

**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> CCTV SYSTEM -JOYCEVILLE INSTITUTION	
<b>Solicitation No. - N° de l'invitation</b> 21120-152919/A	<b>Date</b> 2015-04-01
<b>Client Reference No. - N° de référence du client</b> 21120-15-2152919	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-445-67087	
<b>File No. - N° de dossier</b> hn445.21120-152919	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-05-19</b>	<b>Time Zone</b> <b>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:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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</b> <b>(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

21120-152919/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn445

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

21120-15-2152919

File No. - N° du dossier

hn44521120-152919

CCC No./N° CCC - FMS No/ N° VME

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DOCUMENT ATTACHED

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**List of Annex:**

The following annex forms part of this requirement:

Annex "A" - Pricing Sheet CCTV Systems at Joyceville Institution

Annex "B" - Point Rated Technical Evaluation Criteria

**FORM**

The following form is attached to the solicitation document:

- 1) Institutional Access - CPIC Clearance Request, CSC/SCC 1279

**SUPPLIED UNDER SEPARATE COVER (ATTACHMENT 1):**

- 1) Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineering Specifications and Standards

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation and resulting contract document is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Pricing Sheet (ANNEX A) and an electronic attachment (Attachment #1) which includes, the Requirement and various forms. Refer to the Table of Contents.

### **2. Requirement**

#### **2.1 Summary**

The Correctional Service of Canada (CSC) has a requirement to expand the existing CCTV Systems at Joyceville Institution located near Kingston, Ontario.

The Joyceville Institution is a medium security institution. Work will have to be accomplished with minimum disruption to the daily operation and security of the institution.

The work includes the supply, install, test and provide operational and maintenance training on the CCTV System as described in the Statement of Technical Requirements (STR) (*Refer to electronic Attachment #1*).

There is a security requirement associated with this requirement. For additional information, see Part 6 -Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

#### **2.2 Delivery Requirement**

Delivery is requested to be completed within 30 weeks after contract award.

### 2.2.1 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: \_\_\_\_\_

### 2.4 Warranty Repairs

It may be necessary for warranty repairs to be performed on site. You are requested to provide response time and location of nearest office/depot providing staff for this work. Response time shall not exceed forty-eight (48) hours. The contact person is as follows:

Response Time: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
Email/Internet Address: \_\_\_\_\_

### 2.5 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
Email/Internet Address: \_\_\_\_\_

### 2.6 Lifetime Spares

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

**The Bidder must indicate the number of years for the life of the equipment. \_\_\_\_\_ years.**

### 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.

## 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 this bid solicitation and accept the terms and conditions of the resulting contract.

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

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

Delete: sixty (60) days

Insert: ninety (90) days

### 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. Submissions by email are not accepted.

***PWGSC Bids Receiving Unit***

***11 Laurier Street***

***Place du Portage, Phase III, Core 0B2***

***Tel.: 819-956-3370***

***Gatineau, Quebec J8X 4A6***

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

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

## **5. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visits to be held on **April 28, 2015 at 1:00 p.m. at the Joyceville Institution. Interested Bidders shall meet at the Principal Entrance of the Joyceville Institution, Highway 15, P.O. Box 880, Kingston, Ontario K7L 4X9.** Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. **Bidders arriving late may not be permitted to attend the site visit.**

The Bidder must have at least one attendee at the site visit.

It is also a **mandatory** condition of this requirement that all attendees have a site clearance prior to the site visits. To apply for the site clearance, the bidders shall complete a CPIC Clearance Request form (preferably in **typed format**) and submit the duly completed and signed form by each participant, by fax to (819) 953-4944 or by e-mail to joanne.m.ladouceur@pwgsc-tpsgc.gc.ca. It is a mandatory condition that the CPIC Clearance Request be submitted for the site visits. It is requested that the CPIC Clearance Requests be received by this office no later than April 14, 2015. **Site Clearance Request Forms received after April 14, 2015 will not be accepted.** A site clearance obtained for work performed under similar requirements is not acceptable. Bidders are requested to clearly identify the name of the participant, the name of the company they represent, telephone number, facsimile number and e-mail address.

Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled site visit.

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document through MERX.

As proof of attendance, the Bidder must sign the attendance form provided by the CSC representative at the site visit.

## **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 and 2 soft copies)
Section II:	Management Bid (3 hard copies and 2 soft copies)
Section III:	Support Bid (3 hard copies and 2 soft copies)
Section IV:	Financial Bid (1 hard copy)

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



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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [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.

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the bid will be evaluated. Bidders should address these evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In order to facilitate the evaluation of the bid, Canada requests bidders to 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 bid by identifying the specific paragraph and page number where the subject topic has already been addressed.

**THE BIDDER MUST ADDRESS ON A PARAGRAPH BY PARAGRAPH BASIS THE STATEMENT OF TECHNICAL REQUIREMENTS, THE STATEMENT OF WORK AND THE ELECTRONIC ENGINEERING SPECIFICATIONS AND STANDARDS, BY INDICATING WHERE APPLICABLE “COMPLY, UNDERSTOOD, NOTED, OR NOT APPLICABLE”. WHERE REQUIRED, THE BIDDER MUST PROVIDE ADDITIONAL INFORMATION.**

#### **Section I: Technical Bid**

In their technical bid, bidders must demonstrate their understanding of the requirement and describe how they intend to meet the technical requirements.

**THE TECHNICAL PROPOSAL SHALL MEET ALL OF THE TECHNICAL REQUIREMENTS OF THE STATEMENT OF REQUIREMENT (STR) AND APPLICABLE STATEMENTS OF WORK AND ELECTRONIC ENGINEERING SPECIFICATIONS AND STANDARDS. FAILURE TO MEET THE TECHNICAL REQUIREMENTS WILL RENDER YOUR BID NON- RESPONSIVE AND NO FURTHER CONSIDERATION WILL BE GIVEN.**

#### **Section II: Management Bid**

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

#### **Section III: Support Bid**

In their support bid, bidders must demonstrate their understanding of the requirement and describe how they intend to meet the support requirements (operator / maintenance training, manuals, spare parts list and plan).

## **Section IV : Financial Bid**

**1.1** Bidders must submit their financial bid on **Annex "A" - Pricing Sheet** in accordance with the following Basis of Pricing:

### **1.2 Basis of Pricing**

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

#### **1.2.1 Design and Equipment**

The bidder must submit a firm lot price for the design and related equipment for the expansion of the CCTV Systems at Joyceville Institution, excluding spare parts and test equipment.

#### **1.2.2 Installation and Testing Costs**

1 The bidder must submit a firm lot price. The price must include all costs, excluding travel and living, related to the installation and testing of the equipment.

2 Installation and Testing of Equipment for Emergency Repairs, Delays and Design Changes.

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

These hourly rates will apply for emergency repairs, delays and design changes and will be in effect for the entire length of any resulting contract.

Normal working hours are Monday to Friday, 7:30 to 16:30 with exception of statutory holidays.

#### **1.2.3 Travel and living expenses associated with the installation of the equipment**

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive [http://www.tbs-sct.gc.ca/hr-rh-/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh-/gtla-vgcl/index_e.asp), and with the other provisions of the directive referring to “travelers”, rather than those referring to “employees”.

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

#### **1.2.4 On-site training as detailed in the STR, paragraphs 5.1.**

The bidder must submit a firm lot price for on-site training session including any associated travel expenses.

#### **1.2.5 Documentation**

The bidder must submit a firm lot price for the following:

As-built drawings as detailed in STR, paragraph 5.3.

Operator and Maintenance Manuals as detailed in STR, paragraph 5.2.

### **1.2.6 Software/Integration**

The bidder must submit a firm lot price for the software/integration.

### **1.2.7 Spare parts/Test Equipment List (s)**

Spare Parts and/or Test Equipment List(s) as detailed in STR, paragraph 5.11. The bidder must submit a Spare Parts and/or Test Equipment List identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare part required.

### **1.3 SACC Manual Clauses**

C3011T (11/06/2013), Exchange Rate Fluctuation

## **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, management, support and financial evaluation criteria specified below.

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

#### **1.1 Technical Evaluation**

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

To be declared responsive, a bid must:

- a) address on a paragraph by paragraph basis the Statement of Technical Requirements, the Statement of Work and the technical specifications, by indicating where applicable "comply, understood, noted, or not applicable". Where required, the bidder should provide additional information;
- b) comply with all of the technical requirements of the statement of requirement (STR); applicable statements of work and electronic engineering specifications and standards as well as all amendments to the bid solicitation issued prior to bid closing date;
- c) obtain the required minimum points (70%) for the technical, management and support evaluation criteria which are subject to point rating;

##### **1.1.2 Point Rated Technical Criteria**

The Technical Bid will be evaluated and rated as per Annex "B" attached.

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

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

Compliance with Basis of Pricing;

Prices must be submitted for all items listed in the **Annex "A" - Pricing Sheet.**

The Aggregate Bid Price will be determined by adding the firm lot prices for items 1, 2.1, 4, 5.1, 5.2, and 6 in ANNEX "A".

## **2. Basis of Selection**

The responsive bidder with the lowest evaluated aggregate bid price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Mandatory Certifications Required Precedent to Contract Award**

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

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

### **2. Additional Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **2.1 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, 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.

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*Signature*

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*Date*

### **2.2.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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*Signature*

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*Date*

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

A site clearance is required prior to the site visit and prior to admittance to the institution. For additional information, see Part 2, Article 5 - Mandatory Site visit and Part 7, article 3, Security Requirement.

### **2. Financial Capability**

1. Financial Capability Requirement: The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - (c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:

- (i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
  - (ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
- (d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - (e) A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - (f) A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  - (g) A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Cost and Price Analysis Group of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a) the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b) the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
  5. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.

6. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

### **3. Condition of Materiel**

SACC Manual clause B1000T (26/06/2014) Condition of Materiel

## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1. Requirement**

The Contractor shall supply, install, test and provide operational and maintenance training on the expansion of the CCTV system as described in the Statement of Technical Requirement (STR). The contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Attachment #1 for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineering Specifications and Standards. The purpose of the STR document is to define the technical aspects for the expansion of the CCTV system at the Joyceville Institution. The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

#### **1.1 Additional Work**

The Design Authority may, at any time before issuing the final acceptance notice, order work or material in addition to that provided for in the Statement of Work. The contractor shall perform the work in accordance with such orders, deletions and changes pursuant to Part 7, Article 13 - Design Change, Additional Work of New Work and on the same terms and conditions contained or referenced herein.

#### **1.2 Option to Purchase Spare Parts/Test Equipment**

- a) The Contractor hereby grants to Canada and Canada shall retain an irrevocable option exercisable at any time during the Contract to procure any or all of the spare parts and/or test equipment described in the supplier's proposal.
- b) The Contractor shall be given a minimum of "30" working days notice in writing by the Contracting Authority indicating that Canada intends to exercise the option.
- c) The option may only be exercised by the Contracting Authority, and the exercise of the option will be evidenced through a formal Contract Amendment.
- d) Price support may be requested.

## **2. 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](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) Manual issued by Public Works and Government Services Canada.

### **2.1 General Conditions**

2030 (25/09/2014) General Conditions - Higher Complexity - Goods

### **2.2 Supplemental General Conditions**

4003 (16/08/2010) Licensed Software

4006 (16/08/2010) Contractor to Own Intellectual Property Rights in Foreground Information

### **2.3 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
B1501C	Electrical Equipment	16/06/2006
A9068C	Site Regulations	11/01/2010
A2000C	Foreign Nationals (Canadian Contractor)	16/06/2006
A2001C	Foreign Nationals (Foreign Contractor)	16/06/2006

## **3. Security Requirement**

### **3.1 Site clearance**

A site clearance is required prior to admittance to the institution. The contractor must submit completed CPIC forms for all staff who will be working at the institution(s). The duly completed and signed CPIC forms must be submitted ten (10) working days prior to start-up date as stipulated in the Statement of Technical Requirement.

### **3.2 Classification of this document is "Not Classified".**

1. NIL security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as /where required, by authorized Correctional Service Canada personnel.
2. Contractor personnel shall submit to a local verification of identity/information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

## **4. Term of Contract**

### **4.1 Period of Contract**

The delivery of all related equipment, the completion of all installation, testing and contract related work is to be completed at the Institution on or before (*Delivery as offered and as accepted will be inserted at contract award*)

NOTE : Date of delivery will be of the essence of any resulting contract. Your attention is drawn to article 10 of General Conditions, 2030.

The Contractor must submit a final delivery and installation schedule within 10 calendar days after the contract award date.



## **4.2 Shipping Instructions - Delivery at Destination**

1. Shipment shall be consigned to the destination specified in and delivered:

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

## **4.3 Inspection and Acceptance**

- 1) Inspection

Inspection shall be carried out by the Design Authority or the authorized representative at destination.

- 2) Final Acceptance

a) The Contractor shall be required to present the work, for final acceptance, when such work has been designed, manufactured, delivered to site and installed and has successfully passed all tests in strict accordance with the specification and terms and conditions, and the Contractor has performed all other work and complied with all the terms and conditions of the contract.

b) Upon verification of the above, the Design Authority will by written notice to the Contractor so acknowledge, and such notice shall constitute final acceptance.

Final Inspection and acceptance will take place at destination when all goods are delivered/ services rendered, and after all deficiencies identified by the Design Authority or the authorized representative are rectified and accepted.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

*Joanne Ladouceur*  
*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  
Facsimile: (819) 953-4944  
E-mail address: [joanne.m.ladouceur@pwgsc-tpsgc.gc.ca](mailto: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 Technical Authority**

The Technical Authority for the Contract is:

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

The Technical 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 Technical Authority; 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 Authority.

### **5.3 Contractor Contacts**

Name and telephone number of the person responsible for :

#### **General enquiries**

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

#### **Delivery follow-up**

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

### **5.4 Warranty Repairs**

The contact person for warranty repairs to be performed on site as it may be necessary is as follows:

Response Time: will be inserted at contract  
Name: will be inserted at contract  
Telephone No.: will be inserted at contract  
Facsimile No.: will be inserted at contract  
Email/Internet Address: will be inserted at contract

### **5.5 Emergency Services/Repairs**

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: will be inserted at contract  
Telephone No.: will be inserted at contract  
Facsimile No.: will be inserted at contract  
Email/Internet Address: will be inserted at contract

## **6. Payment**

### **6.1 Basis of Payment**

The Contractor will be paid the firm lot prices for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals for the CCTV Systems as specified in the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The Contractor will be paid a firm hourly rate for each labor category specified for the installation and testing for normal and outside working hours associated with emergency repairs, delays, design changes and unscheduled work arisings.

Travel and living expenses for emergency repairs, delays and design changes during the performance of the contract will be paid without any allowance for overhead or profit. These costs will be reimbursed in accordance with Treasury Board directives in effect at time of travel. The payments are subject to Government Audit. All travel must receive prior authorization from the Project Authority.

### **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 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.

### **6.4 Method of payment - (including design changes payments)**

#### **6.4.1 Milestone Payments**

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - (c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
  - (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

#### **6.4.2 Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

- 1st milestone: design of the system (less 10% holdback);  
                     - Institution Name  
                     100% Design (as per Annex A-1, Item 1)
- 2nd milestone: delivery of equipment (less 10% holdback);  
                     - Institution Name  
                     100% Equipment (as per Annex A-1, Item 1)
- 3rd milestone: completion of 50% of installation, including travel and living expenses (less 10% holdback);  
                     - Institution Name  
                     50% Installation ( as per Annex A-1, Item 2)  
                     Applicable Travel and Living (as per Annex A-1, Item 3)
- 4th milestone: installation completion, software I integration and testing, including travel and living expenses (less 10% holdback);  
                     - Institution Name  
                     Installation Completion (as per Annex A-1, Item 2)  
                     100% SoftwareI integration and Testing (as per Annex A-1, Item 2 (2.1) and Item 6.)  
                     Applicable Travel and Living (as per Annex A-1, Item 3)
- 5th milestone: on-site training and documentation (less 10% holdback);  
                     - Institution Name  
                     100% On-site training (as per Annex A-1, Item 4)  
                     100% Documentation (as per Annex A-1, Item 5 (5.1 and 5.2))  
                     Applicable Travel and Living (as per Annex A-1, Item 3)
- 6th milestone: holdbacks.

## **6.5 Method of Payment - Emergency repairs and delays payments**

### **6.5.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### **6.5.2 Travel and living Expenses - Emergency repairs, delays and design changes payments**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp) ), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

## **7. Invoicing Instructions**

### **7.1.1 Invoicing Instructions - Progress Claim (including design changes payments)**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>).

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - (c) the description and value of the milestone claimed as detailed in the Contract.
2. Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

### **7.1.2 Invoicing Instructions - Emergency repairs and delays payments**

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 claim is completed.
2. Claims must be distributed as follows:
  - (a) The original and two (2) copies must be forwarded to the following address for certification and payment:

Correctional Service Canada  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9  
Attn: Stephane Deslauriers

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **8. Certifications**

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 entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

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

## **10. Meetings**

A meeting may be convened after contract award at a location to be determined by the Contracting Authority to review contractual and technical requirements. The Contractor will be responsible for the preparation and distribution of the minutes of meeting. The meeting will be held with representatives of the Contractor, the Department of Public Works and Government Services and Correctional Service Canada.

## **11. Contractor's Facilities**

The Contracting Authority and the Design Authority, or their delegated representative shall be afforded access to the Contractor's plant and all other premises where pertinent processes are being performed.

## **12. Delay by Canada**

In the event that an installation crew proceeds to the site but is unable to perform the work due to an inmate disturbance or other delays caused by Canada at the site, the Contractor shall immediately notify the Design Authority. The cost of holding the installation crew on standby shall be paid as indicated herein. In no event shall a crew remain on standby for more than four (4) hours per day without prior authorization.

## **13. Procedures for Design Change or Additional Work**

The Contractor must follow these procedures for any proposed design change/deviation to contract specifications.

The Contractor must complete Part 1 of form PWGSC-TPSGC 9038, Design Change/Deviation, and forward one (1) copy to the Technical Authority and one (1) copy to the Contracting Authority.

The Contractor will be authorized to proceed upon receipt of the design change/deviation form signed by the Contracting Authority. A contract amendment will be issued to incorporate the design change/deviation in the Contract.

## **14. 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) Supplemental General Conditions 4003 (16/08/2010) - Licensed Software;
- (c) Supplemental General Conditions 4006 (16/08/2010) - Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) General Conditions 2030 (25/09/2014) General Conditions - Higher Complexity - Goods;
- (e) Statement of Technical Requirement
- (f) Annex "A", Pricing Sheet;
- (g) the Contractor's bid dated (*will be inserted at contract*), as amended \_\_\_\_\_ (*date(s) of amendment(s) if applicable will be inserted at contract*)

## **15. After Sales Services**

The Contractor certifies that it is capable of providing after sales service, subsequent to the warranty period, including servicing personnel and facilities during the lifetime expectancy of the equipment.

## **16. Lifetime Spares**

It shall be a condition of any contract resulting herefrom that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

**Life of the equipment:** (will be inserted at contract) years.

Should the Contractor discontinue the manufacture of the equipment being procured during the life expectancy of the equipment, it shall notify Canada sufficiently in advance to permit the purchase of spares for the remaining life of the equipment or, at the discretion of Canada, either make satisfactory arrangements with a third party to establish a continuing source of spares or provide to Canada, at no charge, a non-exclusive royalty free license to manufacture and have manufactured for its own use spare parts, and provide copies of all drawings, technical information, specifications, manufacturing instructions and patterns necessary to manufacture the spares.

## **17. Disclosure of Information**

The Contractor shall keep confidential and shall not publish or otherwise reuse, release, disclose or make available to any third party any Background or Foreground Information concerning “**as built drawings**”, **site drawings and manuals**, except as may be necessary to carry out the work under the Contract in which case the Contractor shall impose the same obligation of confidentiality on any person to whom the information is disclosed.

## **18. T1204 - Information Reporting by Contractor**

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 45 calendar days from date of contract award:
  - (a) the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
  - (b) the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
  - (c) the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
  - (d) in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.
3. The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "PROTECTED".

Contact: Stephane Deslauriers  
Address: 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9

ANNEX "A"

PRICING SHEET

**EXTENSION OF THE  
CLOSED CIRCUIT TELEVISION SYSTEM  
JOYCEVILLE INSTITUTION**

All prices must be firm in Canadian dollars, Delivered Duty Paid (Joyceville Institution, 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 all related equipment, excluding spare parts.

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

**2. INSTALLATION AND TESTING COSTS**

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

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

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

**2.2 INSTALLATION AND TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined labour rates will apply for emergency repairs, delays and design changes.

Labour Categories	Hourly Rate During	Hourly Rate Outside
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

**3. TRAVEL AND LIVING EXPENSES ASSOCIATED WITH THE INSTALLATION AND TESTING OF THE EQUIPMENT**

Institution	FIRM LOT PRICE
<b>JOYCEVILLE INSTITUTION</b>  Travel required ____yes ____no Estimated Number of Individuals ____ Estimated Number of Days _____	\$ will be reimbursed at cost and is not part of Bid Price Calculation



**4. ON-SITE TRAINING**

Firm Lot Price excluding travel and living expenses as per STR paragraphs 5.1.

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

**5. DOCUMENTATION**

**5.1 AS-BUILT DRAWINGS**

Firm lot price for As-Built drawings as per STR, paragraph 5.3.

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

**5.2 OPERATOR AND MAINTENANCE MANUALS**

Firm lot price for all operator and maintenance manual documentation packages as per STR, paragraph 5.2.

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

**6. SOFTWARE/INTEGRATION**

Firm Lot Price the software/integration as indicated in the STR, 5.4.

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

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

**OPTION**

**7. SPARE PARTS AND/OR TEST EQUIPMENT**

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required as per STR, 5.11.

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

## ANNEX "B"

### POINT RATED TECHNICAL EVALUATION CRITERIA

#### 1. Point Rated Technical Proposal Criteria

**The Bidder must obtain an overall pass score of 70 percent of the Technical Proposal. The rating is performed on a scale of 100 points. The Technical Proposal should include, but not be limited to:**

<b>Point Rated Technical Proposal Criteria</b>	<b>Maximum Points</b>
<p><b>1. Understanding of the Technical Requirements</b>  An understanding of the technical requirements of the system which could include preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information/literature/brochure on products offered.</p> <p>( 0 Points ) Has not demonstrated that the Bidder understands the requirements. The Bidder has misjudged the scope of the work required. We are left with many questions. The proposal is vague.</p> <p>( or 10 Points ) The proposal indicates that the Bidder generally understands the main concept of what is required but there are some questions that arise.</p> <p>( or 20 Points ) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability requirements, environmental requirements, reliability and maintainability requirements, and the testing and validation requirements.</p> <p>( or 30 Points ) It is very clear that the Bidder understands exactly what is required and the proposed solution exceeds the requirement in some areas.</p>	<b>30</b>
<p><b>2. Compliance with the Statement of Technical Requirements (STR)</b>  Paragraph by paragraph compliance the Statement of Technical Requirements (STR), Statements of Work (SOW), Specifications and Standards of how each requirement will be met.</p> <p>( 0 Points ) Has not demonstrated that the Bidder complies with the requirements. The Bidder has misjudged the scope of the work required. We are left with many questions. The proposal is vague.</p> <p>( or 15 Points ) The proposal indicates that the Bidder generally complies with the requirements but there are some questions that arise.</p> <p>( or 30 Points ) The proposal indicates that the Bidder complies with the requirements. The Bidder's solution meets the operability requirements, reliability and maintainability requirements, and the testing requirements.</p> <p>( or 40 Points ) It is very clear that the Bidder complies exactly what is required and the proposed solution exceeds the requirement in some areas.</p>	<b>40</b>
<p><b>3. Quality Assurance and Acceptance Test Plan</b>  Description of the proposed quality assurance procedures/processes, and acceptance test plan(s) to ensure quality requirements are met and how the bidder intends to demonstrate</p>	<b>20</b>

to the Crown that the system functions correctly, both in the plant (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters. Maximum points are broken down as follows:	
<p><b>3.1 Quality Assurance (10 Points )</b> How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.</p> <p>( 0 Points ) The scope does not address the applicable products, the quality objective, limitations and validity conditions.</p> <p>( or 7 Points ) The proposal indicates when how and by whom the quality requirements are to be reviewed results recorded/analyzed and conflicts resolved. The proposal indicates how documents and data are to be controlled. The proposal indicates relevant quality control for important purchases. The proposal indicates how the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met.</p> <p>( or 10 Points ) On top of the criteria above the proposal indicates how measuring and test equipment is controlled and describes the format and test results to be provided. The proposal indicates how non-conforming products are identified and controlled to prevent misuse until proper disposal.</p>	
<p><b>3.2 Acceptance Test Plan ( 10 Points )</b> How the bidder intends to demonstrate to the Crown that the system functions correctly, both in the plant (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters.</p> <p>( 0 Points ) The Bidder has not addressed the requirements for testing the system.</p> <p>( or 7 Points ) The Bidder has provided test sheets and only pass/fail parameters, but has not provided specific parameters for testing the elements of the system.</p> <p>( or 10 Points ) The Bidder has provided test sheets, pass/fail parameters as well as specific parameters, and has demonstrated that the system will be fully tested, both in the factory and on site.</p>	
<p><b>4. Technical Risk Elements</b> How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the bidder can mitigate them.</p> <p>( 0 Points ) The Bidder has not identified technical risk elements or technical risk mitigation.</p> <p>( or 4 Points ) The Bidder has identified technical risk elements but the Bidder does not provide a technical risk mitigation plan. The Bidder has a risk management process.</p> <p>( or 7.5 Points ) The Bidder has identified technical risk elements, provided a risk mitigation plan and has a risk management process.</p> <p>( or 10 Points ) The Bidder has a technical risk management process and has addressed project risks. Management, schedule, scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the technical risks is identified. The identified technical risks are associated with the bidder, supplier, subcontractor, customer,</p>	<b>10</b>

integration, or equipment performance. Mitigation strategies are described for the identified technical risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.	
<b>Total Technical Proposal ( maximum 100 Points )</b>	

## 2. Point Rated Project Management Proposal Criteria

The bidder must obtain an overall pass score of 70 percent for the Project Management Proposal. The rating is performed on a scale of 100 points. The Project Management Proposal should include, but not be limited to:

<b>Point Rated Project Management Proposal Criteria</b>	<b>Maximum Points</b>
<b>1. Previous Project Management Experience</b> Identification of the bidder, project manager, project supervisor and technicians. Detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, responsibilities etc. Maximum points are broken down as follows:	<b>40</b>
<b>1.1 Experience of the bidder within the last four (4) years. ( 10 Points )</b> Similar project(s) must have been completed successfully; experience pertaining to the following: <ol style="list-style-type: none"> <li>similarity of project in terms of scope and/or clients;</li> <li>dollar value over \$ 100K;</li> <li>Installation;</li> <li>training;</li> <li>drawings; and</li> <li>manuals.</li> </ol> ( 0 Points ) Bidder has experience with only three elements.  ( or 4 Points ) Bidder has experience with only four of the elements.  ( or 7.5 Points ) Bidder has experience with five or more of the elements.  ( or 10 points ) Bidder has experience with six elements.	
<b>1.2 Range of experience within the last four (4) years in the design, supply, installation and integration of systems similar to those described in the Statement of Technical Requirements (STR). ( 10 Points )</b>  ( 0 Points ) Bidder has no experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR).  ( or 4 Points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for private industry or provincial government.  ( or 7.5 points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for correctional services or similar organizations.	

<p>( or 10 Points ) Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements (STR) for Correctional Service Canada (CSC).</p>	
<p><b>1.3 Project Manager's Overall Experience (years, size of project &amp; complexity) and Qualifications. ( 10 Points )</b></p> <p>( 0 Points ) The project manager has no experience in project management of similar projects.</p> <p>( or 4 Points ) The project manager has less than four (4) years experience in project management of similar projects and does not hold any Project Management Institute (PMI) certification.</p> <p>( or 7.5 Points ) The project manager has 4 to 10 years experience in the management of projects of equal size or complexity and the project manager holds a Project Management Institute (PMI) certification or the project manager has over 15 years of experience in the management of projects of equal size and complexity or similar scope.</p> <p>( or 10 Points ) The project manager has more than 10 years experience in the management of projects of equal size and complexity or similar scope and the project manager holds a Project Management Institute (PMI) certification, MBA or comparable credentials.</p>	
<p><b>1.4 Supervisor's Overall Experience (years, size of project &amp; complexity) and Qualifications. ( 5 Points )</b></p> <p>( 0 Points ) The supervisor has no experience as a project supervisor of similar projects.</p> <p>( or 2 Points ) The supervisor has less than four (4) years experience as a project supervisor of similar projects and does not hold any Project Management Institute (PMI) certification.</p> <p>( or 3.5 points ) The supervisor has 4 to 10 years experience in supervising projects of equal size or complexity. The supervisor holds a Project Management Institute (PMI) certification or comparable credentials.</p> <p>( or 5 Points ) The supervisor has more than 10 years experience in supervising in projects of equal size or complexity. The supervisor holds Project Management Institute (PMI) certification or comparable credentials.</p>	
<p><b>1.5 Technicians' Overall Experience (years, size of project &amp; complexity) and Qualifications. ( 5 Points )</b></p> <p>( 0 points ) The technicians have no experience with similar projects.</p> <p>( or 2 Points ) The technicians have less than four (4) years experience with similar projects and do not hold any Technician Diploma in any of the electrical, electro-mechanical, electronics or mechanical field.</p> <p>( or 3.5 Points ) The technicians have 4 to 10 years experience in engineering in projects of equal size or complexity. The technicians hold Technician Diploma in any of the electrical, electro-mechanical, electronics or mechanical field.</p> <p>( or 5 Points ) The technicians have more than 10 years experience in engineering in projects of equal size or complexity. The technicians hold a Technical Diploma in any of</p>	

the electrical, electro-mechanical, electronics, mechanical or telecommunications field.	
<b>2. Project Management Structure and Procedures</b> Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:	<b>30</b>
<b>2.1 Project Management Organization and Responsibilities. ( 10 Points )</b> This refers only to management personnel and the way that the bidder plans to organize the project team for this contract.  ( 0 Points ) No organization in place and no plans to designate a separate project management team.  ( or 4 Points ) No project management organization in place but has a well-developed plan in place to set up a team of trained personnel.  ( or 7.5 Points ) There is a project management organization/structure defined with 'matrix' personnel resources that can be made available to this project. Personnel are identified for the positions of Project Manager, the Project Supervisor, technicians and electricians. Their responsibilities are defined.  ( or 10 points ) Project management team structure is well defined with a back-up team. Their responsibilities are defined. Personnel resources are identified and tied to specific tasks.	
<b>2.2 Project Management Procedures. ( 20 Points )</b> This factor will rate the Bidders on their systems used to implement project management.  ( 0 points ) The Project Management (PM) implementation is not addressed.  ( or 7.5 Points ) The PM implementation is addressed but the bidder has not provided sufficient details to demonstrate that a PM system is in place.  ( or 15 Points ) A PM system is in place that will allow the bidder to manage the project. Bidder has supplied a detailed plan of his PM implementation.  ( or 20 Points ) A well working PM system is in place and being used successfully. The PM system closely tracks status and progress of tasks. Project management based on PERT/CM techniques. Work breakdown structure is linked to project management.	
<b>3. Schedule, Milestones and Project Management Tools</b> A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are. Availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information. Maximum points are broken down as follows:	<b>20</b>
<b>3.1 Schedule/Milestones ( 10 Points )</b> A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.  ( 0 Points ) No schedule is proposed or the proposal is lacking in 3 of the following areas:	

<p>1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic.</p> <p>( or 5 Points ) The proposed schedule is lacking in no more than 2 of the following areas: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are not realistic.</p> <p>( or 7.5 Points ) The proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, may lack of contingency time.</p> <p>( or 10 points ) The proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, with contingency time is built in.</p>	
<p><b>3.2 Project Management Tools. ( 10 Points )</b> This factor will rate the Bidder on their availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information.</p> <p>( 0 Points ) The Bidder has not identified the Project Management specific software.</p> <p>( or 7.5 points ) The Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information.</p> <p>( or 10 points ) The Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes.</p>	
<p><b>4. Project Risks</b> A description of the project risks related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.</p> <p>( 0 points ) The Bidder has not identified project risks or risk mitigation.</p> <p>( or 4 Points ) The Bidder has identified project risks but the Bidder does not provide a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.</p> <p>( or 7.5 Points ) The Bidder has identified project risks and the Bidder has proposed a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.</p> <p>( or 10 points ) The Bidder has a risk management process and has addressed project risks. Management, schedule, scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the risks is identified. The identified risks are associated with the bidder, subcontractor, customer, integration, or equipment</p>	<p><b>10</b></p>

performance. Mitigation strategies are described for the identified risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.	
<b>Total Project Management Proposal ( maximum 100 Points )</b>	

### 3. Point Rated Support Proposal Criteria

The bidder must obtain an overall pass score of 70 percent for the Support Proposal. The rating is performed on a scale of 100 points. The Support Proposal should include, but not be limited to:

<b>Point Rated Support Proposal Criteria</b>	<b>Maximum Points</b>
<b>1. Operator Training Plan Outline, Training and Manuals</b> An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:	<b>45</b>
<b>1.1 Operator training plan outline. ( 15 Points )</b>  ( 0 Points ) The operator training plan outline does not meet the requirements.  (or 10 points ) The operator training plan outline meets the requirements.  (or 15 Points ) The operator training plan outline meets and exceeds the requirements.	
<b>1.2 Training approach, methodology and team. ( 15 Points )</b>  ( 0 Points ) Has not demonstrated that the Bidder understands the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements.  ( or 6 Points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements.  ( or 12 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes.  ( or 15 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes and the proposal identifies different training levels and different training outlines to meet the needs of different levels of operators.	
<b>1.3 Manuals. ( 15 Points )</b>  ( 0 Points ) The information does not meet the requirements.  ( or 10 Points ) The information meets the requirements.  ( or 15 Points ) The information meets and exceeds the requirements.	
<b>2. Maintenance Personnel Training Outline, Training and Manuals</b>	<b>45</b>



An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:	
<b>2.1 Maintenance Training Plan outline. ( 15 Points )</b>  ( 0 Points ) The maintenance training plan outline does not meet the requirements.  ( or 10 Points ) The maintenance training plan outline meets the requirements.  (or 15 Points ) The maintenance training plan outline meets and exceeds the requirements.	
<b>2.2 Training Approach, Methodology and Team. ( 15 Points )</b>  ( 0 Points ) Has not demonstrated that the Bidder understands the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements.  ( or 10 Points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements.  ( or 15 Points ) The proposal meets and exceeds the training requirements and they have a well established training team with proven processes.	
<b>2.3 Manuals ( 15 Points )</b>  ( 0 Points ) The information does not meet the requirements.  ( or 10 Points ) The information meets the requirements.  ( or 15 points ) The information meets and exceeds the requirements.	
<b>3. Spare Plan and Spare Parts List</b> An understanding of the Spare Plan and spare parts requirements. Description of the proposed Spare Plan and Spare Parts List approach, and information to meet the Spare Plan and Spare Parts List Requirement.  ( 0 Points ) The spare plan and spare parts list are not provided.  ( or 4 Points ) The spare plan and spare parts list are incomplete.  ( or 7.5 Points ) The spare plan and spare parts list meet the requirement.  ( or 10 Points ) The spare plan and spare parts list exceeds the requirement.	<b>10</b>
<b>Total Support Proposal ( maximum 100 Points )</b>	

# **FORM 1** **Institutional Access - CPIC Clearance Request, CSC/SCC 1279**



Corrections Service / Service correctionnel  
 Canada / Canada

PROCESSED / TRAITE  
 REVISÉ / REVISÉ

## **INSTITUTIONAL ACCESS** **CPIC CLEARANCE REQUEST**

## **ACCÈS À UN ÉTABLISSEMENT** **DEMANDE DE VÉRIFICATION** **DU DOSSIER AU CPIC**

PUT AWAY ON FILE - CLASSER AU DOSSIER  
 ATTACHE-LE AU DOSSIER  
 CLASSEZ LE DOSSIER  
 Original - 3170-12

For Release Only - À l'usage des services de la police / À l'usage des services de la police

Institution - Établissement	Request received / Demande reçue	Date (YYYY-MM-DD)	PUT AWAY ON FILE / CLASSER AU DOSSIER
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**A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS**  
 Surname / Nom de famille  
 First name (if applicable) / Nom ou prénoms (s'il y a lieu)  
 Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)

Date of birth / Date de naissance (YYYY-MM-DD)  
 Place of birth - City or town / Lieu de naissance - Ville ou municipalité  
 Province / Province ou État  
 Country - Pays

**D. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE**  
 Race / Race  
 Height - Taille  
 Weight - Poids  
 Hair color - Couleur des cheveux  
 Hair style / Coiffure

**C. ADDRESS - ADRESSE**  
 Street - Rue  
 City/Town - Ville ou municipalité  
 Province  
 Postal Code - Code postal  
 Telephone number - Numéro de téléphone  
 Home - Domicile  
 Work - Travail

Representing (name of company/organization) - Représentant (nom de la compagnie ou de l'organisme)

**D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX**  
 Have you ever been convicted of a crime for which you were sentenced to a term of imprisonment? / Avez-vous déjà été condamné(e) pour un crime pour lequel vous avez été condamné(e) à une peine d'emprisonnement?  
 1. Yes / Oui ☐ No / Non ☐  
 Have you ever been convicted of a crime for which you were sentenced to a term of imprisonment? / Avez-vous déjà été condamné(e) pour un crime pour lequel vous avez été condamné(e) à une peine d'emprisonnement?  
 2. Yes / Oui ☐ No / Non ☐  
 Have you ever been convicted of a crime for which you were sentenced to a term of imprisonment? / Avez-vous déjà été condamné(e) pour un crime pour lequel vous avez été condamné(e) à une peine d'emprisonnement?  
 3. Yes / Oui ☐ No / Non ☐  
 Have you ever been convicted of a crime for which you were sentenced to a term of imprisonment? / Avez-vous déjà été condamné(e) pour un crime pour lequel vous avez été condamné(e) à une peine d'emprisonnement?  
 4. Yes / Oui ☐ No / Non ☐

If you answered YES to any of the above, please explain below. / Si vous avez répondu OUI à une des questions ci-dessus, veuillez expliquer ci-dessous.

**E. SIGNATURE - SIGNATURE**  
 Applicant's signature / Signature de demandeur

**F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC**  
 Reason for clearance / Motif justifiant la demande d'accès  
 Signature of official / Signature d'officier  
 Date (YYYY-MM-DD)

Signature of official / Signature d'officier  
 Date (YYYY-MM-DD)

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**CONTACT THE CONTRACTING AUTHORITY FOR A SOFT COPY**