

Royal Canadian Gendarmerie royale Mounted Police du Canada

RETURN BIDS TO: RETOURNER LES SOUMISSIONS A :

Bid Receiving/Réception des sousmissions

Royal Canadian Mounted Police (RCMP) Procurement & Contracting Services 2nd Floor, 14535 – 118th Avenue Edmonton, AB T5L 2M7

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE CONTIENT PAS D'EXIGENCE DE SÉCURITÉ

Title – Suj					
Title – Sujet CCVE Cameras and Parts RCMP Yellowknife, NT			Date February 14th, 2014		
Solicitatio M5000-14-		Nº de l'invitation			
Client Refe 14-1038	erence l	No No. De Référe	ence du	Client	
Solicitation Closes – L'invitation prend fin					
At /à : 16 :00				MST (Mountain Standard Time) MST (Temps de Norme de Montagne)	
On / le :	Monda	y March 3rd, 2014			
F.O.B. – F . Destination		GST – TPS See herein — Voi présentes	r aux	Duty – Droits See herein — Voir aux présentes	
services RCMP-GR 5010 Veter	Destination of Goods and Services – Destinations des biens et services RCMP-GRC 5010 Veterans Memorial Drive Yellowknife, Northwest Territories X1A 2R3				
		aux présentes			
Address Inquiries to – Adresser toute demande de renseignements à Joanne Maybroda					
	oute de		Inements	s à	
Joanne Ma	aybroda No. – N			ile No. – No. de télécopieur	
Joanne Ma Telephone	e No. – N 037 equired Voulue	mande de renseig lo. de téléphone	Facsim 780-454 Deliver	ile No. – No. de télécopieur	
Joanne Ma Telephone 780-341-30 Delivery R Livraison On or Befo	No. –	n 28, 2014	Facsim 780-454 Deliver Livraise	ile No. – No. de télécopieur 4-4523 y Offered – on proposée ative – Raison sociale,	
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TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

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

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 1. Evaluation Procedures
- 2. Basis of Selection

PART 5 – CERTIFICATIONS

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

PART 6 - RESULTING CONTRACT CLAUSES

- 1. Security Requirement
- 2. Requirement
- 3. Standard Clauses and Conditions
- 4. Term of Contract
- 5. Authorities
- 6. Proactive Disclosure of Contracts with Former Public Servants
- 7. Payment
- 8. Invoicing Instructions
- 9. Certifications
- 10. Applicable Laws
- 11. Priority of Documents
- 12. Procurement Ombudsman

List of Annexes:

- Annex A Requirement
- Annex B Basis of Payment
- Annex C Aboriginal Opportunities Consideration



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

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.

4. Procurement Ombudsman

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days Insert: ninety (90) days



1.1 SACC Manual Clauses

B4024T (2006-08-15), No Substitute Products

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to the RCMP will not be accepted.

Submit bids via Courier or by hand only to:

Royal Canadian Mounted Police (RCMP) Procurement & Contracting Services 2nd Floor, 14535 – 118th Avenue Edmonton, AB T5L 2M7

Bids are to be directed only to the bid receiving unit. Royal Canadian Mounted Police (RCMP) will NOT assume responsibility for bids directed to any other location.

NOTE: Canada Post Priority Courier is not considered a Courier in this instance because mail is not delivered by Canada Post to this location. Please ensure that you are using another Courier provide.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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 (2 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 <u>Policy on Green Procurement</u> (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 sustainablymanaged 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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), 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

Delivery must be made on or before March 28, 2014.

1.2 Financial Evaluation

The total assessed bid price will be calculated in the following method as referred to at Annex "C", the Basis of Payment.

- **1.2.1** The firm unit price provided for each line item will be multiplied by the quantity to achieve an extended price for each line item.
- **1.2.2** The sum of the extended price for each line item will equal the total evaluated price.

SACC Manual Clause: A0222T (2013-04-25) Evaluation of Price

1.3 Aboriginal Opportunities Consideration Evaluation

Optional: Bidders have the ability to receive an evaluated price reduction in their proposal. A reduction of up to 5% may be applied to the total evaluated bid price based on the provision of proof that your organization or service provided meets the criteria stated in Annex "C", Aboriginal Opportunities Consideration.

2. Basis of Selection

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



PART 5 - CERTIFICATIONS

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

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

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

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

3. Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3.1 General Conditions

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

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

Delete subsection 29.4 in its entirety.

4. Term of Contract

4.1 Delivery Date

All the deliverables must be received on or before March 28, 2014.

4.2 Optional Goods

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

The Contracting Authority may exercise the option at any time within one year from contract award by sending a written notice to the Contractor. Delivery for optional goods will be thirty days from the contract amendment.

The Contracting Authority may exercise the options in part or in full.



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Maybroda Procurement Officer NWR Procurement & Contracting Services 2nd Floor, 14535 – 118th Avenue Edmonton, AB T5L 2M7 E-mail: Joanne.Maybroda@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 **Project Authority** (To be Inserted at Contract Award)

The Project Authority for the Contract is:

_

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 (to be filled in by bidder)

Name:
Title:
Legal Business Name:
Address:
Telephone:
Facsimile:
E-mail address:
GST Registration Number:



6. Payment

6.1 Basis of Payment - Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B, for a total cost of \$ ______ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 Single Payment

SACC Manual Clause H1000C (2008-05-12) Single Payment

6.3 Shipping Instructions

Incoterms 2000 "DDP Delivered Duty Paid" Yellowknife, Northwest Territories.

7. Invoicing Instructions

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

The original and one (1) copy must be forwarded to the following address for certification and payment. (*To be Inserted at Contract Award*)

Name:	
Title:	_
Organization:	
Address:	
Telephone :	
Facsimile:	
E-mail address:	



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 ______. (*To be Inserted at Contract Award*)

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2010A (2013-04-25), General Conditions Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Aboriginal Opportunities Consideration;
- (f) and the Contractor's bid dated ______, as clarified on _____" or ", as amended on _____". (To be Inserted at Contract Award)

11. Procurement Ombudsman

11.1 Dispute Resolution Services

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

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

11.2 Contract Administration

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

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



ANNEX "A"

REQUIREMENT

A. Initial Requirement

Item	Description	Qty. (each)
1.	Cameras, Axis P1357, Indoor, Part Number: 0526-001: No Substitute	75
2.	Housing, Flitch APW, Part Number: CCEH-200D: No Substitute	72
3.	Lenses, Fuji, Part Number: YV2.2x1.4A-SA2L: No Substitute	72

For Delivery to:

Contact: (To be Inserted at Contract Award)

RCMP-GRC 5010 Veterans Memorial Drive Yellowknife, Northwest Territories X1A 2R3

B. Optional Goods

Item	Description	Qty. (each)
1.	Cameras, Axis P1357, Indoor, Part Number: 0526-001: No Substitute	37
2.	Housing, Flitch APW, Part Number: CCEH-200D: No Substitute	36
3.	Lenses, Fuji, Part Number: YV2.2x1.4A-SA2L: No Substitute	36

For Delivery to:

Contact: (To be Inserted at Contract Award)

RCMP-GRC 5010 Veterans Memorial Drive Yellowknife, Northwest Territories X1A 2R3



ANNEX "B"

BASIS OF PAYMENT

- 1. Prices are firm unit.
- 2. Firm unit prices are in Canadian Dollars.
- 3. Firm unit prices are FOB Destination Yellowknife, Northwest Territories, including Customs Duties and Excise Taxes, if applicable.
- 4. Prices do not include GST; however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

A. Initial Requirement:

Item	Description	Qty. (each)	Firm Unit Price (each)	Extended Price
1.	Cameras, Axis P1357, Indoor, Part Number: 0526-001: No Substitute	75	\$	\$
2.	Housing, Flitch APW, Part Number: CCEH-200D: No Substitute	72	\$	\$
3.	Lenses, Fuji, Part Number: YV2.2x1.4A-SA2L: No Substitute	72	\$	\$
	For Delivery to: 5010 Veterans Memorial Drive Yellowknife, Northwest Territories X1A 2R3			
			A. Total Price:	\$

B. Optional Goods: Pricing must be provided as the same price above

Item	Description	Qty. (each)	Firm Unit Price (each)	Extended Price
1.	Cameras, Axis P1357, Indoor, Part Number: 0526-001: No Substitute	37	\$	\$
2.	Housing, Flitch APW, Part Number: CCEH-200D: No Substitute	36	\$	\$
3.	Lenses, Fuji, Part Number: YV2.2x1.4A-SA2L: No Substitute	36	\$	\$
	For Delivery to: 5010 Veterans Memorial Drive Yellowknife, Northwest Territories X1A 2R3			
			B. Total Price:	\$

Grand Total Pricing A + B = \$ _____



ANNEX "C"

ABORIGINAL OPPORTUNITIES CONSIDERATION

The following percentage reductions in the evaluated bid price (for evaluation purpose only) allow the bidder to provide a commitment of aboriginal benefits.

Nunavut and Nunavik Land Claims Agreement

In order to comply with the requirements of the Agreement, the Bidder must provide proof of:

1. employing Inuit labour;

NUNAVUT AND NUNAVIK CITIZENS EMPLOYEES

NAME & POSITION TITLE (Provide name(s) where possible)	INUIT EMPLOYEE	NON – <u>INUIT</u> EMPLOYEE

Inuit Employee Content: Inuit employment. The percentages identified below relate specifically to the ratio of Inuit employees to the Total number of employees.	% reduction
1% - 45% of Inuit employees - 3% reduction in the evaluated offer price.(For evaluation purposes)	
46% - 90% of Inuit employees- 4% reduction in the evaluated offer price.(For evaluation purposes)	
90 - 100% of Inuit employees- 5% reduction in the evaluated offer price.(For evaluation purposes)	
MAXIMUM TOTAL % REDUCTION AVAILABLE (5%)	
TOTAL PERCENTAGE REDUCTION (FOR EVALUATION PURPOSES ONLY)	
Evaluated Bid Price	\$
(% reduction)	\$()
Total Evaluated Bid Price	\$

<u>% Calculation</u> Total Inuit/total employees = % of Inuit Employee