



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

**RCMP E Division HQ
BID RECEIVING – Front Desk
14200 Green Timbers
Surrey, BC V3T 6P3**

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Scene Security and Scene Cleanup Services		Date March 27, 2015
Solicitation No. – N° de l’invitation M2989-4-0461		
Client Reference No. - No. De Référence du Client NA		
Solicitation Closes – L’invitation prend fin		
At / à :	2 :00pm	PDT (Pacific Daylight Time) HAP (heure avancée du Pacifique)
On / le :	May 8, 2015	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Tian Lam Email/Courriel : tian.lam@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 778-290-2776		Facsimile No. – No. de télécopieur 778-290-6110

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Sole Bid Price Support

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Insurance
11. Priority of Documents
12. Procurement Ombudsman

List of Annexes:

- | | |
|---------|--|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Task Authorization Form |
| Annex D | Qualified Onsite Resource Personnel |
| Annex E | Geographical Map |
| Annex F | Acronyms and Terminologies |
| Annex G | Security Requirements Check List |
| Annex H | Periodic Usage Reports – Contract with Task Authorizations |



PART 1 - GENERAL INFORMATION

1. Security Requirement

The Contractor/Offeror personnel must hold a valid RCMP Facility Access Level 3 Status or higher, granted or approved by the RCMP.

2. Statement of Work

The Work to be performed is detailed under Annex "A" – Statement of Work of the resulting contract clauses.

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 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:
Delete subsection 1.4 and 1.5 in their entirety.

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

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

Section 05, Submission of Bids, Subsection 2d is amended as follows:

Delete: in its entirety
Insert: send its bid only to Royal Canadian Mounted Police (GRC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.

Section 06, Late Bids, is amended as follows:

Delete: PWGSC
Insert: RCMP



Section 07, Delayed Bids, Subsection 2 is amended as follows:

Delete: PWGSC

Insert: RCMP

Section 08, Transmission by Facsimile, is amended as follows:

Delete: in its entirety.

Section 20, Further Information is amended as follows:

Delete: in its entirety

2. Submission of Bids

Bids must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit at the location indicated on page 1 of this RFP document by the date and time indicated on page 1 of this RFP document.

Due to the nature of the bid solicitation, bids transmitted electronically (by facsimile or email) to RCMP will not be accepted. Only hard copies will be accepted for review and evaluation.

NOTE TO BIDDERS: It is recommended that you use the mailing label found on the last page of the solicitation documents and affix it securely to the outside of the envelope or package containing your bid proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 British Columbia.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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



Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (1 hard copies)

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

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

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

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

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

Section I: Technical Bid

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.

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.

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the table "Bid Price" table found at Part 4, Section 1.2. The total amount of Applicable Taxes must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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



- b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Only those bids that are deemed to be responsive will be evaluated under the basis of selection.

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria listed in 1.1.1 Mandatory Criteria table below:

1.1.1 Mandatory Technical Criteria

MANDATORY Criteria				
Description		Compliant		Where in your proposal is this information
		Yes	No	
1.	Bidder must demonstrate that they possess a valid and current license to provide security services in BC.			
2.	Bidder must demonstrate that they have security personnel available twenty-four hours a day, seven days a week.			
3.	Bidder must demonstrate that they will provide all safety equipment required by staff as per Work Safe BC Standards.			
4.	Bidder must demonstrate that the security supervisor(s) have a minimum of 2 years supervisory experience. The experience must be current, within the past 10 years.			
5.	Bidder must demonstrate that they have access to thirty (30) on-site resource personnel at any time when required. Names of individuals must be listed on ANNEX "D" QUALIFIED ONSITE RESOURCE PERSONNEL or a similar list providing the same information.			
6.	Bidder must demonstrate that onsite resources have previous 6 months experience of on-site security duties. The experience must be current, within the past 10 years.			
7.	Bidder must demonstrate that the resource personnel that they use can communicate in English.			
8.	Bidder's company must demonstrate that they have a minimum of 3 years' experience in the field of providing scene security. The experience must be current, within the past 10 years.			
9.	Bidder must demonstrate that they can respond to a call from the project authority or designated regional duty officer within thirty (30) minutes of initial call by return call.			



1.1.2 Point Rated Technical Criteria

Point Rated Criteria				
Description		Points		Where in your proposal is this information
		Max 35 Min 21	obtained	
Proposal				
1.	Bidder has provided the resumes or other certifications of the supervisors that demonstrate proficiency in English communication.	10		
2.	Bidder has provided the resumes or other certifications of the on-site resource personnel that demonstrates proficiency in English communication.	5		
3.	Bidder has demonstrated that their company has more than 3 recent years experience in the field of providing scene security in accordance to the statement of work. Recent years are defined as within the past 10 years. 3-4yrs=1pt; >4yrs <=5yrs =3pts; >5yrs =5pts	5		
4.	Bidder has staff resources with experience performing similar work in a police environment ref: Annex D : An average will be used to determine the number of years of experience. <=1yr=1pt; >1yr<=2yrs=2pts; >3yrs<=4yrs=3pts; >4yrs<=5yrs=4pts; >5yrs=5pts	5		
5.	Strategy for managing the workload: 1. Lead time to site of call: <2hrs=5pts; 2-4hrs=3pts; >4hrs=1 2. Onsite resources with required training 30-40=2pts; >40pax=3; 3. Additional supervisors: 2-4=1pts; >4=2pts	10		

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The financial evaluation will be based on information provided in table “Bid Price” below. The total weighted hourly rate per on-site resource will be divided by the total points obtained in the point rated evaluation and the lowest cost per point bid will be recommended for award of the contract.



BID PRICE

	Geographical area	Weight (A) [For evaluation purposes only]	Proposed Hourly Rate per onsite resource (B)	Weighted cost (A)x(B)
1	Western Lower Mainland: Including but not limited to Pemberton, Whistler, Sunshine Coast and Squamish	2		
2	Lower Mainland: Including but not limited to North Vancouver, Burnaby, Richmond, Coquitlam and Maple Ridge	3		
3	Eastern Lower Mainland: Including but not limited to Abbotsford, Chilliwack and Hope	1		

Total bid price (Sum of the weighted cost of rows 1, 2 and 3) = _____

2. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 60% percent overall of the points (or 21 points) for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 35 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

3. Sole Bid Price Support

In the event that the Bidder's proposal is the sole bid received and is deemed responsive, RCMP may request one or more of the following as acceptable price support:

- a) Current published price list indicating the percentage discount available to the federal government; and/or
- b) Paid invoices for like services sold to other customers; and/or
- c) A price certification statement; and/or
- d) Any other supporting documentation as requested.

PART 5 - CERTIFICATIONS

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



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

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

1. Mandatory Certifications Required Precedent to Contract Award

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 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](http://www.hrsdc.gc.ca/) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

1.3 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer 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? **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 the 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.

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

1.4 Education and Experience

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.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The Contractor/Offeror personnel must hold a valid RCMP Facility Access Level 3 Status or higher, granted or approved by the RCMP.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

2.1 Task Authorization Process B9054C (2014-06-26)

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority and/or the Technical Authorities will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex C.



2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority and/or the Technical Authorities, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority and/or the Technical Authorities has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.2 Minimum Work Guarantee - All the Work - Task Authorizations B9030C (2011-05-16)

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 1% of the Maximum contract value

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

2.3 Periodic Usage Reports - Contracts with Task Authorizations B9056C (2013-04-25)

Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "H". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.



The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2010C (2013-04-25), General Conditions – Services (Medium Complexity), apply to and form part of the Contract. Section 27 Code of Conduct and Certifications – Contract of 2010C referenced above is amended as follows: Delete subsection 27.4 in its entirety.

3.2 Supplemental General Conditions

NA

3.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

4. Term of Contract



4.1 Period of Contract

The period of the Contract is two (2) years from date of contract award.

4.2 Option To Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tian Lam
Title: Regional Procurement Officer
Royal Canadian Mounted Police
Procurement and Contracting

Address: 14200 Green Timbers Way, Surrey BC V3T 6P3

Telephone: 778-290-2776
E-mail address: tian.lam@rcmp-grc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: **TBA after contract award**

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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



5.3 Technical Authority

The Technical Authorities for the Contract will be the Regional Duty Officers (RDO) who is assigned by the Project Authority.

The Technical Authorities named above 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 Technical Authorities, however the Technical 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

5.4 Représentant de l'entrepreneur

TBD at Contract Award

6. Payment

6.1 Basis of Payment

6.1.1 Basis of Payment - Limitation of Expenditure – Cumulative Total of All Task Authorizations C9010C (2013-04-25)

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ __TBA__ . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.1.2 Basis of Payment - Limitation of Expenditure - Task Authorizations C0204C (2013-04-25)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.



No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work

6.1.3 Basis of Payment - Firm Unit Price(s) or Firm Lot Price – Task Authorizations C0209C (2013/04/25)

In consideration of the Contractor satisfactorily completing all of its obligations under the Task Authorization, the Contractor will be paid the firm unit price(s) in accordance with the basis of payment in Annex B, as specified in authorized TA. Customs duties are included and Applicable Taxes are extra

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

7. Invoicing Instructions

7.1 Payment will only be made on receipt of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract.

7.2 Invoices must be submitted on the Contractor's own form and must be prepared to show:

- A) Company name, address, etc.
- B) "Destination" (Client's address);
- C) The date;
- D) **Task Authorization Number;**
- E) Contract number;
- F) Description of work performed.
- G) Financial codes, including GST or HST (as applicable) registration number;
- H) Period in which services were rendered;
- I) Individual(s) who provided service and related information, such as:
 - 1. Name;
 - 2. Number of hours and days worked;
 - 3. Applicable per diem rate; and
 - 4. Total dollar amount being charged;

Note: On all invoices a cost breakdown will be shown.

7.3 The original and two (2) copies of each invoice, together with a copy of RCMP issued Task Authorization, shall be forwarded to the Project Authority.

8. Certifications

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default

9. Applicable Laws

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

10. Insurance



The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

11. 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 (2013-04-25);
- (c) Annex A, Statement of Work
- (d) Annex B Basis of Payment
- (e) Annex C, Task Authorization Form
- (f) Annex D, Qualified Onsite Resource Personnel
- (g) Annex E, Geographical Map
- (h) Annex F Acronyms and Terminologies
- (i) Annex G, Security Requirements Check List
- (j) Annex H, Periodic Usage Reports – Contracts with Task Authorizations
- (k) the Contractor's bid dated _____ “, as clarified on _____” **or** “, as amended on _____”

12. Procurement Ombudsman

12.1 Dispute Resolution Services

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

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

12.2 Contract Administration

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

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



ANNEX "A"

STATEMENT OF WORK

1.0 Title:

Scene Security and Scene Cleanup Services

2.0 Objective:

The provision of a Contractor who can provide scene security and scene cleanup on an "as and when requested" basis in the Vancouver Lower Mainland and the Fraser Valley areas.

3.0 Background:

The Royal Canadian Mounted Police (RCMP) is the National Police Force in Canada. The Mission of the RCMP is to preserve the peace, uphold the law and provide quality service in partnership with their communities. "E" Division (British Columbia) is the largest RCMP Division in Canada with over 9500 employees. The RCMP in British Columbia provides municipal, provincial and federal policing in areas that range from isolated Aboriginal communities and coastal villages to major cities.

4.0 Scope:

The Royal Canadian Mounted Police (RCMP), as the need arises, has a requirement for the provision of scene security at potential crime scenes and for the scene cleanup at Marihuana Grow Operations, at various locations in the Lower Mainland and other locations as specified in BC.

5.0 Required on-site resources

The Contractor delivering the services must meet the following criteria:

1. Have strong communication skills, both verbal and written with proficiency in English
2. Obtain and maintain a RCMP security clearance at the appropriate level prior to contract award
3. Have on-site resources available on call for twenty four hours a day, seven days a week during the Task Authorization requirement
4. Have access to and able to provide up to 30 onsite resources at anytime they may be required
5. Provide onsite resources within 2 hours from time of Task Authorization issue by the RCMP representative.

6.0 Requirement:

1. The Contractor must perform the work at the scene or off the scene on an "as and when requested" basis under the Task Authorization for the scope of duties including but not limited to, in relation to scene security:
 - a. Deploying personnel to attend a specific site and securing the area of the scene marked by the perimeter established by the RCMP
 - b. Maintaining a log of all persons entering the scene
 - c. Scheduling and individual shifting of onsite resources
 - d. Maintaining a log of the onsite resources time on a shift sheet to be initialed by the project authority and /or his/her representative. The log will be referenced by the RCMP police file number.



1. The Contractor must be required to complete work at the scene or off the scene on an **“as and when requested”** basis under the **Task Authorization** for the scope of duties including but not limited to, in relation to scene cleanup:
 - a. Maintain scene security during the RCMP’s on scene investigation of Marihuana Grow Operations.
 - b. At the direction of the RCMP representative, following the RCMP’s seizure of appropriate evidence, the Contractor will take down various component parts routinely found in Marihuana Grow Operations.
 - c. Disposal of the various items as per the direction of the RCMP representative.
 - d. Scheduling and individual shifting of onsite resources
 - e. Maintaining a log of the onsite resources time on a shift sheet to be initialed by the RCMP supervisor in charge of the scene security or scene clean up. The log will be referenced by the RCMP police file number.

7.0 Deliverable:

1. As part of the billing the Contractor must provide the Project Authority a detailed breakdown of the number of resources used and all the corresponding time sheets outlining the dates and hours worked for a given scene security or scene cleanup. The related RCMP police file number for each call out must be referred to on the time sheets.

8.0 Contractor obligations

The Contractor must:

1. Respond to calls from the RCMP within thirty (30) minutes from the time the call is placed to the telephone number provided by the contractor for the purpose.
2. Provide fully trained personnel to perform the work and ensure sufficient resources are available onsite within two (2) hours upon request by the RCMP.
3. Provide the necessary safety equipment to their employees as per Work Safe BC standards, this includes in the cleanup of Marihuana Operations.
4. Remunerate their onsite resources for work done on the site as per the Task Authorization.
5. Provide up to thirty (30) onsite resources upon request by the RCMP.

9.0 RCMP obligations:

1. The RCMP retains overall responsibility for the crime scene.
2. The RCMP will identify and mark the perimeter of the scene where the work will be performed
3. The RCMP will provide guidance at Marihuana Grow Operations on when it is safe to enter the scene and start clean up procedures.
4. The RCMP will provide direction on how the scene is to be cleaned and how to dispose the equipment and garbage.

10.0 Method of Source and Acceptance

All work done and documents/information delivered as a result of this contract will be evaluated by the Project Authority (PA) to determine whether or not it meets the requirements defined in the Contract and Task Authorization (TA).

On acceptance of the deliverable by the PA, such certification will form the basis on which the PA will recommend payment.

11.0 Location of Work, Work site and Delivery Point



The Contractor will perform his work on or off the scenes as specified in the Task Authorization Form.

Due to existing workload, deadlines and sensitivity of the scenes, all personnel assigned to the contract must be ready to work in close and frequent contact with the Project Authority and/or its representative.

12.0 Language of Work

All communication related to the Contract and project will be in English.

13.0 Travel and living expenses

There will be no travel and living expenses paid or payable under this contract



ANNEX "B"

BASIS OF PAYMENT

All prices are in Canadian dollars, FOB Destination, Freight included, Customs duties and exercise taxes included if applicable, GST/HST extra if applicable.

The billable time commences from when personnel arrive at the site and terminates when all duty functions for the shift have been satisfied. Hours will be billed on the half (1/2) hour increments only.

All prices for each geographically area (seen below) in the Contract are exclusive of the GST or HST, whichever is applicable, unless otherwise indicated.

GST or HST, to the extent applicable, will be incorporated into all invoices and progress payment claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due. The RCMP is a federal government department exempt from Provincial Sales Tax (Exemption #PST-1000-5001).

	Geographical area	Hourly Rate per onsite resource
I	Western Lower Mainland: Including but not limited to Pemberton, Whistler, Sunshine Coast and Squamish	
II	Lower Mainland: Including but not limited to North Vancouver, Burnaby, Richmond, Coquitlam and Maple Ridge	
III	Eastern Lower Mainland: Including but not limited to Abbotsford, Chilliwack and Hope	



ANNEX "C"

TASK AUTHORIZATION FORM:

**AUTHORIZATION OF SERVICES TO BE PERFORMED
ON AN AS-AND-WHEN-REQUESTED BASIS
Part 1 of 2**

Contractor:	Contract No.: xxxxxx
Task Authorization No.: xxx	Cost Center :
Date: yyyy-mm-dd	Police File Number:
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED – Statement of Work	
2.0 PERIOD OF SERVICES	
From:	To:
3.0 SERVICES TO BE PERFORMED FOR:	
3.1 Location (address) to perform the work:	
3.2 Number of Personnel required :	
4.0 AUTHORITIES	
Regional Duty Officer:	Project Authority:



Task Authorization part 2 of 2

**SUPPLEMENTAL REPORT - AUTHORIZATION OF SERVICES TO BE PERFORMED
ON AN AS-AND-WHEN-REQUESTED BASIS**

Task Authorization Number:

Police File Number: _____

5.0 COST			
Category and Level of Personnel Name of Contractor's Personnel	Per Diem Rate	No. of Days to Perform the Tasks/Work	Total
	\$XX.00		\$
		ESTIMATED COST	\$
		GST/HST	\$
		GRAND TOTAL	\$
<p>You are requested 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 services listed herein and on any attached sheets at the price set out therefore.</p>			
6.0 SIGNATURES			
Project Authority:	Signature:		Date:
Contracting Authority: Tian Lam Signature Required if TA value exceeds \$10,000	Signature:		Date:
<p>Check Either Option <input type="checkbox"/> I accept this task authorization <input type="checkbox"/> I do not accept this task authorization because : _____ _____</p>			
Name of Contractor authorized to sign (type or print):	Title of Contractor authorized to sign (type or print):		
Contractor 's Signature:			Date:



ANNEX "D"

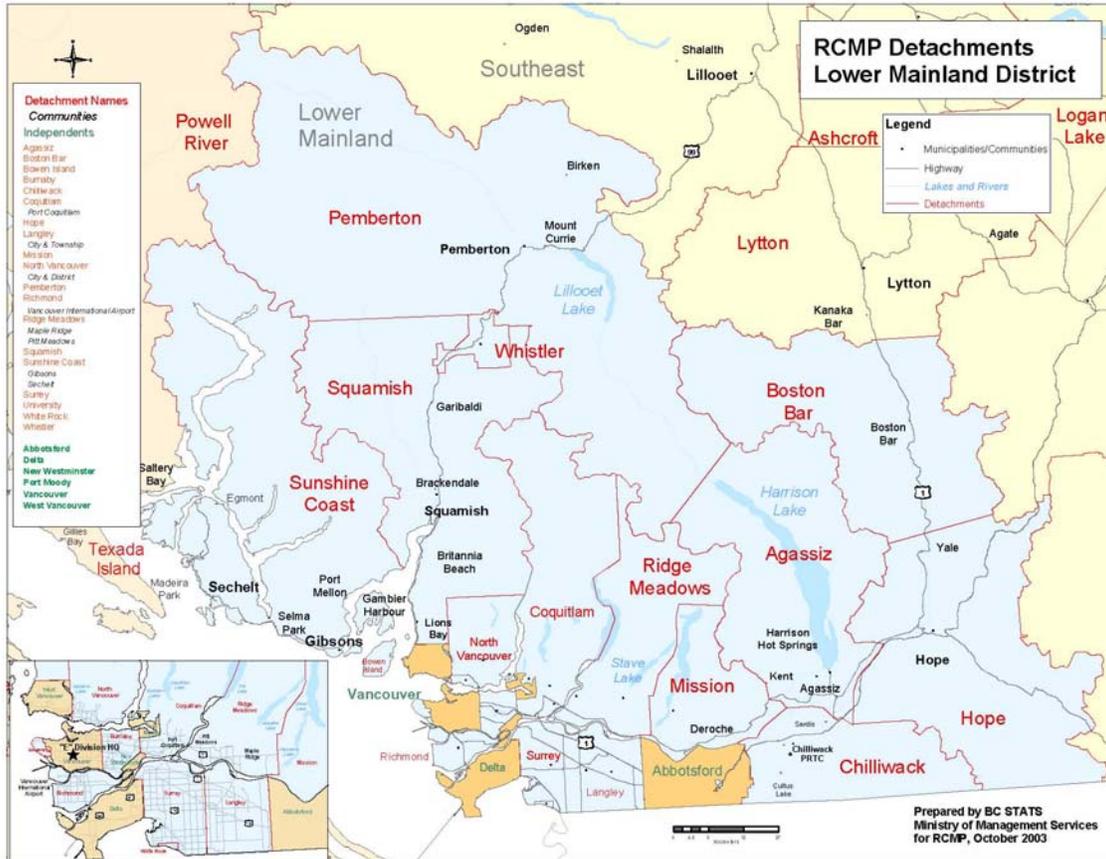
QUALIFIED ONSITE RESOURCE PERSONNEL

	Name	Years of experience		Name	Years of experience
1.			16.		
2.			17.		
3.			18.		
4.			19.		
5.			20.		
6.			21.		
7.			22.		
8.			23.		
9.			24.		
10.			25.		
11.			26.		
12.			27.		
13.			28.		
14.			29.		
15.			30.		

*Minimum number of resources required at bid submission is a pool of thirty (30). If there are more resources to list please use another table.



ANNEX "E" GEOGRAPHICAL MAP





ANNEX "F"

ACRONYMS AND TERMINOLOGIES

CA	-	Contracting authority
DO	-	Duty officer
PA	-	Project authority
RCMP	-	Royal Canadian Mounted Police
RDO	-	Regional Duty Officer
Scene	-	refers to the whole area covered by the perimeter of the site to which the Contractor is assigned to perform security services as determined by the RDO
TA	-	Task authorization



ANNEX "G"
SECURITY REQUIREMENTS CHECK LIST

SRCL 20151115001



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction Lower Mainland District	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Crime Scene Security and Scene Cleanup. The provision of a Contractor who can provide scene security and scene cleanup on an "as and when requested" basis in the Vancouver Lower Mainland and the Fraser Valley areas. Le fournisseur aura-t-il accès à des marchandises contrôlées?		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : Facility Access 3 - No escort Required

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Norbert Gaumont		Title - Titre Corporate and Client Services	Signature <i>Supa Norm Gaumont</i> LMD Corporate & Client Services
Telephone No. - N° de téléphone 778-290-4822	Facsimile No. - N° de télécopieur 778-290-6105	E-mail address - Adresse courriel norm.gaumont@rcmp-grc.gc.ca	Date 2015-03-02
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Harpreet RAI		Title - Titre Regional Manager	Signature <i>Harpreet RAI</i> Digitally signed by RAI, Harpreet, 000165156 DN: c=ca, o=gc, ou=rcmp-grc, ou=People, cn=RAI, Harpreet, 000165156 Date: 2015.03.16 07:04:31 -07'00'
Telephone No. - N° de téléphone 778-290-2644	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2015/03/16
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <i>Tian Lam</i>		Title - Titre Procurement Officer	Signature <i>Tian Lam</i>
Telephone No. - N° de téléphone 778-290-2776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tian.lam@rcmp-grc.gc.ca	Date March 2/2015
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Contractor to secure perimeter of crime scene and maintain access log.
Upon conclusion of the investigation they would dismantle site

Scene security will perform an observe and report function and turn over access logs and/or any documentation pertaining to the site to the appropriate RCMP personnel as designated by the RCMP lead investigator.

Security Classification / Classification de sécurité
--



ANNEX "H"
PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

SUPPLIER: _____

CONTRACT NUMBER: _____

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA Number	Task Description	Value of the Task (GST Included)
(A) Total Dollar Value of Tasks		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

[] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

Prepared by: _____

Signature: _____ Date: _____

Send completed report to:
RCMP E Division, Procurement and Contracting Unit
Email: tian.lam@rcmp-grc.gc.ca
OR
Facsimile: 778-290-6110



NOTE TO BIDDERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your bid proposal. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**RCMP E DIVISION HQ
BID RECEIVING – FRONT DESK
14200 GREEN TIMBERS WAY
SURREY, BC V3T 6P3
CANADA**

Solicitation No.: M2989-4-0461

Solicitation Closing Date & Time: May 8, 2015 @ 2:00 pm PDT

Description: Scene Security and Scene Cleanup Services, Various Locations in BC