



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
Bid Receiving - Réception des soumissions:

Shannon McDonald  
Contracts & Material Services  
3427 Faithfull Ave  
Saskatoon SK S7K 8H6

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal to: Correctional Service 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 therefore.

### Proposition à: Service Correctionnel 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 — Commentaires :

### Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur :

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Telephone # — N° de Téléphone :

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Fax # — No de télécopieur :

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Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

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### Title — Sujet:

**Security Alarm Panel Replacements**

### Solicitation No. — N°. de l'invitation

**50100-14-2092158**

### Date:

**October 22, 2014**

### Client Reference No. — N°. de Référence du Client

### GETS Reference No. — N°. de Référence de SEAG

### Solicitation Closes — L'invitation prend fin

at / à : **2:00 pm CST**

on / le : **December 2, 2014**

### F.O.B. — F.A.B.

Plant – Usine:

Destination:

Other-Autre:

Pe Sakastew Centre

### Address Enquiries to — Soumettre toutes questions à:

Shannon McDonald  
Contracts & Material Services  
3427 Faithfull Ave  
Saskatoon SK S7K 8H6  
501-contracts@csc-scc.gc.ca

### Telephone No. — N° de téléphone:

**306-659-9252**

### Fax No. — N° de télécopieur:

**306-659-9317**

### Destination of Goods, Services and Construction:

Destination des biens, services et construction:

Pe Sakastew Centre

P.O Box 1500,

Mâskwâcis, Alberta T0C 1N0

### Instructions: See Herein

Instructions : Voir aux présentes

### Delivery Required — Livraison exigée :

See herein

### Delivery Offered – Livraison

proposée : Voir aux présentes

### Name and title of person authorized to sign on behalf of Vendor/Firm

Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur

Name / Nom

Title / Titre

Signature

Date

(Sign and return cover page with bid proposal /

Signer et retourner la page de couverture avec la proposition)



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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

### **4. Debriefings**

After contract award, 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.

### **5. 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](mailto: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](http://www.opo-boa.gc.ca).



## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](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>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Integrity Provisions – Bid', form part of and apply to the bid solicitation.**

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service Canada (CSC) 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 or email to CSC will not be accepted.

### **3. Communications – Solicitation Period**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 Alberta.



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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

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**  
Section II: Financial Bid: **one (1) hard copy**  
Section III: Certifications: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

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

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

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

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.

### 2. Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### 3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

### 4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



## **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 CSC will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### **1.2 Financial Evaluation**

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **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.

### **3. Insurance Requirement**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 11 of PART 6 – RESULTING CONTRACT CLAUSES.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.





## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provided to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 1.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_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 [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.

#### 1.2 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;



- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension as defined above? **YES ( ) NO ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012 – 2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force adjustment directive? **YES ( ) NO ( )**.

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including applicable taxes.



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### **1.3 Language Requirements**

The bidder certifies that the proposed resource(s) is/are capable of providing verbal and written communication and able to conduct the work in English.

#### **Certification:**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in 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 [Standard Acquisition Clauses and Conditions](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>) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

#### **3.1 General Conditions**

2010C (2014-09-25), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

**Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010C 27 Integrity Provisions – Contract’, will form part of the Contract.**

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from December 15, 2014 to March 31, 2015 inclusive.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shannon McDonald  
Title: Project Officer  
Correctional Service Canada  
Branch/Directorate: Contracts and Material Services  
Telephone: 306-659-9252  
Facsimile: 306-659-9317  
E-mail address: 501contracts@csc-scc.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

The Project Authority for the Contract is:

Name: Jeff Mills  
Title: Regional Telecommunications & Electronics Officer  
Correctional Service Canada  
Branch/Directorate: Tech Services  
Telephone: 306-659-9416  
E-mail address: jeff.mills@csc-scc.gc.ca

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.

[Fill in at contract award only.]

## 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex A , to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

### 6.2 Limitation of Price

SACC Manual clause C6000C 2011-05-16, Limitation of Price

### 6.3 SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification  
SACC Manual clause C0705C 2010-01-11, Discretionary Audit

### 6.4 Single Payment

SACC Manual clause H1000C 2008-05-12, Single Payment



## **6.5 Travel and Living Expenses**

There are no travel and living expenses associated with the Contract.

## **7. Invoicing Instructions**

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the Project Authority address as per page 14.

Jeff Mills  
Correctional Service of Canada  
3427 Faithfull Avenue  
Saskatoon SK S7K 8H6

## **8. Certifications**

### **8.1 Certification of Compliance**

Compliance with the certifications 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 or 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 Alberta.

## **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 2010C (2014-09-25)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

## **11. Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.



The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## **13. Closure of Government Facilities**

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## **14. Tuberculosis Testing**

14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

14.3 All costs related to such testing will be at the sole expense of the Contractor.



## **15. Compliance with CSC Policies**

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## **16. Health and Labour Conditions**

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **17. 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 for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).

## **18. 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 the contractor 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 the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca).

## **19. Privacy**

- 19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the





Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

- 19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



**ANNEX A – Statement of Work**

**Correctional Service Canada  
Technical Services Directorate  
Electronics Systems**

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**Issue 1  
26 June 2014**

**STATEMENT OF TECHNICAL REQUIREMENTS  
FOR THE  
REPLACEMENT OF THE DOOR & WINDOW ALARM SYSTEM  
AT  
PE SAKASTEW**

**AUTHORITY**

This Statement of Technical Requirements is approved by the Correctional Service of Canada for the replacement and augmentation of the Door Alarm system at Pe Sakastew.

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**Prepared by: Jeff Mills**

**Approved by:**

**Regional Telecommunications  
Electronics Officer - PRA**

**Director,  
Electronic Security Systems**

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Provided with STR

- Existing Door/Window Alarm System Block Diagram

To be provided by CSC

- Pe Sakastew Site Drawings

### **ABBREVIATIONS and DEFINITIONS**

CER	Central Equipment Room
COTS	Commercial-Off-The-Shelf
CSA	Canadian Standards Association
CSC	Correctional Service of Canada
DES	Director of Engineering Services
DSP	Digital Signal Processing
GFE	Government Furnished Equipment
GPI	General Purpose Interface
MCCP	Main Communications and Control Post
MTBF	Mean Time Between Failures
MTTR	Mean Time To Repair
PC	Personal Computer
PLC	Programmable Logic Controller
SCC	Security Control Centre
SCP	Secondary Control Panel
SOW	Statement of Work
STR	Statement of Technical Requirements
UPS	Uninterruptible Power Supply
VDU	Video Display Unit

## **1. introduction**

### ***General***

This Statement of Technical Requirements defines the site specific requirements for a Door and window alarm system for use in the CSC Pe Sakastew Facility in Hobbema, AB.

### ***Scope***

The contractor shall design, supply, install, test and provide operational and technical training on a door and window alarm system as described in this statement of technical requirement.

The contractor shall replace and relocate (where required) the existing custom built security display panel.

Contractor will install a fibre optic backbone to communicate between individual sensors and control infrastructure according to CSC specifications and standards. Backbone will provide for a minimum of 50% sparing to allow for future expansion

## **1.3 Requirement**

Pe S

## **1.4 Site Visits**

The Design Authority, or their authorized representative, shall coordinate the site visit, and identify to the contractors the exact locations of the speakers, interconnecting cables, amplifier and other electronic equipment.

The visit may be useful to determine:

- a. The exact location and mounting of security Panel,
- b. Mounting location of the electronic equipment, and
- c. Conduit and cabling requirements.

### **applicable documents**

The following Specifications, Standards and Publications of the issue in effect on the date of the Invitation to Tender form a part of this STR to the extent specified herein.

ES/SOW-0101	Statement of Work for Electronic Systems for the Correctional Service of Canada Institutions
ES/SPEC-0006	Electronics Engineering Specification, conduit, space and power requirements for security systems for use in Federal Correctional Institutions
ES/SOW-0102	Statement of Work for Quality Control for the Installation of Electronic Security Systems in Federal Correctional Institutions
ES/SPEC-0103	Electronics Engineering Specifications, Uninterruptible Power Supply for use in Federal Correctional Institutions
ES/SOW-0110	Statement of Work for Structured Cable Systems for Electronic Security Installations for the Correctional Service of Canada Institutions
EIA-310-C	Electronic Industry Association Standard for Racks, Panels and Associated Equipment

### **2.1 Language**

The language at Pe Sakastew as identified in this STR is English; therefore all related documentation for this project shall be in English. The operator manuals, maintenance manuals and as-built documents shall be provided in English. Training documentation shall be provided as per paragraph 7.3

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## Drawings

- Overall Site
- Maintenance Building
- main lodge
- living lodge 1 to 6 (all lodges identical)
- ceremonial lodge (c building)
- elders lodge/pfv

## requirements

### *System Architecture*

The system must consist of the minimum following components.

- Main Security Control Panel Touch-screen and PC
- Secure Door contacts (existing can be reused if feasible)
- Cable and interconnection hardware
- Other miscellaneous items as described in the STR
- Any other items that may be required to provide a complete and functional system capable of meeting the intent of this STR.

### *Main security Control Panel Touch Screen and PC*

- PC and touch screen will be located in the main security post in the front entrance of the Main Lodge.

### *System Components*

#### **Secure Door Contacts**

There are 27 existing entry door contacts, 1 health care entry door contact and 6 new installation utility room doors that require door contacts; this includes all living units and PFV. (34 in total)

- Living Lodge 1 – 4 doors + 1 Utility room door
- Living Lodge 2 – 4 doors + 1 Utility room door
- Living Lodge 3 – 4 doors + 1 Utility room door
- Living Lodge 4 – 4 doors + 1 Utility room door



- Living Lodge 5 – 4 doors + 1 Utility room door
- Living Lodge 6 – 4 doors + 1 utility room door
- Elders Lodge/PFV – 3 doors
- Ceremonial lodge (building C) – 1 door (room C135)

### **Control Panel Touchscreen and PC**

#### **Provide New Touch Screen monitor and PC**

#### **Wire, Cable, Conduit, Ducts**

Existing wiring, contacts and conduits may be reused wherever feasible. New Fibre-optic infrastructure to be installed to facilitate door contacts. Any new wiring and required contacts to control locations will be supplied by the contractor

The contractor must connect this equipment to the existing AC supply of the institution. Controllers and Displays must be connected to existing UPS supplied Power.

It is essential that all wiring be installed in a manner that facilitates quick and simple troubleshooting should any wiring be suspect. A cable termination system and demarcation at building entrances shall be employed.

### ***Functional Operation***

#### **Main Security Control Panel Touch Screen and PC**

- The touch screen will utilize a Map graphical interface Utilizing overall site Diagram and associated doors and windows
- When Unsecured, Doors will display a Red icon when open and a Green icon when closed
- Selecting a door on the map screen will bring up option to Secure/Unsecure
- When Secured, Doors will Display a Blue icon, if a door is opened while in the secure state; corresponding door will flash red and an alarm will sound in the control post.

- If a door enters an alarm state an acknowledge button will display on the screen to allow operator to acknowledge alarm and silence tone. Alarm cannot be re-alarmed until it is in a secure state.
- All contacts must utilize a tamper feature that will alarm the corresponding location if a contact wire is cut or contact tampered with
- Main PC processor unit Must be capable of 24/7 operation with low noise and minimal heat generation while maintaining fast alarm processing and functionality.

### *Other System Functions*

#### **PPA Flash Integration**

**The existing PPA FLASH systems shall be integrated onto the new touch screen with PPA maps displayed in a BINGO card fashion. Low battery alarms for the PPA's shall be displayed on a separate map. All PPA alarms will be set as the highest priority in the system and shall override any door or window alarms that are displayed.**

#### **Activity Log**

The system shall generate a comprehensive event activity log that will permit subsequent analysis of requests and events through a Report Generation User Interface.

### *System Capacity*

The central system shall include a minimum future site expansion capacity of 50% (door and window contacts/alarms)

### *Environmental Conditions*

#### **Equipment Operating Environment**

The system shall operate under environmental conditions as specified by the Environmental Conditions of ES/SOW-0102. The electronic equipment will be located in an indoor environment.

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## **quality assurance**

### ***General***

The contractor shall conduct a quality assurance plan that shall include the complete test results of in-plant and on-site tests.

All on-site installation and testing shall be in accordance with CSC document ES/SOW-0102.

### ***Availability***

The contractor shall include an availability model as a part of his proposal as specified by CSC document ES/SOW-0101.

### ***Removal of Existing Systems***

### ***Reliability***

The contractor's proposal shall include expected MTBF and MTTR figures for all system components. Industrial grade electronic components shall be used exclusively throughout the system. Wherever possible, COTS equipment is to be used.

Wherever possible, the failure of a single component shall not result in the failure of the entire system. The contractor shall address possible failure modes and system fault tolerance in his proposal. MTTR shall be provided for any single-point failure modes.

## **Preparation for Delivery**

### ***Manuals and Drawings***

The contractor shall provide at least four sets of complete documentation including 4 CD's or DVD's, which shall include operation manuals, service manuals, and as-built documentation for the system in English; including drawings in AutoCAD 2010 and PDF format. This documentation shall be in accordance with CSC document ES/SOW-0101.

### ***Software Documentation***

The contractor shall outline in his proposal specifically what software is to be used and what documentation will be provided with the system.

The contractor must supply operation manuals documenting all supplied software. The supplier must indicate whether any site-specific source code will be supplied. Systems that operate on open software systems (non-proprietary) are preferred.

### ***Acceptance Testing***

- 6.3.1 The contractor shall provide a detailed ATP to the DA, or his designated representative, by fax or email, for approval at least two weeks prior to the start of installation of the systems.
- 6.3.2 The contractor shall complete one hundred percent of the tests outlined in the ATP prior to the ATP testing being carried out by the DA.
- 6.3.3 The contractor shall provide a fully completed and signed copy of the ATP to the DA, or his designated representative, by fax or email, at least two working days prior to the start of the final ATP testing. This copy of the ATP shall include all of the results of the tests carried out in Section 5.6.2.
- 6.3.4 In the case where subcontractors have been used, the contractor shall provide written confirmation that the work of their subcontractor has been inspected and verified. This verification shall be sent to the DA or his designated representative, by fax or email, at least two days prior to the start of the ATP.
- 6.3.5 Testing may be carried out by the DA, a designated representative or a third party contractor.
- 6.3.6 The DA may repeat all of the ATP tests done by the contractor or a percentage of them. If an unacceptable level of failed tests are encountered during the ATP testing by the DA; the ATP testing will be halted until the contractor has corrected the failures.
- 6.3.7 If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the systems, the ATP testing may continue. If a major deficiency is found during the ATP testing that does affect the operational effectiveness of the radio equipment or system; the testing must cease until the deficiency has been corrected.
- 6.3.8 ATP testing must be done during normal working hours, 08:00 to 16:00, Monday to Friday. ATP testing at other times will only be done in an emergency situation.
- 6.3.9 The DA or designated representative will sign-off on the ATP, upon the successful conclusion of the testing. Any minor deficiencies noted during the

testing will be indicated on the ATP form. This signature indicates the Conditional Acceptance of the system.

6.3.10 The system will be subjected to operational testing for a period of two (2) weeks following the Conditional Acceptance of the system. CSC will formally accept the system from the Contractor at the end of this two (2) week period, but only if ALL deficiencies have been corrected.

6.3.11 Any deficiencies noted by CSC during this two (2) week operational testing period will be communicated to the Contractor, who will then be required to correct the deficiencies. The two (2) week operational testing period will begin again after all deficiencies have been cleared.

6.3.12 The equipment warranty period will start on the date the system is formally accepted.

### **Spares**

*The contractor shall recommend the type and quantity of spares required to support:*

- a. installation and on-site testing; and*
- b. operational requirements*

*Due to the remoteness of the site, contractor will supply a configured spare PC and touch screen monitor as a minimum sparing requirement plus any additional recommended spares.*

### **Warranty**

*The required warranty period will be for twelve months effective from the date of the on-site acceptance or the date the system is put into service by CSC, whichever is the earlier. The contractor shall provide all materials and labour required to correct any system/equipment problems occurring during the warranty period.*

### **Schedule**

*The contractor shall provide a detailed installation schedule as well as a project completion date.*

#### **Operational Downtime**

*Equipment and systems operational down time shall be kept to a minimum. All down time will be coordinated with the institution's representative as identified at the bidder's and/or the start-up meeting. The contractor's staff may be required to work during*

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*evenings, nights and/or weekends to reduce the amount of down time and to meet operational requirements*

### ***Institutional Operations***

*All employees of the contractor will be required to be in possession of a valid, current security clearance before they are permitted to enter and work in the institutions. The contractor shall submit the attached security clearance form to PWGSC. The contractor must take every precaution to minimize any disturbance to institutional operations. While on site, the contractor and his staff shall cooperate fully with operational staff and conform to all security requirements.*

### ***Safety***

*The contractor must, at all times, be in full compliance with the Canada Labor Code, Part II and the Alberta Occupational Health and Safety Act and Regulations*

### ***Institution Address***

*Pe Sakastew Center  
Township Rd #444 Quarter mile West  
Highway 2A, PO box 1500  
Hobbema, AB T0C 1N0*

### ***Handover Report***

The contractor shall complete a handover report for the systems installed.  
(Annex A)

## **OTHER**

### ***Existing Conditions***

There is an existing Security panel, control panel and door contact interface at the institution. Existing Alarm processor panel is located in room M126 of the maintenance building and additional relay panel is located in room C137 of the Ceremonial lodge (building C) Existing Security control panel and backup panel is located in Room E105 of the main lodge. (Security control post)

### ***Continuity of Use***

To the greatest extent possible, the cutover from the old system to the new system must result in minimal disruption to the institution. The contractor shall provide a cutover plan in the proposal.

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### ***Training***

The contractor shall provide operator and technical training in accordance with CSC document ES/SOW-0101. The training plan shall be included with the proposal.

### ***Custom Equipment***

To the maximum extent possible, it is preferred that systems consist of readily available off-the-shelf equipment. Custom assemblies and software shall be used only when such off-the-shelf equipment or software does not exist.

To the maximum extent possible, it is preferred that system configuration and changes be executed by means of software changes, not changes in hardware.

It is expected that manufacturers of major components of the system have a network of national distribution with local supply and service available in larger cities across Canada.

All equipment including any custom assemblies will require CSA approval as per CSC document ES/SOW-0102.

### ***Sparing Plan***

The contractor shall include an itemized list of recommended spare parts and/or test equipment with his proposal. This list shall include current unit costs.

### ***Existing Equipment Integration***

It will be necessary to physically integrate this equipment with other equipment in some cases. This shall be accomplished in accordance with accepted human engineering principles.

### ***Existing Equipment Removal***

It is the responsibility of the contractor to remove from service any equipment that is being decommissioned as a result of this Intercom System upgrade. Equipment will be turned over to the local CSC Design Authority or other designated authority.

The contractor shall pull out and dispose of all of the wiring rendered redundant, as a result of an advanced design, off site in an environmentally friendly way.

**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONICS SYSTEMS**  
**MAINTENANCE HANDOVER REPORT FORM**

**INSTITUTION:**

**DATE:**

**SYSTEM/EQUIPMENT:**

**APPLICABLE CONTRACT NO:**

DSS FILE NO:

SPECIFICATIONS:

**EQUIPMENT SUPPLIER (NAME AND ADDRESS):**

**SUPPLIER CONTACT (NAME AND TELEPHONE):**

**WARRANTY DETAILS:**

Expiry date on materials/parts:

Expiry date on installation:

Expiry date on factory labor:

Travel & living expenses during the warranty period:

chargeable to CSC ☐

not chargeable to CSC ☐

Equipment transportation costs are paid by CSC for:

sending to the supplier ☐

returning from the supplier ☐

Negotiated rates for emergency repairs at site due to misuse/abuse during warranty period are as follows:

Not applicable.

Negotiated rates for labor at site after warranty period are as follows:

Not applicable.



**DEFICIENCIES:**None remain ☐List attached ☐**DOCUMENTATION:**

Maintenance manual:

Supplied ☐

Due by ;

As-built drawings, cabling and wiring diagrams:

Supplied ☐

Due by ;

Acceptance test results:

Supplied ☐

Due by ;

**DISTRIBUTION OF DOCUMENTATION:**

1 copy to CESM sent on:

1 copy to RATIS/RTEO sent on:

2 copies to institution sent on:

**SPARES:**All delivered ☐

Delivery to be completed by ;

**EQUIPMENT LIST:**See attached list. ☐**MAINTENANCE TRAINING:**Completed ☐

Scheduled for ;

**SIGNATURE:**

Project Manager

**DISTRIBUTION:**CESM, NHQ  
RATIS/RTEO, RHQ  
AWMS, Institution

**SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS**  
**WORKING AT CSC INSTITUTIONS**

**1. Acts and Regulations**

- a. The contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:
  - 1. The Occupational Health and Safety Act of the province where the work is being carried out,
  - 2. The Canada Labour Code Part II,
  - 3. The National Building Code Part VIII,
  - 4. The Workers' Compensation Board regulations of the province where the work is being carried out,
  - 5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
  - 6. All other safety regulations in effect at the work site.
- b. In the event of conflict between any provisions of the above authorities the most stringent shall apply.

**2. Safety Plan**

- a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan shall include a hazard assessment, controls, an emergency plan and a communications strategy.
  - b. The contractor shall complete a hazard assessment. All critical tasks and the associated hazards shall be identified.
  - c. Once hazards are identified, controls shall be put in place to minimize the risks. The controls shall include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
  - d. An emergency plan shall be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan shall outline the emergency procedures to be taken in the event of an accident and shall include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:
    - Ambulance,
    - Fire Department,
    - Police Department,
    - Institutional Safety Officer.
-

- e. A communications strategy shall be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.
- f. The Safety Plan shall address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.
- g. The submission of the Safety Plan to Correctional Service Canada shall not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

### **3. Safety Training**

All of the contractor's staff , sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution shall have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.

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PROTECTED  
PROTÉGÉ **B** ONCE COMPLETED  
UNE FOIS REMPLI

# INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST

# ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC

PUT AWAY ON FILE – CLASSER AU DOSSIER  
ADMINISTRATIVE OR OPERATIONAL FILE  
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

Institution – Établissement	Request received Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE CLASSER AU DOSSIER ► 3170-12
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## A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

Surname Nom de famille	Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)
Date of birth Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance City/Town – Ville ou municipalité	Province/State – Province ou état
		Country – Pays

## B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux
--	--	-------------------	----------------	------------------------------	-----------------------------------

## C. ADDRESS – ADRESSE

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone Home – Domicile	Work – Bureau
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)					

## D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4. Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

## E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

Date (YYAA-MM-DJ)

## F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head Signature du chef de la division	Date (YYAA-MM-DJ)
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #. Numéro du casier judiciaire possible :	Last entry: Dernière entrée :
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :		
SIGNATURES		
<input type="checkbox"/> Approved Approuvée	<input type="checkbox"/> Not approved Non approuvée	The individual has been advised. – Le demandeur a été informé de la décision.
Security Intelligence Officer Agent de renseignements de sécurité	Institutional Head Directeur de l'établissement	By: Par :
Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)	Visit Review Board Comité des visites
		Date (YYAA-MM-DJ)

## ANNEX B – Proposed Basis of Payment

### 1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, HST or GST extra.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm price in the performance of this Contract, HST or GST extra.

**The all inclusive price will include labour, materials and design.**

Resource Name	Estimated Number of days to complete the work	Number of Individuals proposed that will be working on site	Firm all inclusive price for labour, materials and design

### 2.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
  - (b) The estimated HST or GST of \$*<To Be Inserted at Contract Award>* is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.
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## Annex C “Evaluation Criteria”

### 1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1. All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
2. Experience must be demonstrated through a history of past projects, either completed or on-going.
3. References must be provided for each project/employment experience.
  - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
  - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
  - III. References must be presented in this format:
    - a. Name;
    - b. Organization;
    - c. Current Phone Number; and
    - d. Email address if available

#### 4. Response Format

In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.



**MANDATORY TECHNICAL CRITERIA – \_\_\_\_\_**

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<b>Bidders must attend a Mandatory Site Visit on – November 6, 2014 at 10:00 am</b>		
M2	The bidder must provide proof of Liability Insurance indicating coverage of liability insurance of a minimum \$1,000,000		
M3	The bidder must provide a Workers Compensation Board letter of good standing		

When providing experience/projects start and end dates, Bidders must provide the **MONTH AND YEAR** of each assignment/project start and end date, such as to allow CSC to quantify the claimed experience and assess it against the requirement. Failure to provide this information in the bid will render the bid non-compliant.