



1. Advance Contract Award Notice (ACAN)

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of the requirement

The Department of the Environment has a requirement for professional services to facilitate the maintenance of the electronic access control system in the NCR for the following sites in Gatineau, Quebec:

- 1040 St Joseph Blvd (for FY 2013/14 only)
- 351 St. Joseph Blvd (PVM & PVM Annex)
- 200 Sacre-Coeur Blvd (Fontaine Building)
- 171 Jean Proulx

Objectives/Deliverables:

The Government of Canada continues to operate at Security Readiness Level 2 which requires positive control of access to all departmental premises. In the NCR, four sites are currently equipped with card access control, intrusion alarms and surveillance cameras. These components are all tied into and monitored by the electronic access control system currently housed at PVM. This system is used to record photographic images and program access privileges for EC staff, create access cards, create building entry/exit logs, monitor access points and surveillance cameras and maintain site visitor registry management.

The contractor must do the following:

- Complete inspections of the Site-Secure Software and Enterprise SMS Software and provide necessary updates and patches as required
- Complete cleaning of all cameras exposed to the environment
- Complete inspection and preventative maintenance of all hardware, including the controllers, power supplies and UPS.
- Complete alarm verification of duress and emergency assistance alarms
- 24/7 Service, including Parts and Labour for maintenance, but excluding Life Time replacement of parts such as computers and printers (the normal expected Life Time is 60 months from in service date).

Schedule of Work:

The work will commence upon contract award with an end date of March 31, 2018 (including option years)

Security:

The contractor must possess a valid security clearance at the level of Reliability Status and maintain this clearance for the duration of the contract.

2. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Must have comprehensive working knowledge of Enterprise SMS.

Experience

5+ years working with complex security systems on the SMS Enterprise software malfunctions, install system updates, add/delete external components. Must be available 24/7 to address urgent issues.

Must hold a valid security clearance at the level of Reliability Status

Knowledge and understanding of

Must have a detailed working knowledge Enterprise SMS, procedures and responsibilities in relation to Security and our security systems. Must possess working knowledge of a multi-site security system and all of its functions, capabilities and maintenance requirements.

Must possess comprehensive working knowledge of SMS Enterprise software.

This procurement is subject to the following trade agreement(s)

- Agreement on Internal Trade (AIT)
- World Trade Organization - Agreement on Government Procurement (WTO-AGP)
- North American Free Trade Agreement (NAFTA)

5. Set-aside under the Procurement Strategy for Aboriginal Business

N/A

6. Comprehensive Land Claims Agreement(s)

N/A

7. Justification for the Pre-Identified Supplier

The NCR electronic access control system is a proprietary system based on EnterpriseSMS software of which Ottawa Security is the exclusive master distributor for Eastern Canada. Ottawa Security maintains system administrator rights. No other company has the proprietary rights or system administrator rights to access the system. Ottawa Security is the exclusive distributor of the EnterpriseSMS software required to support the NCR electronic access control system. Only Ottawa Security has the proprietary rights and administrator rights to the NCR system. Another company cannot access the existing electronic access system without administrator rights. Ottawa Security is the exclusive distributor of the system software. The current electronic access system maintains/controls access to four sites

8. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is (are) invoked for this procurement under subsection subsection 6(d) - "only one person is capable of performing the work").



9. Exclusions and/or Limited Tendering Reasons

The following exclusion(s) and/or limited tendering reasons are invoked under the:

- Agreement on Internal Trade (AIT) – Article(s) I.2 – Appendix “D” paragraph (b)
- World Trade Organization - Agreement on Government Procurement (WTO-AGP) – Article(s) XV.1.b
- North American Free Trade Agreement (NAFTA) – Article(s) 1016.2.b

10. Ownership of Intellectual Property

- No new Intellectual Property will be generated as a result of this contract

11. Period of the proposed contract or delivery date

The proposed contract is for an initial period of 1 year with the option for four additional one year periods.

12. Cost estimate of the proposed contract

The estimated value of the contract, including option(s), is \$279,028.23 (GST/HST extra):

13. Name and address of the pre-identified supplier

Ottawa Security Systems and Communications Ltd.
304 O'Connor Street
Ottawa, ON K2P 1V7

14. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date of this notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

15. Closing date for a submission of a statement of capabilities

The closing date and time for accepting statements of capabilities is October 23, 2013 at 15:00 EST.



16. Inquiries and submission of statements of capabilities

Shawn Davis
Contracting Officer
NCR Materiel Management and Contracting
Corporate Services Branch
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