

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**800 Burrard Street, 2nd Floor
800, rue Burrard, 2e étage
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526**

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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: Travaux Publics et Services
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Mass Spectrometer (TOF)	
Solicitation No. - N° de l'invitation H4134-133092/A	Date 2013-11-27
Client Reference No. - N° de référence du client H4134-133092	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-532-7146	
File No. - N° de dossier VAN-3-36202 (532)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-07	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Takasaki, Alan H.	Buyer Id - Id de l'acheteur van532
Telephone No. - N° de téléphone (604) 775-7605 ()	FAX No. - N° de FAX (604) 775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF HEALTH DRUG ANALYSIS LABORATORY SEE HEREIN Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 0B9

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

TITLE:

TOP OF FLIGHT MASS SPECTROMETER (TOF - MS) SYSTEM

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List of Annexes:

Annex A Requirement;
Annex B Basis of Payment;
Annex C Point Rated Technical Criteria.

Forms

Form A: Bid Submission Form
Form B: Substantiation of Technical Compliance Form.

TITLE: Top of Flight Mass Spectrometer (TOF – MS) System

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Requirement

The requirement is detailed under Article 2 of the resulting contract clauses.

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.

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.

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.

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 Clauses

B3000T (2006-06-16) Equivalent Products

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen(14) 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.

5. Applicable Laws

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

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 (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

The technical bid consists of the following:

a. Bid Submission Form: Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

b. Substantiation of Technical Compliance Form: The technical bid must substantiate the compliance of the Bidder and its proposed solution with the specific articles of Annex A (Requirement) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form

Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to **additional documentation** submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing Tables B.1 and B.2

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical 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

- a. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that are identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- b. The mandatory requirements are described in Annex A and Form B.

1.1.2 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex C.

1.2 Financial Evaluation

- a. The financial evaluation will be conducted by calculating the Total Bid Price (SubTotal B.1 + B.2) using the Pricing Tables completed by the bidders.

Maximum Funding (Cost for the Initial Order - Subtotal B.1 of Annex B).

The maximum funding available for the Contract resulting from the bid solicitation is \$550,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified for each criterion for the technical evaluation, and
- (d) obtain the required minimum of 6 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 105 points.

- 2. Bids not meeting (a) or (b) or (c) et d) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80 %.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract, provided that the total evaluated price (Initial Order) does not exceed the budget available for this requirement.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		55,000	50,000	45,000
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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 Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. 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 (CFP) for employment equity "[CFP 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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

Canada will have the right to declare 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" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Requirement

The Contractor must provide the supply, delivery, installation and demonstration of TWO(2) direct sample introduction Time of Flight (TOF) Mass Spectrometer system in accordance with the Requirement at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 Optional Goods and/or 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 within _____ (12 months preferred) after contract award by sending a written notice to the Contractor.

4. Term of Contract

4.1 Delivery Date

4.1.1 Hardware and software:

All the deliverables must be received on or before March 28, 2014 (or _____ (if earlier)).

4.1.2 Installation and Demonstration Acceptance:

The Contractor must make the complete delivery within 4 weeks from the date of Hardware and Software receipt.

4.1.3 Training:

The Contractor must make the complete delivery within 2 weeks from the date of acceptance of the Installation and Demonstration.

4.2 Shipping Instructions - Free on Board Destination

Goods must be consigned and delivered to the destination specified in the contract:

FOB Destination, 1 system per location

- i) Health Canada,
Vancouver Drug Analysis Service Laboratory
Room 206, 3155 Willingdon Green,
Burnaby, BC V5G 4P2
Attn: Richard Laing
Telephone: (604)666-3582

and

- ii) Health Canada,
Laboratoire de service d'analyse des drogues à Montreal
1ère étage, Pièce 179, 1001 rue St-Laurent Ouest
Longueuil, QC
J4K 1C7
Attn: Benoit Archambault
Telephone: (450)928-4027

including all delivery charges and customs duties and Applicable Taxes.

4.3 SACC Manual clause D0018C (2007-11-30) Delivery and Unloading

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alan Takasaki
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch Vancouver,
Address 219 - 800 Burrard St
Vancouver, BC V6Z 0B9
Telephone: (604)775-7605 Facsimile: (604)775-7526
E-mail address: al.takasaki@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must

not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority (To be provide at Contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____ Facsimile: _____

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____ Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price(s) as specified in Annex B for a cost of \$ _____ (*insert the amount 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 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.4 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or Deliverables	Firm Amount (if applicable)	Due date or Delivery date
1	Hardware and Software delivery		
2	Installation and Demonstration		
3	Training		

7. Invoicing Instructions - Progress Payment Claims

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract
2. There is no hold back.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

-
4. The Contractor must not submit claims until all work identified in the claim is completed.

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 _____.

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010A (2013-04-25),- Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” **or** “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

11. SACC Manual Clauses

B7500C (2006-06-16) Excess Goods

B1501C (2006-06-16) Electrical Equipment

12 Warranty – Contractor responsible for all costs

Section 09 entitled *Warranty of general conditions 2010A* is amended by deleting subsection 2 in its entirety and replacing it with the following:

1. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that

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location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

All other provisions of the warranty section remain in effect.

ANNEX "A"

REQUIREMENT

The Drug Analysis Service (DAS) of Health Canada consists of three laboratories across the country. The laboratories located in Toronto, Montreal, and Vancouver analyse a total of 110,000 suspected illicit drug samples and precursor chemicals from police services throughout Canada each year. DAS confirms drug identities and in some cases, purity, of controlled substances seized by various police forces. It is the aim of DAS to provide expeditious analytical services in order to provide sometimes time-sensitive analytical results for evidence in court cases and police investigations as well as to assist the police in enforcing the Controlled Drugs and Substances Act effectively.

DAS analyses controlled substances such as cocaine, heroin, methamphetamine, N-methyl-3, 4-methylenedioxymethamphetamine (MDMA), synthetic cannabinoids, piperazine-like compounds, pharmaceutical oral dosages, steroids, etc. The current method to screen for these compounds involves the use of a Gas Chromatograph Flame Ionization Detector (GC-FID). The samples are prepared by dissolving the solid material (typically powder) in a solvent and injecting this liquid sample on the GC-FID. In addition, DAS incorporates an acid/base clean-up procedure to screen for the presence of weak or negative samples and liquid samples. The acid/base procedure allows for interfering non-controlled compounds to be selectively excluded and the controlled compounds of interest to be concentrated. This clean-up procedure requires the analyst to invest a period of time to prepare the sample to be injected on the instrument. Thus, DAS is seeking an instrument that will reduce the instrument analysis time and eliminate any sample preparation such as an acid/base clean-up procedure.

This instrument will have a direct sample introduction platform involving the absence of a solvent or any sample preparation procedure coupled with a time of flight (TOF) mass spectrometer. The TOF will be able to provide accurate molecular mass information without the need to have a traditional chromatographic separation technique.

In addition to the direct sample introduction platform, DAS is considering a system that has the potential of being flexible and allowing for an Ultra High Performance Liquid Chromatograph (uHPLC) to be connected to the TOF. This forward looking plan is in anticipation of future needs and the incorporation of potentially flexible systems that will improve the productivity and the quality of work produced by DAS.

1.0 Scope

1.1 Title

Direct sample introduction coupled with a time of flight (TOF) system for the analysis and screening of controlled substances in the Drug Analysis Service (DAS) laboratory.

1.2 Introduction

DAS requires a direct sample introduction TOF system. The complete system will include: direct sample introduction platform including autosampler or equivalent, time of flight mass spectrometer, computer, printer, and software. In addition to all training manuals and operating manuals, on-site training for at least two analysts must be included. A twelve-month warranty on the system must also be included.

1.3 Objectives of the Requirement

DAS requires a complete direct sample introduction time of flight system for analysis and screening of controlled substances submitted by various police services. A new direct sample introduction TOF system is being sought to potentially replace the gas-chromatograph flame ionization detector instrument.

In addition to the direct sample introduction platform, the ability to couple the TOF with an uHPLC will be considered as an option for future applications.

1.4 Background, Assumptions and Specific Scope of the Requirement

DAS screens for controlled substances using a gas chromatograph flame ionization detector (GC-FID). In addition, the current practice to analyse liquid samples and weak or negative samples is to perform an acid/base clean-up procedure first. This requires an investment of time and labour by the analyst. A direct sample introduction coupled with a TOF system would allow for an increase in sample throughput and greater overall efficiency. An increase in sample throughput is important considering DAS is continually observing an increase in sample submissions by the various enforcement agencies.

2.0 Requirements

2.1 Tasks, Activities, Deliverables, and Milestones

The contractor must supply and install one direct sample introduction TOF system in Montreal and a second identical system in Vancouver that meets the specifications that are detailed below. The system must be demonstrated to be in accordance with the manufacturer's performance specifications as well as the mandatory performance specifications of the user. Training on the use and maintenance of the instrument must be completed before final acceptance of the system by the user.

The purchased system must be delivered to the user's site no later than March 28, 2014. The system must be installed and accepted by the user within 4 weeks of delivery. Upon completion of installation, all components of the system must be fully operational and ready for analysis. Training, including software and instrument use and maintenance and troubleshooting, must be completed within 2 weeks after acceptance of the system. The instrument must include clearly written and comprehensive English-language user manuals for reference. The supplier must continue to provide technical assistance to DAS laboratory staff during regular working hours by phone or email at no added cost to DAS.

2.2 Specifications and Standards

The system must be in accordance with the specifications below. The contractor is responsible for tasks, activities, deliverables, and milestones specified in Section 2.1.

A. General Software Requirements:

- A.1 Must include up-to-date operating system with the latest service pack. MANDATORY. The operating system version must be specified by the contractor.
- A2. Must include current Windows-based instrument software programs. MANDATORY
- A3. Must include a fully integrated software suite allowing for flexible use and full control of both the direct sample introduction platform and time of flight mass spectrometer on the same data system. MANDATORY
- A4. Must include a data processing software program. MANDATORY
- A5. Must be multi-tasking allowing the user to acquire and process data simultaneously. MANDATORY

A6. The contractor must provide free upgrades for all instrument software suites for a minimum two years, plus all application modules as they become commercially available. MANDATORY

B. General Requirements:

B1. Must include data system with the following:

- PC computer with necessary accessories to operate the direct sample introduction and time of flight (TOF) systems. MANDATORY
- Minimum 24" LCD monitor. MANDATORY
- One laser printer (ability to duplex) with a 250 to 500 page tray capacity. MANDATORY

B2. PC network card requirements:

- PC computer must be able to accept a second network (NIC) card. MANDATORY
- Two NIC cards must be included. MANDATORY

B3. Warranty:

- The effective date of the minimum twelve-month warranty period for all non-consumable components will commence on the date of acceptance of the complete system (including all physical features and performance tests). MANDATORY
- This warranty must cover all parts, freight, labour, travel, lodgings or any associated costs. MANDATORY

B4. Acceptance criteria for the installation and set-up of the instrument must include satisfactory demonstration of:

- A cocaine sample or standard (provided by DAS laboratory). MANDATORY
- A heroin sample or standard (provided by DAS laboratory). MANDATORY
- The contractor must provide all relevant reference standard solutions, except for controlled substances, for use during on-site acceptance testing. MANDATORY

B5. Spare part kit: Initial consumables, special tools and a recommended spare part kit (one-year supply) must be provided. MANDATORY

B6. The contractor must provide timely call-response and on-site response to service calls. (MANDATORY)

How quickly a response is provided as well as the cost will be point-rated. POINT-RATED R1

C. Training Requirements:

C1. Training must be provided in-house for at least two analysts by a qualified technician. MANDATORY

C2. Manuals must be provided with the system MANDATORY, including but not limited to:

- operating manuals;
- maintenance manuals;
- training manuals.

D. Direct sample introduction requirements.

D1. Must analyse samples automatically without the user being present. The user initiates the sequence to analyse the first sample and the system automatically resumes the analysis of the remaining samples. MANDATORY.

A higher score will be given for the ability to analyse more than two samples automatically.
POINT-RATED R2

D2. Ability to automatically analyse samples in a short time.

A higher score will be given to a system that has the ability to analyse multiple samples in a short time frame. POINT-RATED R3 (Vendor must submit a detailed written response describing the procedure to prepare a series of unknown powder samples and the breakdown of time required to analyse these samples automatically {calibration, equilibration, sample introduction, data collection, etc.}). Provide an analysis time per sample. The response must take into consideration the maximum number of unknown powder samples the instrument can accept).

D3. Must have the ability to switch between positive and negative ion modes.
MANDATORY

D4. The above mentioned functions must be digitally controlled by the software.
MANDATORY

E. Time of Flight Mass Spectrometer requirements.

E1. Ability to accept Electrospray Ionization (ESI) and Atmospheric Pressure Chemical Ionization (APCI) platforms in addition to direct sample introduction will be given a higher score. POINT-RATED R4

These systems must be digitally controlled by the software and seamlessly interchangeable. These ESI and APCI platforms are to be included if these functions are available.

E2. Must have the ability to perform fragmentation of molecular species similar to Collision Induced Dissociation (CID) to differentiate molecules with the same molecular formula.
MANDATORY

E3. Cocaine and scopolamine have the same molecular formula. Vendor must provide a detailed description of the procedure to differentiate the two compounds or compounds that have the same molecular formula. MANDATORY

E4. Capability to operate in combination with an Ultra High Performance Liquid Chromatograph (uHPLC).

E5. Mass range measurement must be up to a minimum 10 000 m/z. MANDATORY

E6. Mass accuracy must be within 5 mmu. MANDATORY

E7. Must offer automatic calibration with user defined calibration standards. MANDATORY

E8. Calibration standard material must be included. MANDATORY

E9. Must allow for data post-processing. MANDATORY

User must be able to transfer data files from one PC to a second PC (if purchased) seamlessly while the system is in operation collecting data. MANDATORY

E10. Ability to automatically generate and print standard reports. A higher score will be given to a system that is capable of generating and printing a standard report after the analysis of each sample or after the batch of samples has been completed. POINT-RATED R5

E11. The standard report must include the TOF and CID data (if applicable) in addition to compound matches compared to an in-house library or third party library source. MANDATORY

The contractor must provide a hard-copy of a report that demonstrates that the above described report can be generated. MANDATORY

E12. If the system uses nitrogen, a nitrogen generator must be included. MANDATORY

E13. If the system is under vacuum pressure then a vacuum pump with a noise enclosure unit must be included. MANDATORY

E14. Ability to provide isotopic data in addition to exact mass and using the software to search for known molecular formulas in a database. POINT-RATED R6

E15. Inclusion of electronic spectral libraries (in-house or third party) related to controlled substances, precursors, and drugs of abuse. POINT-RATED R7

F. Optional Goods and Services:

Note: Vendor may list items and their relevant cost and specifications that may become part of this tender. Prices quoted for the following items will be valid after 12 months of the system acceptance date. The vendor can provide more options than the following as deemed to be useful for the user.

F1. A second PC computer with the appropriate software license and a minimum 24" LCD monitor to process data independently. The second PC computer will be used off-line for post data processing such as library searches, etc.

F2. Comprehensive electronic spectral libraries of controlled substances, precursors, and drugs of abuse.

F3. A bar code reader capable of reading 3 of 9 standard 1-dimensional barcodes.

F4. Ability to incorporate an uHPLC system coupled to the time of flight mass spectrometer. If the software that controls the uHPLC works seamlessly with the software that controls the TOF spectrometer, the option to purchase an uHPLC system will be considered.

F5. Optional uHPLC system are to include the following:

F5.1. Quaternary analytical pump:

F5.1.1 Compatible with mobile phases of a broad pH range (at least pH 2-10), including buffers.

F5.1.2 Solvents mixed before reaching the column.

F5.1.3 Capable of ultra-high pressure liquid chromatography (pressures greater than 600 bar) in addition to standard analytical high performance liquid chromatography. Flow precision less than 0.3% RSD.

F5.1.4 The software capable of generating a single standard report which includes UV Spectrum, TOF, and CID data (if obtained) without customization or without analyst generated macros.

F5.2. Safety

F5.2.1 Fluidic connections monitored by electronic leak detectors.

F5.2.2 The system includes a maximum/minimum pressure shut-off.

F5.2.3 Includes pumping system that monitors pump seal tightness and provides early warnings of leakages.

F5.3. Thermostatted autosampler

F5.3.1 Holds more than one standard 2 mL sample vials.

F5.3.2 Carryover to be 0.02% or less.

F5.3.3 All solvents degassed by a built-in degasser which is controlled by the pump.

F5.3.4 Have a wide range of injection volumes using full loop or partial loop fill (from 1 µL up to 200 µL); appropriate equipment included.

F5.3.5 Provide programmable needle washes in between sample injections.

F5.4. Thermostatted column compartment

F5.4.1 Compatible with columns ranging from narrow bore (2.1 mm ID) to standard bore (4.6 mm ID).

F5.4.2 Maintain stable temperatures of at least 50 °C.

F5.5. Solvent rack and bottles to be included.

F5.6. Diode array detector

F5.6.1 Connect serially to the mass spectrometer.

F5.6.2 Spectral range of at least 190 to 800 nm.

F5.6.3 Acquire at least 5 wavelengths simultaneously.

F5.6.4 Wavelength accuracy be at least +/- 1 nm.

F5.6.5 Light sources include a deuterium lamp and a tungsten lamp.

F5.6.6 Include appropriate flow cell options.

F5.6.7 Include electronic temperature control.

F5.7. Include spectral software for analysis of UV data.

F6. Extended warranty. Option to purchase coverage for an extra one year and two years.

ANNEX "B"
Basis of Payment

Table B.1 – Initial Order

Item #	Description	Qty	U of I	Unit price	Extended total
1	TOF - Hardware and Software Make and Model _____	2	EA	\$	\$
2	Year 1 - on-site warranty	2	EA	\$	\$
3	Installation and Demonstration	2	lot	\$	\$
4	Training	2	lot	\$	\$

SubTotal B.1

\$

Table B.2 - Optional Goods and Services

5	Year 2 - on-site warranty	2	ea	\$	\$
6	Year 3 – on-site warranty	2	ea	\$	\$
7	Bar Code Reader	1	ea	\$	\$
8	2nd Computer and Software	1	ea	\$	\$
9	Other Value Added Items offered by the Contractor will be considered optional goods and services, less a discount of ____ % (or as listed herein) .				

Subtotal B.2

\$

ANNEX C

Point - rated Technical Criteria

Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria. Please provide a written description of how each requirement is met. Score column reserved for the evaluation team.				
Bids that fail to meet the mandatory requirements will not be rated and the bid will not be considered.				
Criteria			Pg #	Score
General Requirements	Max.: 20 points	Min. Required: 6 points		/20
R1. Timely response to service calls (Section B6) Please provide a detailed written response describing your process for providing call back service (including time for technician to call back) and on-site service and the expected timelines for responses to on-site service requests. Please provide two references that can verify the call back response times. Please include the costs of on-site response, including travel and at least 8 hours of technician service. A minimum of 6 points is required for the bid to pass this section.				
Direct Sample Introduction Requirements	Max.: 20 points			/20
R2. Ability to analyse more than two samples automatically (Section D1). Ability to analyse samples (solid and liquid) automatically without the user being present. The user initiates the sequence to analyse the first sample and the system automatically resumes the analysis of the remaining samples. MANDATORY. A higher score will be given for the ability to analyse more than one sample automatically. 1 point between 3-5 samples 2 points between 6-8 samples 4 points between 9-11 samples 10 points between 12-15 samples 15 points more than 16-20 samples 20 points more than 20 samples				
Time of Flight (TOF) Requirements	Max.: 65 points			/65
R3. Ability to analyse samples in a short time (Section D2). A higher score will be given to a system that has the ability to analyse multiple samples in a short time frame. Vendor must submit a detailed written response describing the procedure to prepare a series of unknown powder samples and the breakdown of time required to analyse these samples automatically {calibration, equilibration, sample introduction, data collection, etc.}. Provide an analysis time per sample. The response must take into consideration the				/15

Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria. Please provide a written description of how each requirement is met. Score column reserved for the evaluation team.

Bids that fail to meet the mandatory requirements will not be rated and the bid will not be considered.

Criteria	Pg #	Score
<p>maximum number of unknown powder samples the instrument can accept).</p> <p>Analysis time per sample: 15 points 5 seconds or less 12 points between 6-10 seconds 10 points between 11-15 seconds 8 points between 16-20 seconds 2 points between 21-30 seconds 1 point > 30 seconds</p>		
<p>R4. Ability to accept Electrospray Ionization (ESI) and Atmospheric Pressure Chemical Ionization (APCI) platforms in addition to direct sample introduction will be given a higher score (Section E1). A higher score will be given to a TOF mass spectrometer that can incorporate ESI and/or APCI platforms</p> <p>5 points for ESI only; 5 points for APCI only; 10 points for both ESI and APCI</p>		/10
<p>R5. Ability to automatically generate and print standard reports (Section E10). A higher score will be given to a system that is capable of generating and printing a standard report after the analysis of each sample or after the batch of samples has been completed.</p> <p>20 points if system can automatically generate and print standard reports.</p>		/20
<p>R6. Ability to provide isotopic data in addition to exact mass and using the software to search for known molecular formulas in a database (Section E14).</p>		/10
<p>R7. Electronic spectral libraries (Section E15). Inclusion of electronic spectral libraries (in-house or third party) related to controlled substances, precursors, and drugs of abuse.</p>		/10

FORMS

FORM A - BID SUBMISSION FORM

BID SUBMISSION FORM (A)		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i>		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Signature of Authorized Representative of Bidder		

FORM B: Substantiation of Technical Compliance Form

(Form B is attached at the end of this RFP)

Solicitation No. - N° de l'invitation
H4134-133092/A
Client Ref. No. - N° de réf. du client
H4134-133092

Amd. No. - N° de la modif.
File No. - N° du dossier
VAN-3-36202

Buyer ID - Id de l'acheteur
van532
CCC No./N° CCC - FMS No/ N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
2nd FLOOR - 800 BURNARD STREET
VANCOUVER BC V6Z 0B9

Solicitation No. : H4134-133092/A

Solicitation Closes at : 14:00 PT
on : January 07, 2014

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 2e étage
Vancouver (C.-B) V6Z 0B9

N° de l'invitation : H4134-133092/A

La réception des soumissions prend fin le : janvier 07 2014
à : 14:00 PT

Sec	Description	Comply		Comments / References page #
		Yes	No	
2.0	Requirements			
2.1	<p>Tasks, Activities, Deliverables, and Milestones</p> <p>The contractor must supply and install one direct sample introduction TOF system in Montreal and a second identical system in Vancouver that meets the specifications that are detailed below. The system must be demonstrated to be in accordance with the manufacturer's performance specifications as well as the mandatory performance specifications of the user. Training on the use and maintenance of the instrument must be completed before final acceptance of the system by the user.</p> <p>The purchased system must be delivered to the user's site no later than March 28, 2014. The system must be installed and accepted by the user within 4 weeks of delivery. Upon completion of installation, all components of the system must be fully operational and ready for analysis. Training, including software and instrument use and maintenance and troubleshooting, must be completed within 2 weeks after acceptance of the system. The instrument must include clearly written and comprehensive English-language user manuals for reference. The supplier must continue to provide technical assistance to DAS laboratory staff during regular working hours by phone or email at no added cost to DAS.</p>			
2.2	<p>Specifications and Standards</p> <p>The system must be in accordance with the specifications below. The contractor is responsible for tasks, activities, deliverables, and milestones specified in Section 2.1.</p>			
A	General Software Requirements:			
A1	<p>Must include up-to-date operating system with the latest service pack. MANDATORY.</p> <p><i>The operating system version must be specified by the contractor.</i></p>			
A2	Must include current Windows-based instrument software programs. MANDATORY			
A3	<p>Must include a fully integrated software suite allowing for flexible use and full control of both the direct sample introduction platform and time of flight mass spectrometer on the same data system.</p> <p>MANDATORY</p>			
A4	Must include a data processing software program. MANDATORY			
A5	Must be multi-tasking allowing the user to acquire and process data simultaneously. MANDATORY			

Sec	Description	Comply		Comments / References page #
		Yes	No	
A6	The contractor must provide free upgrades for all instrument software suites for a minimum two years, plus all application modules as they become commercially available. MANDATORY			
B	General Requirements:			
B1	Must include data system with the following: - PC computer with necessary accessories to operate the direct sample introduction and time of flight (TOF) systems. MANDATORY - Minimum 24" LCD monitor. MANDATORY - One laser printer (ability to duplex) with a 250 to 500 page tray capacity. MANDATORY			
B2	PC network card requirements: - PC computer must be able to accept a second network (NIC) card. MANDATORY - Two NIC cards must be included. MANDATORY			
B3	Warranty: - The effective date of the minimum twelve-month warranty period for all non-consumable components will commence on the date of acceptance of the complete system (including all physical features and performance tests). MANDATORY - This warranty must cover all parts, freight, labour, travel, lodgings or any associated costs. MANDATORY			
B4	Acceptance criteria for the installation and set-up of the instrument must include satisfactory demonstration of: - A cocaine sample or standard (provided by DAS laboratory). MANDATORY - A heroin sample or standard (provided by DAS laboratory). MANDATORY The contractor must provide all relevant reference standard solutions, except for controlled substances, for use during on-site acceptance testing. MANDATORY			
B5	Spare part kit: Initial consumables, special tools and a recommended spare part kit (one-year supply) must be provided. MANDATORY			
B6	The contractor must provide timely call-response and on-site response to service calls. (MANDATORY) How quickly a response is provided as well as the cost will be point-rated. POINT-RATED R1			
C	Training Requirements:			
C1	Training must be provided in-house for at least two analysts by a qualified technician. MANDATORY			

Sec	Description	Comply		Comments / References page #
		Yes	No	
C2	Manuals must be provided with the system MANDATORY, including but not limited to: - operating manuals, - maintenance manuals, - training manuals.			
D	Direct sample introduction requirements.			
D1	Must analyse samples automatically without the user being present. The user initiates the sequence to analyse the first sample and the system automatically resumes the analysis of the remaining samples. MANDATORY. A higher score will be given for the ability to analyse more than two samples automatically. POINT-RATED R2			
D2	Ability to automatically analyse samples in a short time. A higher score will be given to a system that has the ability to analyse multiple samples in a short time frame. POINT-RATED R3 (Vendor must submit a detailed written response describing the procedure to prepare a series of unknown powder samples and the breakdown of time required to analyse these samples automatically {calibration, equilibration, sample introduction, data collection, etc.}. Provide an analysis time per sample. The response must take into consideration the maximum number of unknown powder samples the instrument can accept).			
D3	Must have the ability to switch between positive and negative ion modes. MANDATORY			
D4	The above mentioned functions must be digitally controlled by the software. MANDATORY			
E	Time of Flight Mass Spectrometer requirements.			
E1	Ability to accept Electrospray Ionization (ESI) and Atmospheric Pressure Chemical Ionization (APCI) platforms in addition to direct sample introduction will be given a higher score. POINT-RATED R4 These systems must be digitally controlled by the software and seamlessly interchangeable. These ESI and APCI platforms are to be included if these functions are available.			
E2	Must have the ability to perform fragmentation of molecular species similar to Collision Induced Disassociation (CID) to differentiate molecules with the same molecular formula. MANDATORY			

Sec	Description	Comply		Comments / References page #
		Yes	No	
E3	Cocaine and scopolamine have the same molecular formula. Vendor must provide a detailed description of the procedure to differentiate the two compounds or compounds that have the same molecular formula. MANDATORY			
E4	Capability to operate in combination with an Ultra High Performance Liquid Chromatograph (uHPLC).			
E5	Mass range measurement must be up to a minimum 10 000 m/z. MANDATORY			
E6	Mass accuracy must be within 5 mmu. MANDATORY			
E7	Must offer automatic calibration with user defined calibration standards. MANDATORY			
E8	Calibration standard material must be included. MANDATORY			
E9	Must allow for data post-processing. MANDATORY User must be able to transfer data files from one PC to a second PC (if purchased) seamlessly while the system is in operation collecting data. MANDATORY			
E10	Ability to automatically generate and print standard reports. A higher score will be given to a system that is capable of generating and printing a standard report after the analysis of each sample or after the batch of samples has been completed. POINT-RATED R5			
E11	The standard report must include the TOF and CID data (if applicable) in addition to compound matches compared to an in-house library or third party library source. MANDATORY The contractor must provide a hard-copy of a report that demonstrates that the above described report can be generated. MANDATORY			
E12	If the system uses nitrogen, a nitrogen generator must be included. MANDATORY			
E13	If the system is under vacuum pressure then a vacuum pump with a noise enclosure unit must be included. MANDATORY			
E14	Ability to provide isotopic data in addition to exact mass and using the software to search for known molecular formulas in a database. POINT-RATED R6			
E15	Inclusion of electronic spectral libraries (in-house or third party) related to controlled substances, precursors, and drugs of abuse. POINT-RATED R7			