site visit(s), but does not clearly demonstrate the activities performed during the site visit(s).</p> <p>2 Points: The methodology demonstrates a requirement for site visit(s) AND clearly demonstrates the activities performed during the site visit(s).</p> <p>3 Points: The methodology demonstrates a requirement for site visit(s) AND clearly demonstrates the activities performed during the site visit(s) AND provides details regarding who is required to attend the site visit(s) from both the Contractor and client organizations.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for interviews with key personnel.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for interviews with key personnel. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for interviews with key personnel.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for interviews with key personnel AND demonstrates that the interviews with key personnel run concurrently with another activity.</p>		3
<p>0 Points: The methodology does not demonstrate a requirement for interviews with key personnel.</p> <p>1 Point: The methodology demonstrates a requirement for interviews with key personnel, but does not clearly demonstrate the topics discussed during the interviews with key personnel.</p> <p>2 Points: The methodology demonstrates a requirement for interviews with key personnel, AND clearly demonstrates the topics discussed during the interviews with key personnel.</p> <p>3 Points: The methodology demonstrates a requirement for interviews with key personnel, AND clearly demonstrates the topics discussed during the interviews with key personnel AND provides details regarding how the information is collected and/or recorded.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for the development of TRA.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for the development of TRA. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for the development of TRA.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for the development of TRA AND demonstrates that the development of TRA run concurrently with another activity.</p>		3
<p>0 Points: The methodology does not include a proposed schedule for the development of the Draft, Final Draft and Final Deliverables.</p> <p>1 Point: The methodology does not clearly demonstrate a proposed schedule for the development of the Draft, Final Draft and Final Deliverables. Clarification required.</p> <p>2 Points: The methodology clearly demonstrates a proposed schedule for the development of the Draft, Final Draft and Final Deliverables.</p> <p>3 Points: The methodology clearly demonstrates a proposed schedule for the development of the Draft, Final Draft and Final Deliverables. AND demonstrates the review, of the Draft, Final Draft and Final Deliverables, by Senior Management within the Bidder's organization.</p>		4

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4 Points: The methodology clearly demonstrates a proposed schedule for the development of the Draft, Final Draft and Final Deliverables. AND demonstrates the review, of the Draft, Final Draft and Final Deliverables, by Senior Management within the Bidder's organization AND demonstrates opportunity for client review and approval prior to submittal of Final Draft and Final Deliverables.		
0 Points: The methodology does not demonstrate a reporting mechanism by which the Bidder will provide status updates to the client. 1 Point: The methodology does not clearly demonstrate a reporting mechanism by which the Bidder will provide status updates to the client. Clarification required. 2 Points: The methodology clearly demonstrates a reporting mechanism by which the Bidder will provide status updates to the client. 3 Points: The methodology clearly demonstrates a reporting mechanism by which the Bidder will provide status updates to the client AND proposes a frequency of reports.		3
0 Points: The methodology does not demonstrate procedures for the recording of client input at the various stages of the TRA. 1 Point: The methodology does not clearly demonstrate procedures for the recording of client input at the various stages of the TRA. 2 Points: The methodology clearly demonstrates procedures for the recording of client input at the various stages of the TRA.		2
Total Score for Methodology		/40

Total points for R2 =**/40****R3 Corporate Proficiency:**

The Bidder must demonstrate its corporate proficiency for providing the services required for Threat and Risk Assessments, as described in the Statement of Work.

R3 Corporate Proficiency	Score	Maximum Points
0 Points: The description does not demonstrate the number of years the Bidder's organization has been operating. 1 Point: The description does not clearly demonstrate the number of years the Bidder's organization has been operating. Clarification required. 2 Points: The description clearly demonstrates the number of years the Bidder's organization has been operating. The Bidder has been in operating less than five (5) years. 3 Points: The description clearly demonstrates the number of years the Bidder's organization has been operating. The Bidder has been in operating more than five (5) years, but less than ten (10) years. 4 Points: The description clearly demonstrates the number of years the Bidder's organization has been operating. The Bidder has been in operating more than ten (10) years.		4
0 Points: The description does not demonstrate the focus of the Bidder's operations. 1 Point: The description does not clearly demonstrate the focus of the Bidder's operations. Clarification required. 2 Points: The description clearly demonstrates the focus of the Bidder's operations.		4

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<p>3 Points: The description clearly demonstrates the focus of the Bidder's operations AND demonstrates that the performance of TRA forms a minimum of 20% of the business offering.</p> <p>4 Points: The description clearly demonstrates the focus of the Bidder's operations AND demonstrates that the performance of TRA forms a minimum of 40% of the business offering.</p>		
<p>0 Points: The description does not demonstrate that any members of senior management, within the Bidders organization, hold a professional certification such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent. *</p> <p>1 Point: The description does not clearly demonstrate that any members of senior management, within the Bidders organization, hold a professional certification such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent. Clarification required.*</p> <p>2 Points: The description clearly demonstrates that ONE (1) member of senior management, within the Bidders organization, holds a professional certification such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent. *</p> <p>3 Points: The description clearly demonstrates that more than ONE (1) member of senior management, within the Bidders organization, holds a professional certification such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent OR The description clearly demonstrates that ONE (1) member of senior management, within the Bidders organization, holds more than ONE (1) professional certifications such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent. *</p> <p>4 Points: The description clearly demonstrates that more than ONE (1) member of senior management, within the Bidders organization, holds more than ONE (1) professional certification such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent.*</p> <p>* The Senate of Canada will consider Project Management Professional (PMP) certification as a verifiable equivalent ONLY if there is demonstrated Security Project delivery.</p>		4
<p>0 Points: The description does not demonstrate that the Bidder's organization has a corporate development program that fosters the development of personnel towards obtaining professional certifications applicable to TRA such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent.</p> <p>1 Point: The description does not clearly demonstrate that the Bidder's organization has a corporate development program that fosters the development of personnel towards obtaining professional certifications applicable to TRA such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent. Clarification required.</p> <p>2 Points: The description clearly demonstrates that the Bidder's organization has a corporate development program that fosters the</p>		4

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development of personnel towards obtaining professional certifications applicable to TRA such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent.

3 Points: The description clearly demonstrates that the Bidder's organization has a corporate development program that fosters the development of personnel towards obtaining professional certifications applicable to TRA such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent AND demonstrates that a minimum of ONE (1) staff member, outside of senior management has obtained a professional certification such as CSP, CSPM, CPP, PSP or equivalent.

4 Points: The description clearly demonstrates that the Bidder's organization has a corporate development program that fosters the development of personnel towards obtaining professional certifications applicable to TRA such as Certified Security Professional (CSP), Certified Security Project Manager (CSPM), Certified Protection Professional (CPP), Physical Security Professional (PSP), or verifiable equivalent AND demonstrates that more than ONE (1) staff member, outside of senior management has obtained a professional certification such as CSP, CSPM, CPP, PSP or equivalent.

Total Score for Corporate Proficiency:

/16

Total points for R3 = (/16 multiplied by 1.25 weighting factor)

/20**R4 Environmental Initiatives:**

The Bidder must demonstrate the environmental initiatives it has implemented as part of everyday business operations.

R4 Environmental Initiatives	Score	Maximum Points
0 Points: No description provided OR the description provided does not demonstrate that the Bidder has implemented a corporate environmental initiative.		
1 Point: The description does not clearly demonstrate that the Bidder has implemented a corporate environmental initiative. Clarification required.		
2 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. The description provides details regarding the initiative such as, but not limited to participation to ONE of the following: use of energy-efficient lighting, participation in a recycling program, promotion of car-pooling, or other similar initiatives.		4
3 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. The description provides details regarding the initiative such as, but not limited to participation to TWO of the following: use of energy-efficient lighting, participation in a recycling program, promotion of car-pooling, or other similar initiatives.		
4 Points: The description clearly demonstrates that the Bidder has implemented a corporate environmental initiative. AND the description demonstrates that the Bidder holds a third-party certification such as ISO 14001, EcoLogo, EnergyStar, Green Seal, Energuide, or other verifiable certification. To obtain maximum points, a copy of the certification <u>must</u> accompany the bid.		
Total Score for Environmental Initiatives		/4

Total points for R4 = (/4 multiplied by 1.5 weighting factor)

/6

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Total Points, Technical Evaluation
(R1 + R2 + R3 + R4) = /120, multiplied by factor of 0.58333 /70

6. Financial Evaluation

Cost Proposed: Maximum Price Evaluation Points (30 points) will be given to the compliant bid with the lowest price. Other compliant bids will be given Price Evaluation Points calculated as follows:

30 x

Total Evaluation Price of Lowest Priced Compliant Bid

Total Evaluation Price of Bid

Total points for Financial Evaluation	/30
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7. Final Evaluation

Grand Total : Technical Score + Financial Score
/100

PART 5 - BASIS OF PAYMENT

The Bidder must submit firm, all inclusive prices for the performance of work, as described in Part 3 - Statement of Work. The Bidder must provide a list of tasks/activities performed, grouped for milestone payments, to be invoiced, upon completion by the Contractor and acceptance by the Senate of Canada. Prices submitted must be inclusive of all activities, personnel and equipment to perform the work, customs and duties included, Harmonized Sales Tax excluded.

Only prices listed in Part 5 Basis of Payment will be paid to the Contractor.

The Senate of Canada will not reimburse claims for travel or living expenses for any activity required for the performance of work under the Contract.

The sum of the task/activity prices will determine the Total Evaluated Price.

Activity	Activity Description	All-inclusive activity price
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Evaluated Price :		\$



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PART 6 - NON-DISCLOSURE AGREEMENT

I, _____, of the City of _____ in the Province of _____, am acting in my individual capacity (hereinafter referred to as “**me**”).

OR

I, _____, of the City of _____ in the Province of _____, am _____ (*insert title*) of _____ (“**Contractor**”), and am acting on behalf of the Contractor, including its affiliates, directors, officers, employees, sub-contractors, agents and representatives (hereinafter collectively referred to as “**we**” or “**us**”).

I/We recognize that in reviewing the solicitation document in connection with **RFP Serial No. SEN-01 13/14**, or in the course of work in connection with the same, access may be given to me/us to certain information by or on behalf of the Senate of Canada (the “**Senate**”), which is non-public, confidential or proprietary in nature to the Senate or to a third party.

For the purposes of this Agreement, the term “Information” includes, but is not limited to, any document, instruction, guideline, data, material, advice or any other information, whether oral, written or otherwise, and whether or not labeled as proprietary or sensitive, that is provided to me/us by or on behalf of the Senate. The term also includes all analyses, compilations, data, studies or other documents conceived, developed or produced by me/us, as part of the solicitation process or during the performance of the contract should I/we be selected as the successful bidder. The term, however, does not include information, which

- a. is or becomes generally available to the public, except if it is or becomes generally available to the public as a result of an unlawful disclosure by me/us or any other person;
- b. is or becomes known or available to me/us on a non-confidential basis and not in contravention of any applicable law from a source that has represented to me/us that it is entitled to disclose it to me/us on such basis; or
- c. is already in my/our possession, provided that it is not subject to another confidentiality agreement with, or other obligation of secrecy to, the Senate.

In consideration of the Senate providing the Information to me/us, I/we hereby acknowledge and accept as follows:

1. I/We represent and warrant to the Senate, as represented by the Standing Committee on Internal Economy, Budgets and Administration, that I am duly authorized to sign this Agreement and that the execution and delivery of this Agreement has been duly authorized by all necessary corporate action.
2. I/We will keep the Information confidential and will not, without the Senate’s prior written consent:
 - a. use the Information in any way that is detrimental to the Senate or third parties;
 - b. reproduce, copy, use, divulge, release or disclose the Information, in whole or in part, in any manner whatsoever to any person other than an authorized Senate representative on a need-to-know basis; or

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- c. use directly or indirectly the Information for any purpose at any time other than preparing a submission in connection with the above-noted RFP.
3. Information will be safeguarded and all necessary and appropriate measures, including those set out in any written or oral instructions issued by Senate, taken to prevent its unlawful disclosure or access to it in contravention of this Agreement.
 4. The Information will remain the property of Senate of Canada or a third party, as the case may be.
 5. In the event that disclosure of any of the Information is required under the law, I/we will provide the Senate with prompt written notice so that it may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement.
 6. This Agreement may not be assigned, in whole or in part, without the express prior written consent of the Senate.
 7. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and all applicable federal laws of Canada.
 8. The obligations contained in this Agreement will survive the completion of the competition process and the performance of the contract should I/we be selected as the successful bidder, and shall continue thereafter indefinitely.
 9. If any provision contained in this Agreement is determined to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the validity, legality or enforceability of the remaining provisions shall not in any way be affected or impaired by such a finding.
 10. I will be responsible for any breach of this Agreement by me. / We will be responsible for any breach of this Agreement by any of our affiliates, directors, officers, employees, sub-contractors, agents or representatives even if the person responsible did not agree in writing to be bound by the terms of this Agreement.
 11. In the event that I/we breach any term of this Agreement, the Senate reserves the right to pursue all legal measures available to it, including parliamentary proceedings the Senate may determine is appropriate.

I/we agree to the terms of this Agreement and confirm that I am / we are bound by its provisions as of ____ day of _____, _____.

Signature

For:

Name of Contractor, if applicable