

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> AUDIO VIDEO MONIT. & RECORD. SUITE	
<b>Solicitation No. - N° de l'invitation</b> W6399-14FB59/A	<b>Date</b> 2015-02-27
<b>Client Reference No. - N° de référence du client</b> W6399-14FB59	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-445-66887	
<b>File No. - N° de dossier</b> hn445.W6399-14FB59	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-17</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne M.	<b>Buyer Id - Id de l'acheteur</b> hn445
<b>Telephone No. - N° de téléphone</b> (819) 956-3587 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> VCDS Kingston 490 Discovery Ave, unit #1 Kingston, ON K7K 7E9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

W6399-14FB59/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn445W6399-14FB59

Buyer ID - Id de l'acheteur

hn445

Client Ref. No. - N° de réf. du client

W6399-14FB59

CCC No./N° CCC - FMS No/ N° VME

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DOCUMENT ATTACHED

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The contractor will be required to provide the goods in accordance with the technical requirements stated herein at Annex A.

#### 2.1 Delivery Requirement

Delivery is requested to be completed by June 30, 2015.

#### 2.2 Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is\_\_\_\_\_.

#### 2.3 Contractor Contacts

Name and telephone number of the person responsible for:

##### General enquiries

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

##### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 3. 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.

**You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.**

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The standard instructions and conditions 2003 (25/09/2014) are incorporated by reference into and form part of the bid solicitation.

Section 5.4 of 2003, Standard Instructions - Goods or Services, is amended as follows:

Delete: sixty (60) calendar days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	16/07/12
B1000T	Condition of Material	26/06/14

### 2. Submission of Bids

Bids must be submitted **ONLY TO PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC) BID RECEIVING UNIT** by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposals not accepted.

#### *PWGSC Bids Receiving Unit*

*11 Laurier Street*

*Place du Portage, Phase 3, Core 0A1*

*Gatineau, Quebec, K1A 0S5*

*Tel.: 819-956-3370*

*Fax: 819-997-9776*

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

#### 2.1 Technical Documentation

**TECHNICAL/DESCRIPTIVE LITERATURE FOR PRODUCTS PROPOSED MUST BE SUBMITTED AS PART OF THE BID PACKAGE PRIOR TO THE BID CLOSING DATE. FAILURE TO COMPLY WILL RENDER YOUR BID NON RESPONSIVE.**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted 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 Ontario.

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid ( 3 copies)  
Section II: Financial Bid ( 1 copies)

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

Canada requests bidders to follow the format instructions described below in the preparation of their bid.

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

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 (3 COPIES)**

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

#### **SECTION II: FINANCIAL BID (1 COPIES)**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

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**Exchange Rate Fluctuation**

C3010T Exchange Rate Fluctuation

**Pricing Basis**

The bidder must quote firm lot prices in Canadian dollars, DDP Delivered Duty Paid (Kingston, Ontario), the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below.

**Evaluation Criteria**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

**1.1 Technical Evaluation****1.1.1 Mandatory Technical Evaluation**

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

- Technical compliance (description of items at Annex A herein);
- Acceptance of terms and conditions as mentioned in the bid solicitation;
- Completion of the proposal.

**1.2 Financial Evaluation**

The following **Mandatory** factors will be taken into consideration in the evaluation of each bid:

- Compliance with Pricing Basis.

The Bid price will be determined by processing items at Annex A as follows:

- Sum of all items total price.

**1.3 Conditions/Certifications Precedent to Contract**

- Federal Contractors Program as specified in Part 5;
- Mandatory Certifications Required Precedent to Contract Award as specified herein.

**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 on an aggregate basis will be recommended for award of a contract.

## 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 provide 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. Mandatory Certifications Required Precedent to Contract Award

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

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help 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 "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The contractor will be required to provide the goods in accordance with the technical requirements stated herein at Annex A.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	16/06/06
B7500C	Excess Goods	16/06/06



## 2.2 Option Quantities

The Contractor shall grant to Canada an irrevocable option to purchase additional quantities. This option is open for acceptance **at the prices specified in this document during the period as follows:**

**Option from contract award to ????? ( 24 months after award date, Contracting Authority to insert date).**

The option may be exercised in whole or in part, **up to a maximum of the quantity identified in Annex B**, only by a contract amendment issued by the Contracting Authority. Upon the exercise of the option by the Contracting Authority, the contract shall be amended to incorporate the item into the work to be performed by the Contractor under the Contract, and all of the obligations of the Contractor under the Contract will apply.

Nothing contained in this Contract shall require the Minister to exercise the option and the exercise of the option is at the sole discretion of the Minister.

## 3. Standard Conditions and Clauses

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010A (27/11/2014) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 3.2 SACC Manual Clauses

SACC Reference	Section	Date
C2800C	Priority Rating	28/01/13
C2801C	Priority Rating - Canadian Contractors	16/05/11

## 4. Term of Contract

### 4.1 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (Delivery as offered and as accepted will be inserted at contract award).

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the contract is:

*Joanne Ladouceur (M)*  
*Supply Specialist*  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5

Telephone : (819) 956-3587  
E-mail address: joanne.m.ladouceur@pwgsc-tpsgc.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 Contractor Contacts

Name and telephone number of the person responsible for:

### General Enquiries

Name:	<u>will be inserted at contract</u>
Telephone No.	<u>will be inserted at contract</u>
Facsimile No.	<u>will be inserted at contract</u>
E-mail address:	<u>will be inserted at contract</u>

### Delivery Follow-up

Name:	<u>will be inserted at contract</u>
Telephone No.	<u>will be inserted at contract</u>
Facsimile No.	<u>will be inserted at contract</u>
E-mail address:	<u>will be inserted at contract</u>

## 6. Payment

### 6.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the *firm lot prices* specified in the Contract (*Annex 'B'*). Customs duties are *included* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Price

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

### 6.3 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	Insurance	12/05/08
H1001C	Multiple Payments	12/05/08

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#### 6.4 Exchange Rate/Payment on Delivery

1. The price in Canadian currency includes the foreign currency component in respect of goods, services or both originating outside Canada, as detailed in Annex C of form PWGSC-TPSGC 9411, Claim for Exchange Rate Adjustments.
2. The price must be adjusted to reflect the exchange rate in effect and applied by Canada Border Services Agency (CBSA) on the date of importation, but only in respect of the foreign currency component detailed in the above form.
3. No price adjustment directly resulting from the application of the provisions contained in this clause will be applied for increases or decreases in the exchange rate within a variation of: plus or minus 2 percent of the exchange rate(s) mentioned above; or plus or minus \$100 of the total cumulative amount claimed for exchange rate adjustment under the Contract.
4. On each invoice or claim for payment submitted under the Contract, the Contractor must indicate the exchange rate adjustment amount (either upward, downward or no change) as a separate item. In addition, the invoice must be accompanied by a copy of CBSA Form B3-3, Canada Customs Coding Form, for the imported goods, services or both.
5. Canada will have the right to audit any revision to costs and prices under this clause.

#### 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.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON, K1A 0K2  
Attention: Sanela Braunstein, DLP 6-2-6.

- (b) One (1) copy must be forwarded to the following address.

Department of Public Works and Government Services  
"HN" Division  
7B3 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC  
K1A 0S5  
Attention: Joanne Ladouceur (M)

#### 8. Certifications

- 8.1 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.

## 8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 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) 2010A (27/11/2014) General Conditions - Goods (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Pricing Schedule;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s), if applicable*).

## 11. Defence Contract

SACC Manual clause A9006C (16/07/2012) Defence Contract.

## 12. SACC Manual Clauses

SACC Reference	Section	Date
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)	16/08/10

### 12.1 NSCM Traceability

Material supplied for the items specified in this contract is subject to investigation by the Crown. Material which can neither be demonstrated by the contractor as having originated directly from the NSCM specified for the item in this contract, nor as supplied with the specific written permission of this specified NSCM, are subject to the following action by the Crown.

The Crown may either:

- a) terminate the contract for default with respect to that item, return the item to the Contractor at the Contractor's risk and expense, and demand and receive from the Contractor (who shall forthwith so pay) all procurement and

other costs incurred by the Crown, including any increased costs required for the purpose of expediting production;  
or

b) retain the item, and demand and receive from the Contractor (who shall forthwith so pay) the difference between the Contractor's costs relating to the item, as determined by the Crown, and the costs which, in the Crown's opinion, the Contractor would have incurred had it obtained and supplied an item which did not differ in any way from that specifically required under the contract.

### 13. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
B1505C	Shipment of Hazardous Materials	16/06/06
D9002C	Incomplete Assemblies	30/11/07

#### 13.1 Shipping Instructions - Delivery at Destination

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

Delivered Duty Paid (DDP) (Kingston, Ontario) Incoterms 2000 for shipments from a commercial contractor.

#### 13.2 Preparation for Delivery

The contractor must package equipment for delivery in accordance with D-LM-008-001/SF-001. The contractor must label the delivery package(s) in accordance with D-LM-008-002/SF-001.

## ANNEX "A"

### STATEMENT OF WORK

#### RUGGEDIZED AUDIO VIDEO MONITORING AND RECORDING SUITE

##### 1.0 SCOPE

- 1.1. Purpose** – This Statement of Work (SOW) describes the requirements for the purchase of a ruggedized Audio Video Monitoring and Recording Suite, hereafter called a Monitoring Suite.
- 1.2. Background** – The Canadian Armed Forces (CAF) has a requirement for two (2) Monitoring Suites capable of being utilised during High Readiness (HR) operations as well as sustained interviewing operations in austere environments. Current systems are cumbersome, and susceptible to environmental conditions. They are unable to function in a high humidity or high temperature environment, and require extensive knowledge of information technology to set up and maintain. The proposed Monitoring Suite must be compact and self-contained.

##### 2.0 APPLICABLE DOCUMENTS

- STANAG 4280: NATO Levels of Packaging
- Ingress Protection (IP) standard
- Video Coding Standards H.26X family recommended by International Telecommunication Union (ITU)

##### 2.1. Government Publications

- D-LM-008-001/SF-001:Method of Packaging
- D-LM-008-002/SF-001:Specification for Marking for Storage and Shipment

##### 3.0 REQUIREMENTS

##### 3.1. Performance and Technical Specifications

This specification defines the performance and technical requirements for the Ruggedized Audio Video Monitoring and Recording Suite.

##### 3.1.1 Monitoring Suite

The Monitoring Suite must:

- a. Be a complete audio video monitoring and recording system which includes the following components:
  - i. One (1) Operator Station
  - ii. Eight (8) Internet Protocol based digital cameras, hereafter called network cameras, consisting of
    1. Four (4) overt, network cameras, hereafter called overt cameras; and
    2. Four (4) covert, network cameras, hereafter called covert cameras.
  - iii. Communicating and Power cables; and
  - iv. Storage Cases.
- b. Function in the following environmental conditions:

- i. Operating temperature: -10°C to +50°C;
- ii. Storage temperature: -20°C to +60°C;
- iii. Relative humidity: Up to 80% humidity over the entire temperature range; and
- iv. Operating conditions: High level of liquid, dust, sand, and dirt subject to a minimum IP rating of 54 for the suite and each component unless otherwise specified.

### 3.1.2 Operator Station

The operator station must:

- a. Be capable of being mounted in a nineteen-inch (19-inch) rack, and include all hardware required to mount;
- b. Include a flat high definition (HD) colour monitor with a screen size not lower than 19 inches diagonal;
- c. Be network based and allow at least four (4) computers (connected directly or over a secure network) to monitor, replay and screen capture recorded video;
- d. Be capable of handling concurrent activities including four (4) sessions to be monitored and recorded, two (2) sessions to be reviewed and four (4) workstations to access the database or a single feed at the same time;
- e. Be capable of creating bookmarks with the possibility of inputting text annotations at any point of recorded files or during recording to allow users to reposition the video at a defined bookmark;
- f. Be capable of directly connecting to at least six (6) video cameras, each over a cable length of 45.72 meters (150 feet);
- g. Be capable of individual monitoring each connected camera;
- h. Be capable of viewing up to four (4) cameras on one monitor via split screen from any connected client;
- i. Be capable of fully controlling the operation of connected camera units;
- j. Be capable of connecting an external HD television (TV) display via High-Definition Multimedia Interface (HDMI) cable;
- k. Have a minimum recording storage of one terabyte (TB) with an option of using external media for data storage. The recording storage must be removable for transportation;
- l. Be capable of storing at least eight (8) hours of non-stop audio and video recording from six (6) cameras, at the highest quality, on the internal storage space;
- m. Be capable of connecting an external recording storage device via a Universal Serial Bus (USB) port for archiving or moving data;
- n. Create initial recordings that are non-editable and time/date stamped;
- o. Have software that can export recorded data into various data formats, which can be read by Windows Media Player available on the Windows 7 platform;
- p. Be capable of exporting video in a format editable by popular commercial software (for example: Adobe Premiere Pro, MS Windows Movie Maker);

- q. Have an input power of 110V AC, utilising a North America standard outlet, and be provided with a suitable power converter and universal adaptors to allow it to be used worldwide;
- r. Must have rechargeable battery backup capability with industry standard uninterrupted power supply (UPS) to provide sufficient time, and a minimum of ten (10) minutes, to safely save the recorded video file and shut down the system;
- s. Be operated in two (2) different types of accounts: an administrator's and users' accounts. The station system must request operators to digitally sign in with a valid certificate. The administrators must be able to access and perform their functions under any login. They must have the ability to create/revoke any user's account;
- t. Allow the operator to lock the work station prior to, during and after the operating session which can only be unlocked using his or her credentials or that of an administrator;
- u. Create and keep a log accessible to administrators of all events. It should include login credentials, dates, times of session, recording start stop, errors and critical system status;

### 3.1.3 Overt camera

The overt camera must:

- a. Be IP 67 rated;
- b. Be capable of being monitored and controlled individually and as a group from a single operator station;
- c. Be a color day/night camera using a removable infrared (IR) cut filter and be capable of auto/user-selectable options;
- d. Use smart IR technology that automatically adjusts the IR light required in a scene for a clear image;
- e. Have Pan, Tilt, and Zoom (PTZ) functions capable of being controlled from the monitoring station.
- f. Include a 10x optical zoom and 10x digital zoom with autofocus, and be capable of being zoomed and focused from the monitoring station;
- g. Be capable of producing real time video with the option of thirty (30) frames per second (fps) and at a resolution not lower than of 720p High Definition Television (HDTV) (equivalent to 1.3 megapixels resolution) in the H.264 or MPEG-4 compression standard;
- h. Provide multiple video stream capability.
- i. Have a quality stereo microphone. Audio recording must be synchronized with recording video;
- j. Provide necessary security levels when connecting to a network and performing communication. Necessary security levels must include, but not limited to, authentication and authorization, and data encryption;
- k. Be connected to the operator station via shielded, ruggedized cabling;
- l. Be capable of wired telemetry controls at a length of 45.72 meters (150 feet);
- m. Have an option of being powered by the operator station, utilizing for instance Power over Ethernet (PoE); and



- n. Be provided with:
  - i. A tripod; and
  - ii. Camera mounts for:
    - 1. The tripod;
    - 2. Wall; and
    - 3. Ceiling;

#### **3.1.4 Covert camera**

The covert camera must:

- a. Be a small size camera with:
  - i. No dimension (length, width, or height) greater than 200 mm;
  - ii. A maximum weight of 1 kg (2.2 lbs);
- b. Be virtually impossible to discover when being installed or housed in a rugged enclosure and blended into the environment;
- c. Be provided with an enclosure chosen from the three (3) written design proposals for different mounting types (wall or ceiling) in different working environment. Only one (1) proposal will be chosen for a covert camera, but each camera provided as part of this requirement may be provided with a different enclosure design.
- d. Be IP 67 rated either by itself or when being housed in the enclosure;
- e. Be capable of being monitored and controlled individually and as a group from a single operator station;
- f. Be a color day/night camera and be capable of auto/user- selectable options;
- g. Use smart IR technology that automatically adjusts the IR light required in a scene for a clear image;
- h. Be capable of producing real time video with the option of thirty (30) frames per second (fps) and at a minimum resolution of 720p High Definition Television (HDTV) (equivalent to 1.3 megapixels resolution) in the H.264 or MPEG-4 compression standard;
- i. Have an integrated stereo microphone in the camera. Audio recording must be synchronized with recording video;
- j. Be connected to the operator station via shielded, ruggedized cabling;
- k. Be capable of wired telemetry controls at a length of 45.72 meters (150 feet); and
- l. Have an option to be powered by the operator station, for instance, Power over Ethernet (PoE); and
- m. Be provided with a camera mount to wall and/or ceiling if necessary;

#### **3.1.5 Wiring cables**

Cables must be shielded and included all ruggedized shielded connectors. Wiring cables connecting cameras and the operator station must be in the following lengths and quantities:

- a. 15.24 m (50 ft) long: four (4) cables;
- b. 30.48 m (100 ft) long: two (2) cables; and

- c. 45.72 m (150 ft) long: two (2) cables

### 3.1.6 Monitoring Suite Storage Cases

Storage cases must be provided for the Monitoring Suite. The storage cases, including the handles and wheels, must satisfy the following requirements:

#### 3.1.6.1 Camera Storage Case(s)

- a. Cameras must be provided with hard transport and storage case(s) capable of being carried by no more than two (2) people. The transport case(s) must provide protection to the cameras to withstand harsh weather, shocks and vibrations generated by logistic and tactical vehicle;
- b. Provide protection to the contained cameras from the environment (e.g. rain, snow, sunlight, dust, salt fog, fog) in accordance with STANAG 4280, to level 3 at a minimum; and
- c. Provide protection to the contained cameras from vibrations and shocks due to transport, including restrained and un-restrained road, rail, sea, and air in accordance with STANAG 4280, to level 3 at a minimum.

#### 3.1.6.2 Storage of Components

Other components, hardware and accessories excluding wiring cables must be provided with transport and storage case(s) requiring no more than two (2) people to carry.

#### 3.1.6.3 Storage of Communication Cables

Communication cables must be provided with a transport and storage case or bag.

#### 3.1.6.4 General Case Criteria

- a. The following criteria define (for the purpose of this requirement) what is acceptable for the case of being carried by one (1) CAF personnel:
  - i. Dimension (length, width, or height) must be no greater than 75 cm (30 inches);
  - ii. Maximum linear dimension (length + width + height) must be no greater than 158 cm (62 inches);
  - iii. Weigh must be no more than 23 kg (50 lbs) when packed with its associated components of the Monitoring Suite; and
  - iv. The case must include handles and wheels.
- b. The following criteria define (for the purpose of this requirement) what is acceptable for the case of being carried by two (2) CAF personal:
  - i. Dimension (length, width, or height) must be no greater than 150 cm (59 inches);
  - ii. Maximum linear dimension (length + width + height) must be no greater than 292 cm (115 inches)
  - iii. Weigh must (be no more than 32 kg (70 lbs) when packed with its associated components of the Monitoring Suite; and
  - iv. The case must include handles and wheels.

### 3.2. Transportability of Monitoring Suite

- 3.2.1. Commercial Air Transportability** – The monitoring suite must be transportable by commercial air carrier. It must not contain any parts, systems, sub-systems, or components that would restrict transport by commercial air carrier.

- 3.3. Integrated Logistics Support (ILS)** – The contractor must provide the following integrated logistics support elements to Department of National Defence (DND) for the Monitoring Suites:

- 
- 3.3.1. Manual(s)** – The contractor must provide one (1) paper and one (1) electronic copy of the manual(s) with delivery of each Monitoring Suite. The manual(s) must include:
- a. Operation and maintenance instructions including system and operator manuals, manufacturer's operation and maintenance data;
  - b. Connection diagrams for interfacing equipment;
  - c. Manufacturer's data sheets of all components provided;
  - d. Replaceable Parts list with part numbers and associated NATO Stock Numbers (NSNs) if available; and
  - e. Warranty / support contact information.
- 3.3.2. Warranties** – The contractor must provide a minimum of two (2) years warranty for the monitoring Suite, transport and carrying cases. The warranty must include the following:
- a. Technical Support – The contractor must provide the following technical support:
    - i. Online technical support; and
    - ii. Technical support by telephone with a toll-free telephone number, available no less than 8 hours between the hours of 7 am and 7 pm EST Monday to Friday, not including statutory holidays which will be defined with the contractor when awarding the contract.
  - b. Service Support – The contractor must provide service support for the repair of parts associated with each Monitoring Suite during the warranty period. The service support must be capable of receiving, repairing and returning repaired or replacement items to DND within five (5) business days.
  - c. Software Update – The contractor must provide software update(s) during the warranty period.
- 3.3.3. Training Course** – The contractor must develop and administer a two (2) day (15 hours) training course for DND/CAF personnel, capable of meeting the following requirements:
- a. The training course must be in English;
  - b. The training course must be capable of accommodating up to ten (10) DND/CAF personnel;
  - c. The training course must cover the following course material
    - i. Instruction and demonstration on:
      - 1. Setting up the system;
      - 2. Operating the system;
      - 3. Packing up the system; and
      - 4. Short and long term storing of the system.
    - ii. Provide a minimum of six (6) hours of supervised usage, including:
      - 1. Setup;
      - 2. Collapse; and
      - 3. System use.
    - iii. Facilitate questions and answers from the DND/CAF attendees.
- 3.3.4. Training Course Handouts** – The contractor must develop training course handouts for DND/CAF personnel, which includes the following:
- a. Instructor training material (such as presentations, instructors manual, etc.) used to provide instruction to DND/CAF personnel;

- b. Student training materials (such as handouts, etc.) are to be provided to students for use during and after the training course; and
- c. Maintenance instructions to be provided to students for use during and following the training course.

#### **4.0 KICK-OFF MEETING**

The kick-off meeting will be held at DND facility within four (4) weeks of contract award. The contractor must provide appropriate representatives to the meeting.

#### **5.0 ACCEPTANCE TESTING**

- 5.1. Prior to the delivery of the Monitoring Suites, DND will conduct acceptance test for two (2) Monitoring Suites at the contractor's facility with the contractor's representative(s) and assistance.
- 5.2. Success/failure criteria: the acceptance criterion will be evidenced by the ability of the Monitoring Suite to meet technical and performance requirements outlined in section 3.1.
- 5.3. Methods of acceptance testing: The acceptance testing must be accomplished by verification of the Monitoring Suite demonstration; visual examinations; and documentation review to ensure the Monitoring Suite satisfies requirements outlined in section 3.1.
- 5.4. The contractor must provide all necessary manuals, tools, equipment, manpower, technical assistant(s), and facilities for use by DND during the acceptance testing.
- 5.5. All activities performing during the acceptance testing including any observed or detected failure must be recorded by the contractor and initialled by DND. The original copy of the record must be provided to DND at the end of the testing.
- 5.6. The contractor must provide the report of acceptance tests outlined in section 6.4.
- 5.7. When the Monitoring Suite fails in the acceptance testing:
  - 5.7.1. The contractor must correct the course of any failure that occurs and provide DND with evidence that successful corrective action has been taken to rectify each failure. The evidence may be a picture or document that proves the corrective actions mentioned in the acceptance testing report, section 6.4, have been successfully applied to rectify the failure.
  - 5.7.2. The contractor must arrange with DND to re-conduct the acceptance testing of the monitoring suite.
  - 5.7.3. DND reserves the right to re-conduct the acceptance testing as determined necessary by DND. Should DND decide to re-conduct the acceptance testing, the testing must be performed in the same process and will focus primarily on the failure aspects.
- 5.8. DND will provide a written notification in an electronic copy within five (5) business days after receiving the report, section 6.4, of a successful pass of the acceptance testing
- 5.9. The contractor must ensure the monitoring suites successfully pass all required tests and receive a DND pass notification before delivery.
- 5.10. The DND pass notification will not void and reduce the responsibility of the contractor to ensure the monitoring suites be delivered to DND destination in good condition.

## **6.0 DELIVERABLES**

The contractor must deliver the following items:

### **6.1. Monitoring Suite**

**6.1.1.** The contractor must deliver within one hundred and twenty (120) calendar days after contract award the followings as outlined in section 3.0:

- a. Two (2) monitoring suites; and
- b. Manuals and warranty certificates for each monitoring suite;

### **6.2. Training Course and Material Handouts**

**6.2.1.** The contractor must deliver a developed training course with handouts to the DND/CAF personnel, in accordance with the requirements outlined in section 3.3.3 and 3.3.4.

**6.2.2.** The training course must be delivered within one (1) year of the delivery of the Monitoring suite, within thirty (30) calendar days of client request, and within one hundred kilometres (100 km) of the delivery location.

**6.2.3.** The contractor must contact the DND Technical Authority (TA) after receiving DND request for training and arrange a mutually agreed upon time, date and location for training.

### **6.3. Draft Copy of the Manual(s):**

**6.3.1.** The contractor must provide an electronic draft copy of the manual(s) outlined in 3.3.1 no less than twenty calendar (20) days prior to the proposed acceptance testing.

### **6.4. Acceptance Test Report**

**6.4.1.** The contractor must provide an electronic and paper copy of the report of the acceptance testing, detailing the results of tests no less than one (1) week after the Acceptance Testing, section 5.0.

**6.4.2.** The report must, at a minimum, include the following:

6.4.2.1. Description of activities performed during the acceptance testing with results.

6.4.2.2. Details of identified failures, if happened, which must include, at a minimum, the following information:

- a. Description of every single failure during the tests;
- b. Cause and analysis of failures; and
- c. Corrective action or solution to failures

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## **6.5. Acceptance Test Schedule**

- 6.5.1.** The contractor must provide the schedule indicating when the Monitoring Suites will be ready and available for the acceptance testing no later than one (1) month after contract award.

## **7.0 DOCUMENTATION**

- 7.1. Language** – All documentation must be provided in English. The Crown reserves the right to translate and reproduce all documentation provided as part of this contract.
- 7.2. Electronic Format** – Electronic copies must be in a “.docx” format compatible with Microsoft (MS) Office 2010 or a Portable Document Format “.pdf” compatible with Adobe Acrobat reader version 9.0 or higher.

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**ANNEX "B"**

**PRICING SCHEDULE**

All prices must be firm in Canadian dollars, Delivered Duty Paid (Kingston, Ontario), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

**1. EQUIPMENT**

Firm Lot Price for two Monitoring Suite as per SOW, para. 3.0.

*Firm Unit Price \$* \_\_\_\_\_

*FIRM LOT PRICE \$* \_\_\_\_\_

**2. INSTALLATION AND TESTING COSTS**

The price must include all costs excluding travel and living expenses, related to the installation of the equipment.

*INSTALLATION - FIRM LOT PRICE \$* \_\_\_\_\_

*TESTING COST - FIRM LOT PRICE \$* \_\_\_\_\_

**3. ON-SITE TRAINING**

Firm Lot Price including travel and living expenses as per SOW para. 3.3. 3.

*FIRM LOT PRICE \$* \_\_\_\_\_

**4. DOCUMENTATION**

Firm lot price for all manual documentation packages as per SOW, para. 3.3.1.

*FIRM LOT PRICE \$* \_\_\_\_\_

**5. WARRANTY**

Firm lot price for all warranty as per SOW, para. 3.3.2.

*FIRM LOT PRICE \$* \_\_\_\_\_

*TOTAL BID PRICE \$* \_\_\_\_\_

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## OPTION

### 7. EQUIPMENT

The Contractor shall grant to Canada an irrevocable option to purchase up to an additional two (2) Monitoring Suites. This option is open for acceptance **at the prices specified below for a period of 24 months after contract award:**

**2015**      *Firm Unit Price* \$ \_\_\_\_\_

**2016**      *Firm Unit Price* \$ \_\_\_\_\_

**2017**      *Firm Unit Price* \$ \_\_\_\_\_



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## ANNEX "C"



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

### CLAIM FOR EXCHANGE RATE ADJUSTMENTS DEMANDE DE RAJUSTEMENT DU TAUX DE CHANGE

Contractor Name - Nom de l'entrepreneur	PWGSC File No. - N° du dossier de TPSGC
Contract No. - N° du contrat	Item/Invoice No. - N° d'article/de facture

Basis of payment for this exchange rate adjustment is detailed in Article \_\_\_\_\_ of the above-referenced contract.

La base de paiement visée par ce rajustement du taux de change est décrite en détail à l'article \_\_\_\_\_ du contrat susmentionné.

Foreign Currency Component (FCC) and Exchange  
Rates used at time of Bid Solicitation and/or Contract  
Negotiation

Montant en monnaie étrangère et taux de change  
utilisés au moment de la demande de soumissions  
et/ou de la négociation du contrat

Date
------

Item Article	Unit FCC in Foreign Funds Prix unitaire en devises étrangères (1)	Quantity Quantité (2)	Conversion Factor (Initial) Facteur de conversion (Initial) (3)	FCC in Canadian Funds Montant en dollars canadiens (1 x 2 x 3) = (4)

Calculation for Exchange Rate Adjustments

Demande de rajustement du taux de change

Date
------

Item Article	Unit FCC in Foreign Funds Prix unitaire en devises étrangères (5)	Quantity Quantité (6)	Conversion Factor (claimed) Facteur de conversion (réclamé) (7)	Total Amount Claimed - In Canadian Funds Montant total demandé - en dollars canadiens (5 x 6 x 7) = (8)

Exchange Rate Adjustment Amount  
Montant du rajustement du taux de change = (8) - (4)

Canada

PWGSC-TPSGC 9411 (05/2008)

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## **ANNEX "D"**

### **MANDATORY CRITERIA EVALUATION**

#### **RUGGEDIZED AUDIO VIDEO MONITORING AND RECORDING SUITE**

SEE ATTACHED A001