



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

Bid Receiving/Réception des sousmissions

VISITOR'S CENTRE
Attn: Procurement & Contracting Services
73 Leikin Drive Mailstop #15
Ottawa, Ontario K1A 0R2
Canada
Attn.: 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 therefor.

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Benchtop Scanning Electron Microscope and Energy Dispersive Spectrometry (SEM/EDS)		Date November 18th, 2013
Solicitation No. – N° de l'invitation 201403627		
Client Reference No. - No. De Référence du Client 201403627		
Solicitation Closes – L'invitation prend fin		
At / à :	02 :00 PM	EDT(Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	December 30th, 2013	
F.O.B. – F.A.B Destination		
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Candice Therien		
Telephone No. – No. de téléphone 613-843-3826	Facsimile No. – No. de télécopieur 613-825-0082	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Requirement
3. Debriefings
4. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 – CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Requirement
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Procurement Ombudsman
12. SACC Manual Clauses
13. Shipping Instructions – Delivery at Destination

List of Annexes:

- | | |
|---------|----------------------------------------|
| Annex A | Requirement |
| Annex B | Basis of Payment |
| Annex C | Mandatory Technical Criteria |
| Annex D | Security Requirement Check List (SRCL) |



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Requirement

The requirement is detailed under the Annex A.

3. Debriefings

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.

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

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 Royal Canadian Mounted Police (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: ninety (90) days

1.1 SACC Manual

B1000T (2007-11-30) Condition of Materials

2. Submission of Bids

Bids must be submitted only to 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 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 ten (10) 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.

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 (two (2) hard copies)
Section II: Financial Bid (one (1) hard copy)
Section III: Certifications (one (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.

1.1 Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Refer to Annex C, Mandatory Technical Criteria.

The following applies to the requirement and bidders must provide the following information with their bid:

1.1.1 Delivery

While deliver is requested by February 28th, 2014, the best delivery that could be offered by the Bidder is _____.

1.1.2 Installation

On-site installation must be provided and be carried out by a qualified service technician. All costs associated with the installation and commissioning of the system, including travel and living expenses must be included in the price.

State your best installation schedule. Installation will be carried out within _____ calendar days of delivery and be completed within _____ calendar days.

1.1.3 Training

One full day of on-site training must be provided for up to eight (8) users. All costs associated with the on-site training must be included in the price.

On-site training will be completed within _____ calendar days of installation. Provide complete details of training e.g. duration, scope, etc.,

1.1.4 Service and Support

Purchase of the system must include: technical support; technical phone support; support via the Internet; and support via a fax-back document system. Service cost must be included in the price.

Response for service must be within 24 hours or less

Also, provide the following with your bid (for information purposes only)



- a) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.

- b) Locations of available replacement parts for consumables to major components.

- c) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

1.2 Section II: Financial Bid

- a. Bidders must submit their financial bid in accordance with the pricing table provided at Annex B to this solicitation. The completed pricing table must include a price for every item in the pricing table
- b. The bidder must quote a firm price inclusive of supply, installation, commissioning, training and manuals Delivery Duty Paid (DDP), Edmonton, Alberta, Incoterms 2000, the Goods and Services (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Customs duties and Excise taxes must be included.

1.2.1 Exchange Rate Fluctuation

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

1.3 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Annex C, Mandatory Technical Criteria

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

- 1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid security clearance as indicated in Part 6 – Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 – Resulting Contract Clauses;
 - (c) The Bidder must provide the name of the individuals who will require access to classified or protected information, assets or sensitive work sites
- 2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations – Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.



The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

2. Additional Certifications Precedent to Contract Award

The certifications listed below 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.

2.1 Former Public Servant Certification

Contracts awarded to 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 before contract award.

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](#), 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The Contractor MUST:

- a) Hold a valid Facility Access Security Clearance and ensure that all persons working on site hold a valid Facility Access with Escort security clearance issued by RCMP Departmental Security Section

2. Requirement

2.1 Requirement

The Contractor must provide the items detailed under Annex A.

2.2 Optional Goods/Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

2.3 Installation

On-site installation must be provided and be carried out by a qualified service technician.

2.4 Manuals

One complete set of user documentation in English and French must be supplied.

2.5 Training

One (1) full day of onsite user training must be provided for up to eight (8) users.

3. 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)(<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 Royal Canadian Mounted Police (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.

3.1 General Conditions

2010A (2013-04-25), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is amended as follows:



Delete subsection 29.4 in its entirety.

3.2 Supplemental General Conditions

4001 (2010-08-16) Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.
4003 (2010-08-16) Licensed Software,

Apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before _____ (to be filled in only at contract award).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Candice Therien
Royal Canadian Mounted Police
73 Leikin Drive, Ottawa Ontario K1A 0R2

Telephone: 613-843-3826
Facsimile: 613-825-0082
E-mail address: Candice.therien@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 Technical Authority (to be filled in only at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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 completed by the Bidder)

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

E-mail: _____

6. Payment

6.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, of \$ _____ (to be filled in only at contract award). Customs duties are included and Applicable Taxes are extra.

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.

6.2 SACC Manual Clauses

H1000C (2008-05-12) Single Payment

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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 _____. (will be inserted at contract award)



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 supplemental general conditions 4001 (2013-01-28) Hardware Purchase, lease and Maintenance;
- (c) the supplemental general conditions 4003 (2010-08-16) Licensed Software
- (d) the general conditions 2010A (2013-04-25) General Conditions – Goods (Medium Complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment(g)
- (g) Annex D, Security Requirements Check List;
- (h) the Contractor's bid dated _____ (*to be filled in at contract award*)

11. Procurement Ombudsman

11.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12. SACC Manual Clauses

- B1501C (2006-06-16), Electrical Equipment
- B7500C (2006-06-16), Exceeds Goods
- G1005C (2008-05-12), Insurance

13. Shipping Instructions – Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Edmonton, Alberta Incoterms 2000 for shipments from a commercial contractor.



2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.



ANNEX A REQUIREMENT

INTRODUCTION

The Royal Canadian Mounted Police (RCMP), has a requirement for the supply and install of one (1) benchtop scanning electron microscope (SEM) with electron dispersive spectrometer (EDS), with on site user training for up to eight (8) users, with the option to purchase one (1) additional year of warranty.

Delivery is requested by February 28th, 2013 to Edmonton Alberta

Acronyms:

SEM	Scanning electron microscope
EDS	Electron Dispersive spectrometer

MANDATORY TECHNICAL SPECIFICATIONS

Benchtop SEM Requirements:

- The system must be capable of collecting sample images through an optical microscope system and an electron microscope system, and collecting and processing element profile data based on energy dispersive x-ray analysis of solids such as microscopic samples of paint, plastics, adhesives, single textile fibres, and metal.
- The system must be supplied with a high vacuum pumping system and sample introduction chamber capable of allowing a sample to be introduced and placed under full vacuum in less than 2 minutes.
- The system must be supplied with a sample chamber capable of accepting samples up to 25 mm in diameter and 25 mm in height, and must be capable of imaging these samples.
- Must have a charge reduction holder to dissipate negative charge build up on a sample for imaging of uncoated samples. All samples that will be imaged/analysed using this system will not be coated. Systems that employ low vacuum/residual atmosphere to dissipate negative charging of the sample are not acceptable.
- Must have an integrated optical microscope system that allows user to view the position of the electron beam in real time against a lower magnification, visible light image of the sample.
- Must have an internal vibration damping system integrated into the SEM instrument housing. External vibration damping via external accessory (either third party or vendor supplied/manufactured) is not acceptable. Vibration damping must be capable of holding the SEM image stable in presence of acoustic vibration, sudden mechanical shocks to the bench top (e.g. dropping onto the bench beside the instrument a 1 kg book from a height of 30 cm), and mechanical vibration (e.g. building vibration due to HVAC system, foot traffic inside the building, and vehicle traffic outside the building on adjacent roadways).
- Must have a minimum of three selectable accelerating voltages (5, 10, 15 kV) and four selectable beam currents for SEM imaging and EDS analysis.
- Must be able to produce topographical/surface images of a sample at a working magnification up to 30,000x and image resolution no greater than 90 nm over 10 pixels (i.e. 9 nm/pixel resolution) at 30,000x



magnification. Image formation via either secondary electron detection or backscatter electron detection is acceptable.

- Must have a solid state source and electronically cooled Si drift detector. Tungsten filament sources, and detectors cooled with liquid nitrogen, are not acceptable.
- Must have integrated motorized stage with minimum XY travel of 18 mm x 18 mm; stage must be user-controlled via computer interface.
- Must have simple, intuitive graphical user interface software for instrument control.
- Must be a true benchtop instrument with the SEM and its housing occupying no more than 40 cm wide by 65 cm of desktop or laboratory bench space (i.e. instrument footprint only, additional computers and/or monitors used to control the instrument is not included in this footprint), and be configured such that the vacuum pump rests on the floor near the instrument. Larger SEM systems designed to sit on the floor are not acceptable.

Energy Dispersive Spectroscopy

- Must have the capability of acquiring elemental profiles via EDS analysis (backscattered electron image) of a sample at a working magnification up to 30,000x in the following three formats: 1. point analysis, 2. line scan analysis, and 3. area map analysis.
- Software must be interactive in its ability to display EDS results from either point, line, or mapping analysis, in the following ways. Software must be capable of including and/or excluding any element present in the Periodic Table as defined by the user. For mapping analysis, software must be capable of displaying individual and composite colourized images for each element detected, and software must also be capable of displaying specific elements as selected by the user.
- Software must be capable of directly exporting EDS data in generic formats (e.g. CSV format) and/or as a standard Microsoft Excel 2007 file (e.g. XLSX format).

Computer and software

- For the purposes of data transfer, data backup, and network printing, the SEM/EDS system must include a computer running MicroSoft Windows 7 OS (operating system) which must be fully functional in a MicroSoft Windows 2003/2008 server Active Directory network environment. The system must be supplied with a free (i.e. unused) network card for network backups and network printing.

Any electronic manuals, tutorials and maintenance videos must be supplied with the instrument/computer system.

Software must be available for on-site demonstration and evaluation to show compliance with specifications. It is essential for routine data storage and retrieval, and backing up data, that the computer supplied with the instrument be fully networkable.

- The EDS analysis system must have the scanning electron microscope instrument control and data analysis software pre-installed.



**ANNEX B
BASIS OF PAYMENT**

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra.
Canadian customs duties and excise taxes included.

Item	Description	QTY	Firm Lot Price
1	<p>Benchtop SEM/EDS Instrument as detailed at Annex A, including</p> <ul style="list-style-type: none"> • Installation • Operation training support services • After-sales support services • One year warranty <p>DDP (Edmonton, Alberta), including all custom duties, transport and delivery charges.</p> <p>Make: _____</p> <p>Model number: _____</p> <p>Year: _____</p>	1	\$
OPTIONAL WARRANTY			
2	Optional 12 month additional warranty	1	\$
TOTAL (excluding sales tax)			\$



**ANNEX C
MANDATORY TECHNICAL CRITERIA**

The Bidder must provide documentation (example instrument specification, publication, and documented data) demonstrating that their proposed products meet all the technical specifications detailed below. When published documentation does not demonstrate compliance, a written narrative demonstrating compliance will be accepted. Canada reserves the right to verify any and all information

ITEM	MANDATORY SPECIFICATION	SUBSTANTIATE IN DETAIL HOW THIS REQUIREMENT IS MET OR CROSS REFERENCE TO TECHNICAL OFFER (PAGE & PARAGRAPH)
1.	Benchtop Scanning Electron Microscope (SEM)	
1.1	The system must be capable of collecting sample images through an optical microscope system and an electron microscope system, and collecting and processing element profile data based on energy dispersive x-ray analysis of solids such as microscopic samples of paint, plastics, adhesives, single textile fibres, and metal.	
1.2	Must be supplied with a high vacuum pumping system and sample introduction chamber capable of allowing a sample to be introduced and placed under full vacuum in less than 2 minutes.	
1.3	Must be supplied with a sample chamber capable of accepting samples up to 25 mm in diameter and 25 mm in height, and must be capable of imaging these samples.	
1.4	Must have a charge reduction holder to dissipate negative charge build up on a sample for imaging of uncoated samples. All samples that will be imaged/analysed using this system will not be coated. Systems that employ low vacuum/residual atmosphere to dissipate negative charging of the sample are not acceptable.	
1.5	Must have an integrated optical microscope system that allows user to view the position of the electron beam in real time against a lower magnification, visible light image of the sample.	
1.6	Must have an internal vibration damping system integrated	



ITEM	MANDATORY SPECIFICATION	SUBSTANTIATE IN DETAIL HOW THIS REQUIREMENT IS MET OR CROSS REFERENCE TO TECHNICAL OFFER (PAGE & PARAGRAPH)
	into the SEM instrument housing. External vibration damping via external accessory (either third party or vendor supplied/manufactured) is not acceptable. Vibration damping must be capable of holding the SEM image stable in presence of acoustic vibration, sudden mechanical shocks to the bench top (e.g. dropping onto the bench beside the instrument a 1 kg book from a height of 30 cm), and mechanical vibration (e.g. building vibration due to HVAC system, foot traffic inside the building, and vehicle traffic outside the building on adjacent roadways).	
1.7	Must have a minimum of three selectable accelerating voltages (5, 10, 15 kV) and four selectable beam currents for SEM imaging and EDS analysis.	
1.8	Must be able to produce topographical/surface images of a sample at a working magnification up to 30,000x and image resolution no greater than 90 nm over 10 pixels (i.e. 9 nm/pixel resolution) at 30,000x magnification. Image formation via either secondary electron detection or backscatter electron detection is acceptable.	
1.9	Must have a solid state source and electronically cooled Si drift detector. Tungsten filament sources, and detectors cooled with liquid nitrogen, are not acceptable.	
1.10	Must have integrated motorized stage with minimum XY travel of 18 mm x 18 mm; stage must be user-controlled via computer interface.	
1.11	Must have simple, intuitive graphical user interface software for instrument control.	
1.12	The proposed SEM system must be a true benchtop instrument with the SEM and its housing occupying no more than 40 cm wide by 65 cm of desktop or laboratory bench space (i.e. instrument footprint only, additional computers and/or monitors used to control the instrument is not included in this footprint), and be configured such that the vacuum pump rests on the floor near the instrument. Larger SEM systems designed to sit on the floor are not acceptable	



ITEM	MANDATORY SPECIFICATION	SUBSTANTIATE IN DETAIL HOW THIS REQUIREMENT IS MET OR CROSS REFERENCE TO TECHNICAL OFFER (PAGE & PARAGRAPH)
2.	Energy Dispersive Spectroscopy (EDS)	
2.1	Must have the capability of acquiring elemental profiles via EDS analysis (backscattered electron image) of a sample at a working magnification up to 30,000x in the following three formats: 1. point analysis, 2. line scan analysis, and 3. area map analysis.	
2.2	Software must be interactive in its ability to display EDS results from either point, line, or mapping analysis, in the following ways. Software must be capable of including and/or excluding any element present in the Periodic Table as defined by the user. For mapping analysis, software must be capable of displaying individual and composite colourized images for each element detected, and software must also be capable of displaying specific elements as selected by the user.	
2.3	Software must be capable of directly exporting EDS data in generic formats (e.g. CSV format) and/or as a standard Microsoft Excel 2007 file (e.g. XLSX format).	
3.	Computer and software	
3.1	<p>For the purposes of data transfer, data backup, and network printing, the SEM/EDS system must include a computer running MicroSoft Windows 7 OS (operating system) which must be fully functional in a MicroSoft Windows 2003/2008 server Active Directory network environment. The system must be supplied with a free (i.e. unused) network card for network backups and network printing.</p> <p>Any electronic manuals, tutorials and maintenance videos must be supplied with the instrument/computer system.</p> <p>Software must be available for on-site demonstration and evaluation to show compliance with specifications. It is essential for routine data storage and retrieval, and backing up data, that the computer supplied with the instrument be fully networkable.</p>	
3.2	The EDS analysis system must have the scanning electron microscope instrument control and data analysis	



ITEM	MANDATORY SPECIFICATION	SUBSTANTIATE IN DETAIL HOW THIS REQUIREMENT IS MET OR CROSS REFERENCE TO TECHNICAL OFFER (PAGE & PARAGRAPH)
	software pre-installed.	



ANNEX D
SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 201403627
Security Classification / Classification de sécurité

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

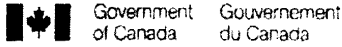
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government / Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP		2. Branch or Directorate / Direction générale ou Direction FS&IS, FSO, Edmonton Forensic Laboratory	
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 Installation of benchtop SEM/EDS instrument (scanning electron microscope with energy dispersive x-ray spectroscopy).					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
5. c) Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / A ne pas diffuser <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 / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>			
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>			
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			

TBS/SCT 359-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 201403627
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

No / Non 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?

No / Non Yes / Oui

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

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

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

- | | | | |
|----------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 : Facility Access - Technician will be escorted at all times.

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?

No / Non Yes / Oui

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 201403627
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13 Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Yves Quevillon		Title - Titre Acting Program Manager - TES	Signature
Telephone No. - N° de téléphone 613-993-4145	Facsimile No. - N° de télécopieur 813-952-0156	E-mail address - Adresse courriel yves.quevillon@rcmp-grc.gc.ca	Date 2013-10-12
14 Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Glenn Burke		Title - Titre SRCC Security Officer	Signature
Telephone No. - N° de téléphone 613 843-5938	Facsimile No. - N° de télécopieur 613 825-4415	E-mail address - Adresse courriel glenn.burke@rcmp-grc.gc.ca	Date Oct 31, 2013
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16 Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Candice Therien		Title - Titre Procurement officer	Signature
Telephone No. - N° de téléphone 613-843-5826	Facsimile No. - N° de télécopieur 613-825-0082	E-mail address - Adresse courriel	Date
17 Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

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