



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

**RETOURNER LES  
 SOUMISSIONS A:  
 RETURN BIDS TO:  
 Bid Receiving/Réception des  
 sousmissions**

Procurement & Contracting Services  
 73 Leikin Drive,  
 Visitor Center - Building M1  
 Mailstop # \_15  
 Ottawa, ON K1A 0R2  
 Attn: Sonya Dupont (613) 843-3798

**Request for Standing Offer  
 Demande d'offre à commandes**

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

Proposition aux: Gendarmerie  
 royale du Canada

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

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

**Telephone No.  
 no de téléphone:**



<b>Title-Sujet</b> Enhancement of Digital Firearm Images	
<b>Solicitation No. - No. de l'invitation</b> 201403023	<b>Date</b> November 22, 2013
<b>Client Reference No. - No. De Référence du Client</b> S3627	
<b>Solicitation Closes - L'invitation prend fin</b>  <b>at</b> 2:00 pm EST <b>on</b> January 6, 2014	
<b>F.O.B. - F.A.B.</b> Destination	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Diane Perkins	
<b>Telephone No. - No de téléphone</b> (613) 843-5904	<b>Fax No. - N° de FAX:</b> (613) 825-0082
<b>Bid Receiving Unit</b> See Herein	
<b>Delivery Required - Livraison exigée:</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
_____	_____
<b>Signature</b>	<b>Date</b>



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**Government  
of Canada**

**Gouvernement  
du Canada**

**Solicitation No./ N<sup>o</sup> invitation:  
201403023**

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- Annex A - Statement of Work
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**PART 1 - GENERAL INFORMATION**

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**1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

**2. Summary**

The Offeror offers to fulfill the requirement for the Royal Canadian Mounted Police (RCMP) in accordance with the Statement of Work at Annex "A".

The period for making call-ups against the Standing Offer is from April 1<sup>st</sup>, 2014 to March 31<sup>st</sup>, 2015..

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to three additional one year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

**3. Security Requirement**

There is no security requirement associated with this requirement.

**4. Debriefings**



Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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.

Offerors 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 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2. Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to RCMP will not be accepted.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to



all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information, Copy of Final Images (1 hard copy, CD/DVD)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.



**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Basis of Payment detailed at Annex B, Basis of Payment. Applicable Taxes must be shown separately.

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

**Section IV: Additional Information**

Offeror must submit enhanced images to comply with the list of mandatory technical criteria listed under Part 4, Mandatory Technical Criteria (M5 to M12).

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

**1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1. Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

**Instructions to Offerors for responding to mandatory criteria:**

The following are the Mandatory requirements that must be met by the Offeror. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.

Upon request by the Offeror a pre-selected set of sample images will be provided via electronic mail. **It is the responsibility of the Offeror to contact the Contracting Authority at [diane.perkins@rcmp-grc.gc.ca](mailto:diane.perkins@rcmp-grc.gc.ca) by December 13, 2013 to request a copy of the images. ANY REQUESTS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED.**

The Offeror will be required to enhance the images to comply with the list of mandatory technical criteria (M5 to M12). The Offeror's final images are to be returned back to the RCMP via CD/DVD along with their bid submission to the RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offer.

#	Mandatory Requirements	MET (Yes/No)	Substantiation
<b>M1</b>	The Offeror must have the ability to acquire and enhance images supplied in JPEG, TIFF, PSD, and NEF (Nikon Raw) format on compact discs or DVD's.		
<b>M2</b>	The Offeror must have the capability to produce a minimum of 50 sets or 100 enhanced images per week.		
<b>M3</b>	The Offeror must have a minimum of five (5) years demonstrated experience using Adobe		



	Photoshop software.		
<b>M4</b>	<p>The Offeror must provide a final images on suitable* CD/DVD's along with the bid submission to be evaluated against the mandatory criteria listed below M5 to M12 inclusive.</p> <p>*The term "suitable" refers to a CD/DVD which is compatible with the majority of CD/DVD drives commonly used on PC/Windows platforms.</p>		
<b>M5</b>	Each firearm must be horizontally and vertically centered in the final image.		
<b>M6</b>	Each firearm must be straight in the final image.		
<b>M7</b>	Uniform background colour value settings must be; "R" 227, "G" 255 and "B" 240.		
<b>M8</b>	<p><b>Two</b> final images (one set) are required.</p> <p><b>Image 1:</b> must be produced with the following resolution: Width 480 Pixels; Height 319 Pixels with the Resolution set at 582 Pixels /inch in PSD (Adobe, Photoshop Document), unflattened, with correction layers present.</p> <p><b>Image 2:</b> must be produced with the following resolution: the original file resolution left at original file size, (layers, corrections and background present).</p> <p>Finished images must be in PSD (Adobe, Photoshop Document), unflattened, with correction layers present.</p>		
<b>M9</b>	<p>For <b>Image 1</b>, Long Arms (full views only): A border of the specified background colour of at least 20 pixels at its thinnest point must be visible.</p> <p>For <b>Image 1</b>, Hand Guns (full views only): A border of the specified background colour of at least 55 pixels at its thinnest point must be visible.</p>		
<b>M10</b>	Any discolorations, distortions etc. caused by the digital camera or electronic media are to be removed/corrected from the surface of the firearm. It is not required to correct discoloration and fading of the firearm caused by the firearms age or normal wear and tear caused by actual use.		
<b>M11</b>	All work must be done in "Lab Mode"; enhanced images must have the following corrections		





	made in separate layers;		
	<b>Background layer:</b> selection of the firearm must be saved as "Alpha 1" and the background filled with the specified FRT background colour.		
	<b>Sharpen layer:</b> sharpening adjusted in lightness channel only (this layer must also have the background filled)		
	<b>Levels layer:</b> adjustments to density should appear in this layer		
	<b>Hue &amp; Saturation:</b> adjustments to image to improve colour and saturation appear in this layer		
<b>M12</b>	Enhanced images must retain their original file/image numbers.		



## 1.2 Financial Evaluation

- 1.2.1 The total aggregate price of the offer including option periods will be evaluated in Canadian dollars, the Goods and Services Tax or Harmonized Sales Tax excluded, FOB destination, Canadian customs and duties and excise taxes included.

## 2. Basis of Selection

### 2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the contract.

## 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## 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 Offeror and provide the Offeror 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**

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, offerors must provide the information required below before the issuance of a standing offer.

**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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

**CERTIFICATION SIGNATURE**

We hereby certify compliance with the above noted certification requirements and certify that the signature below is that of a person authorized to sign on behalf of the firm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of person authorized to sign on behalf of the Organization

\_\_\_\_\_  
Name of Organization

**PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

**A. STANDING OFFER**

**1. Offer**

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

**2. Standard Clauses and Conditions**

**2.1 General Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.



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 Standing Offer, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Code of Conduct and Certifications – Standing Offer of 2005 referenced above is amended as follows:

Delete subsection 11.4 in its entirety.

## **2.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

The Offeror must provide this data in accordance with the template attached at Annex "C", Standing Offer Reporting Requirements. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

## **3. Term of Standing Offer**

### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from April 1<sup>st</sup>, 2014 to March 31<sup>st</sup>, 2015..

### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to three additional one year period(s) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **4. Authorities**



#### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Diane Perkins  
Title: Contracting Officer  
Royal Canadian Mounted Police  
Procurement and Contracting  
73 Leikin Drive, M1, 4<sup>th</sup> Floor  
Mailstop #15  
Ottawa, ON  
K1A 0R2

Telephone: 613-843-5904  
Facsimile: 613-825-0082  
E-mail address: [diane.perkins@rcmp-grc.gc.ca](mailto:diane.perkins@rcmp-grc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

#### 4.3 Offeror's Representative

*To be identified at award of Standing Offer.*

#### 5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is any individual within the HQ Procurement Unit of the RCMP.

#### 6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using RCMP 942 , Call-up Against a Standing Offer.

#### 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes excluded).

#### 8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$200,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any



articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 9. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers – Goods or Services
- d) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- e) the general conditions 2010B (2013-06-27) Professional Services – Medium Complexity
- f) Annex A, Statement of Work
- g) Annex B, Basis of Payment
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 10. Certifications

### 10.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions



2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 31 Code of Conduct and Certifications – Professional Services (Medium Complexity) of 2010B referenced above is amended as follows:

Delete subsection 31.4 in its entirety.

## **2.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

## **3. Term of Contract**

### **3.1 Period of the Contract**

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

## **4. Payment**

### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price per image set, as specified in the Basis of Payment, Annex B for a cost of \$ tbd . Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **4.2 Limitation of Price**

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

### **4.3 Method of Payment – Multiple Payments**

Canada will pay the Contractor upon completion and delivery of sets in accordance with the payment provisions of the Contract if:

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

## **5. Invoicing Instructions**

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

Each invoice must be supported by copy of the release document and any other documents as specified in the Contract;





Invoices must be distributed as follows:

a. The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

and

b. One (1) copy must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.

## **6. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



**ANNEX "A"  
STATEMENT OF WORK**

**Title: Enhancement of Digital Firearm Images**

The requirement is to provide enhancement of digital images of firearms on an ongoing basis for the Royal Canadian Mounted Police (RCMP) Canadian Firearms Program. The Contractor must have the ability to enhance images supplied by the RCMP in JPEG, TIFF, PSD, or NEF (Nikon RAW) formats on compact disks or DVDs.

**IMAGE SPECIFICATIONS**

**1. Background / Requirement**

The Firearms Reference Table (FRT) is an electronic database developed and maintained by the RCMP for use in the accurate identification of firearms. The FRT database currently contains more than 30,000 entries with a total number of firearm variations by calibre, shot and barrel length exceeding 132,000 individual records. To aid in the identification process, a set of digital images are linked to corresponding descriptive records. The FRT has worldwide distribution and is quickly becoming the world standard for firearms identification. The extensive use of the FRT by law enforcement and government agencies, domestic and foreign, has helped maintain the RCMP's worldwide reputation as a leader in technology and subject matter expertise.

**2. Description**

The Offeror must provide enhancement of digital images of firearms for the RCMP Firearms Program.

The images to be enhanced will be supplied in NEF (Nikon RAW); JPEG, TIFF or PSD format on CD's or DVD's. The Contractor must crop the images to a specific size, colour corrected, and have any electronic artifacts/defects repaired. The Contractor must be able to produce a minimum of 50 sets\* (100 enhanced images) per week. If the Contractor is mailing the images a minimum of three (3) sets should be mailed at one time.

\* Each 'set' consists of two (2) images as defined at Section 4.4 below.

Instructions for image size/crop dimensions, background colour, colour correction, sharpening, quality manipulating, layers, file type and delivery of finished images may vary per call-up and will be specified by the Project Authority after a call-up is issued. All image numbering/labeling must remain the same as the original RAW/NEF image. All firearms must appear as photographed. No image rotations (flip vertical or horizontal) are permitted.

**3. Components**

All digital images to be enhanced will be supplied by the Project Authority. All images are considered to be the property of the RCMP.

One or more "Master" CD/DVD's will contain the images for enhancement. The CD/DVD's are to be returned to the Project Authority at the completion of each individual call-up.



#### 4. Specifications for Enhancement Services

The colour management/working-space settings used for FRT images are; RGB: "Adobe RGB (1998)", CMYK: U.S. Web Coated (SWOP) v2, GRAY: Gray Gamma 2.2, Spot Dot Grain 20%. These settings must be utilized from digital capture through to final output.

- 4.1 Each firearm must be horizontally and vertically centered in the final image.
- 4.2 Each firearm must be straight in the final image.
- 4.3 Uniform background colour value settings must be; "R" 227, "G" 255 and "B" 240.
- 4.4 **Two** final images (one set) are required;

**Image 1:** must be produced with the following resolution: Width 480 Pixels; Height 319 Pixels with the Resolution set at 582 Pixels /inch in PSD (Adobe, Photoshop Document), unflattened, with correction layers present. Cropping is achieved using the 'crop tool' with the aforementioned dimensions entered.

**Note:** There may be a need to change the resolution numbers per call-up. The Project Authority will notify the Contractor of any changes after a call-up is issued.

**Image 2:** must be produced with the following resolution: the original file resolution left at original file size, (layers, corrections and background present). Finished images must be in PSD (Adobe, Photoshop Document), unflattened, with correction layers present.

- 4.5 For **Image 1**, Long Arms (full views only): A border of the specified background colour of at least 20 pixels at its thinnest point must be visible.

For **Image 1**, Hand Guns (full views only): A border of the specified background colour of at least 55 pixels at its thinnest point must be visible.

Close up images do not require a border of the background colour. The background colour is used to fill the existing empty areas around the image only.

- 4.6 Any discolorations, distortions etc. caused by the digital camera or electronic media are to be removed/corrected from the surface of the firearm. It is not required to correct discoloration and fading of the firearm caused by the firearms age or normal wear and tear caused by actual use.
- 4.7 All work must be done in "Lab Mode"; enhanced images must have the following corrections made in separate layers;

**Background layer:** selection of the firearm must be saved as "Alpha 1" and the background filled with the specified FRT background colour.

**Sharpen layer:** sharpening adjusted in lightness channel only (this layer must also have the background filled)

**Levels layer:** adjustments to density should appear in this layer

**Hue & Saturation:** adjustments to image to improve colour and saturation appear in this layer



- 4.8 A preliminary evaluation will be done by the Project Authority on the first 10 completed images. Any concerns/adjustments to the methodology will be addressed between the Project Authority and the Contractor at that time.
- 4.9 Finished images will be submitted to the Project Authority on suitable\* CD/DVD's. All original CD/DVD's and images contained therein remain the property of the RCMP, and must be returned upon completion.
- \*The term "suitable" refers to a CD/DVD which is compatible with the majority of CD/DVD drives commonly used on PC/Windows platforms.
- 4.10 Enhanced images must retain their original file/image numbers.
- 4.11 Finished images found not to be in accordance with the specifications may be returned to the Contractor for correction at no additional charge to the RCMP.
- 4.12 Master CD/DVD's supplied by the RCMP, are to be returned to the RCMP Project Authority, at the completion of the order.

### Deliverables

The Contractor will provide written and oral progress reports at the request of the Project Authority or his/her designated representative(s).

### Shipping

The RCMP is responsible for any shipping costs associated with the delivery of the images via CD/DVD to the Contractor's location.

The Contractor is responsible for any shipping costs associated with the return of RCMP's images and final images via CD/DVD to the Project Authority located at:

Royal Canadian Mounted Police  
Specialized Firearms Support Services  
Firearms Investigative and Enforcement Support Services Directorate  
Canadian Firearms Program  
Specialized Policing Services  
1200 Vanier Parkway  
NPS Tower, Room 504  
P.O. Box 8885  
Ottawa, ON K1G 3M8

The Contractor has the option of using a staging server to allow RCMP to download the images.

All-original-CD/DVD's and images contained therein remain the property of the RCMP, and must be returned along with the finished product.



**ANNEX "B"**  
**BASIS OF PAYMENT**

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

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

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

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

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

The financial proposal shall be a Firm Lot Price Per Set reasonably and properly incurred in the performance of the Work, determined in accordance with the Basis of Payment detailed below. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The estimated number of sets shown below are for evaluation purposes only and should not be construed as a level of efforts guarantee.

Period of Standing Offer	Estimated # of Image Sets (A)	Firm Lot Price Per Set (B)	Estimated Cost (C) (A)x(B)=(C)
<b>Year 1</b> April 1 <sup>st</sup> , 2014 to March 31 <sup>st</sup> , 2015	2173	\$	\$
<b>Option Year 1</b> April 1 <sup>st</sup> , 2015 to March 31 <sup>st</sup> , 2016	2173	\$	\$
<b>Option Year 2</b> April 1 <sup>st</sup> , 2016 to March 31 <sup>st</sup> , 2017	2173	\$	\$
<b>Option Year 3</b> April 1 <sup>st</sup> , 2017 to March 31 <sup>st</sup> , 2018	2173	\$	\$
<b>TOTAL ESTIMATED COST:</b>			\$



**Disbursement**

Disbursements (photocopying, office expenses, telephone calls, etc.) are included in the above costs. All deliverables are FOB Destination, and Canadian Customs Duty included, where applicable.



**ANNEX "C"**

**STANDING OFFER REPORTING REQUIREMENTS**

In accordance with Article 3.2 of the Standing Offer, the Offeror must report on a quarterly basis by electronic means the following information:

<b>The Offeror must complete all of the data fields identified below, as applicable.</b>			
<b>Standing Offer Number:</b>			
Reporting Period: _____ to: _____			
Call-up number	Date of Call-up and amendment(s) (if applicable)	Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable)	GST/HST