



**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**TABLE OF CONTENTS**

**PART I - INTRODUCTION**

1. Purpose of this Request for Proposal (RFP)
2. Security Requirements
3. Insurance Requirements
4. Debriefing

**PART II – CONDITIONS, INSTRUCTIONS AND INFORMATION**

1. Terminology
2. Enquiries – Solicitation Stage
3. Bidder Improvement to the Requirement During Bid Period
4. Proposal (bid) Preparation Cost
5. Proposal (bid) Delivery
6. Proposal (bid) Closing Date and Time
7. Validity of Proposal (bid)
8. Rights of Canada
9. Incapacity to Contract with Government
10. Incurring of Cost
11. Legal Capacity
12. Qualifying Joint Venture Bids
13. Definition of Bidder
14. Conflict of Interest - Unfair Advantage
15. Justification of Price

**PART III – PRESENTATION OF PROPOSALS**

1. Submissions of Proposals (bids)
2. Format and Content of Proposals (Bids)
3. Financial Proposal
4. Certifications
5. Basis of Selection

**PART IV – GENERAL PROVISIONS OF RESULTING CONTRACT**

1. General Conditions
2. Statement of Work
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Personnel
9. Applicable Laws
10. Government Site Regulations
11. Certifications
12. Anti-Terror Clause
13. Priority of Documents
14. Insurance
15. Handling of Personal Information

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**List of Annexes:**

Annex "A" – Statement of Work

Annex "B" – Technical Evaluation Criteria

Annex "C" – Certifications Precedent to Contract Award

Annex "D" – Pricing Schedule

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**PART I – INTRODUCTION**

**1. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**

Foreign Affairs, Trade and Development Canada (FATDC) is seeking to establish a contract for the provision of Integrated Security System maintenance services at the Embassy of Canada in Washington, D.C., U.S.A.

The contract will be for a period of two (2) year with three (3) option periods of one year each. The contract award date is tentatively set for July 1, 2015.

**2. SECURITY REQUIREMENTS**

Before award of contract the security requirements detailed in Part 4, section 3 must be met.

**3. INSURANCE REQUIREMENTS**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in the United States of America stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 4 of the RFP.

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

**4. DEBRIEFING**

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

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**PART II – CONDITIONS, INSTRUCTIONS AND INFORMATION**

**1. TERMINOLOGY**

For your proposal to be considered responsive, you must comply with all the requirements of this Request for Proposal (RFP) identified as mandatory. **Mandatory criteria are also expressed by using imperative verbs such as “shall”, “must” and “will” irrespective of where they appear in the RFP.**

**2. ENQUIRIES - SOLICITATION STAGE**

- 2.1** All enquiries or issues concerning this procurement must be submitted in writing to the Departmental Authority named on the first page of the solicitation as early as possible within the bidding period. Enquiries and issues must be received by the Departmental Authority no later than five (5) calendar days prior to the bid closing date specified herein to allow sufficient time to provide a response. Enquiries received after that time may not be able to be answered prior to the bid closing date.
- 2.2** To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 2.3** All enquiries and other communications with government officials throughout the solicitation period shall be directed **ONLY** to the Contracting Authority named on page one.

**3. BIDDER IMPROVEMENT TO THE REQUIREMENT DURING BID PERIOD**

Should the Bidder consider that the specifications or Statement of Work contained in this Request for Proposal (RFP) can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the Contracting Authority named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favor a particular Bidder will be given consideration provided they are received by the Contracting Authority no later than eight (8) calendar days prior to bid closing date specified herein. Canada reserves the right to accept or reject any or all suggestions.

**4. PROPOSAL (BID) PREPARATION COST**

The costs, including travel incurred by the Bidder in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract **will not** be reimbursed by DFATD.

**5. PROPOSAL (BID) DELIVERY**

- 5.1** Proposals (bids) are to be sent **ONLY** to the address stipulated on page 1 (Top left).
- 5.2** Canada requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17. Bidders should ensure that the RFP Number is clearly marked on their envelopes or parcels.
- 5.2** Proposals (bids) and/or amendments thereto, will only be accepted by DFATD if they are received at the address indicated on page 1, on or before the closing date and time specified herein.
- 5.3** **Responsibility for proposal (bid) delivery:** The Bidder has sole responsibility for the timely receipt of a proposal (bid) by DFATD and cannot transfer this responsibility to the Government of Canada. DFATD will not assume responsibility for proposals (bids) that are directed to a location other than the one stipulated on page 1.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

- 5.4 Delayed Proposals (bids):** A proposal (bid) received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by DFATD, after the proposal (bid) has been received at the location stipulated on page 1.
- 6. PROPOSAL (BID) CLOSING DATE AND TIME:**  
In order for the proposal (bid) to be given consideration, the Bidder's proposal (bid) must be received at the address and by the date and time stipulated on page 1 of this RFP.
- 7. VALIDITY OF PROPOSAL (BID)**  
Any proposal (bid) must remain open for acceptance for a period of not less than ninety (90) days after the closing date of the RFP.
- 8. RIGHTS OF CANADA**  
Canada reserves the right:
- a) during the evaluation, to submit questions or conduct interviews with Bidders, at Bidder cost, upon forty eight (48) hours' notice, to seek clarification or verify any or all information provided by the bidder with respect to this RFP;
  - b) to reject any or all proposals received in response to this RFP;
  - c) to enter into negotiations with one or more bidders on any or all aspects of its proposal;
  - d) to accept any proposal in whole or in part without prior negotiation;
  - e) to cancel and/or re-issue this RFP at any time;
  - f) to award one or more contracts, if applicable;
  - g) to retain all proposals submitted in response to this RFP;
  - h) not to accept any deviations from the stated terms and conditions;
  - i) to incorporate all, or any portion of the Statement of Work, Request for Proposal and the successful proposal in any resulting contract; and
  - j) not to contract at all.
- 9. INCAPACITY TO CONTRACT WITH GOVERNMENT**
- 9.1** Canada may reject a bid where the Contractor, including the contractor's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- a. Section 121, Frauds upon the Government;
  - b. Section 124, Selling or Purchasing Office;
  - c. Section 418, Selling Defective Stores to her majesty;
- 9.2** Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.
- 10. INCURRING OF COST**  
No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Officer can be charged to any resulting contract. In addition, the Contractor is not to perform work in excess of or outside the scope of any resulting Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer. Your attention is drawn to the fact that the Contracting Officer is the only authority which can commit the Government to the expenditure of the funds for this requirement.
- 11. LEGAL CAPACITY**  
The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

**12. QUALIFYING JOINT VENTURE BIDS**

A joint venture, regardless of how it has chosen to structure itself, can only be qualified as an eligible bidder if it is a financially viable legal entity. In joint ventures proposals, only one of the parties must function as the prime contractor and assume full responsibility for the execution of the contract. As such, bidders must identify in their bid who the prime contractor will be.

**13. DEFINITION OF BIDDER**

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

**14. CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

**14.1** In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
- b) If the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.

**14.2** The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This bidder remains however subject to the criteria established above.

**14.3** Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

**15. PRICE JUSTIFICATION**

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**PART III - PRESENTATION OF PROPOSALS****1. SUBMISSIONS OF PROPOSALS (BIDS)**

***PROPOSALS (BIDS) SUBMITTED BY FACSIMILE, E-MAIL OR OTHER ELECTRONIC MEANS WILL NOT BE ACCEPTED.***

- 1.1** Electronic transmission of your proposal (bids) by such means as facsimile or email is not considered to be practical and therefore will not be accepted.
- 1.2** When responding, the proposal (bids) **MUST** be delivered to the location and by the time and date stipulated herein.
- 1.3** Proposals (bids) submitted in response to this RFP will not be returned with the exception of bids received after the specified date and time stipulated herein which shall be returned unopened to the Bidder and given no further consideration.

**2. FORMAT AND CONTENT OF PROPOSALS (BIDS)**

- 2.1** Proposals (bids) should be organized in an identical fashion to, and reference the same paragraph numbers as this RFP. Additional subsections may be used as appropriate.
- 2.2** DFATD requires that each bid, at closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with Part 2, Section 12.
- 2.3** The proposal (bid) should be structured in separately bound sections as follows:
- Part A: Technical Proposal; three (3) hardcopies.  
Part B: Financial Proposal; one (1) hardcopy.  
Part C: Certifications; one (1) hardcopy
- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.**
- 2.4** Your proposal (bid) should be concise and should address, but not necessarily be limited to the points that are subjected to the mandatory requirements and evaluation criteria identified herein, against which the proposal will be evaluated. *It is strongly recommended that bidders ensure each of the requirements is addressed in sufficient depth to ensure a fair and complete evaluation of the proposal.*
- 2.5** Only those proposals which fulfill all Mandatory requirements identified in this RFP will be further evaluated based upon the scoring system listed in Annex "B".
- 2.6** Bidders are advised that only listing experience **without** providing any supporting information data such as: references, credentials, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of this evaluation.
- 2.7** Proposals must be submitted in either of Canada's official languages (English or French). Any translations fees required to meet this criterion are the responsibility of the Bidder.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**3. CERTIFICATIONS**

The certifications listed in Annex "C" – Certifications Precedent to Contract Award, 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

**4. FINANCIAL PROPOSAL**

**4.1** Bidders must submit their financial bid in accordance with Annex "D" – Pricing Schedule.

**4.2** The price of the bid will be evaluated in American Dollars (\$USD), FOB destination, customs duties and excise taxes included.

**5. BASIS OF SELECTION – Minimum Point Rating**

**5.1** To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

**5.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**PART IV - GENERAL PROVISIONS OF RESULTING CONTRACT**

The following terms and conditions will apply to and form part of any resulting contract:

**1. GENERAL CONDITIONS**

General Conditions - Higher Complexity - Services 2035 (2014-09-25) apply to and form part of the contract. They are available at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/13>

**2. STATEMENT OF WORK**

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

**3. SECURITY REQUIREMENTS**

- 3.1** At missions abroad, the Contractor and/or all other personnel involved in the work shall hold a valid personnel security screening level of **RELIABILITY STATUS** for work to be performed in the Mission or the Canadian Cultural Centre (CCC). The Contractor and/or all other personnel involved in the work must be properly supervised on the premises of the Mission and the CCC. Access to the restricted zones of the Mission may only be granted under the escort and constant supervision of a member of the Canada-based staff (CBS). Failure to obtain the Reliability Status would render the Contract null and void. The minimum security screening level required is granted by the Mission Security Officer or other CBS authorized by the Head of Mission in accordance with the procedures outlined in the Personnel Security Screening Reference Guide for Mission Managers. Missions requesting a security clearance for Contractors to perform work in restricted zones of the Mission or to access classified information/assets must consult with Security Operations and Personal Safety Division (CSR) and Corporate Security Division (CSC). The Contractor must inform sub-contractors of the security requirements of the contract and ensure their compliance.
- 3.2** The Contractor shall be responsible to identify the Security Requirement Section of the Contract and all of its stipulations to their Subcontractors and to ensure that these requirements are complied with by the subcontractor. DFATD reserves the right to conduct periodic background checks on personnel employed or subcontracted by the contractor.
- 3.3** If the Contractor breaches clauses under Article 3 above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General of Canada *via* DFATD all unspent funds provided under this Contract.

**4. TERM OF CONTRACT**

**4.1 Period of Contract**

The period of the contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusively. *(to be entered at 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 three (3) additional periods of one (1) year each 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 thirty (30) 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.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**5. AUTHORITIES****5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Rhonda Touesnard Contracting Specialist  
125 Sussex Drive, Ottawa, Ontario K1A 0G2  
Telephone: 343.203.1294  
E-mail address: [Rhonda.touesnard@international.gc.ca](mailto:Rhonda.touesnard@international.gc.ca)

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

**5.2 Project Authority [to be filled in by DFATD at contract award]**

The Project Authority for the Contract is:

Name:  
Branch  
Address  
Telephone:  
Email:

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

**5.3 Contractor's Representative [to be filled in by DFATD at contract award]**

Name:  
Title:  
Telephone:  
Email:

**6. PAYMENT****6.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex D.

**6.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ [to be filled in by DFATD at contract award] in USD. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

- (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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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.

### 6.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.4 Method of Payment – Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### 6.5 SACC Manual Clauses

The following SACC Manual clauses are hereby included by reference within the contract.

Reference #	Date	Title
C0705C	2010-01-11	Discretionary Audit

### 7. INVOICING INSTRUCTIONS

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

Each invoice must be supported by:

- a) a copy of the invoices, receipts, vouchers for all direct expenses;
- b) a copy of all maintenance related work tickets and visitation records must be provided with the monthly invoicing for verification that the frequencies as stated in the contract have been met.

Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

### 8. PERSONNEL

DFATD reserves the right to conduct periodic background checks on personnel employed or subcontracted by the contractor. DFATD reserves the right, in its sole discretion, but always acting reasonably, to decide that personnel employed or subcontracted by the contractor are unsuitable. In

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

such circumstances, the contractor shall ensure that personnel are removed from property and replaced with personnel suitable to DFATD.

**9. APPLICABLE LAWS**

This contract shall be governed by and construed in accordance with the laws in force in Ontario; provided, however, that the Contractor must comply with all local laws, statutes, regulations pertaining to or otherwise affecting his/her performance at the work site.

**10. GOVERNMENT SITE REGULATIONS**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**11. 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 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.

**12. ANTI-TERROR CLAUSE**

The Contractor shall not use the funds for the purpose of any payment to persons or entities, or for the supply of goods, if such payment or supply to the Contractor's knowledge or belief, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or is made, directly or indirectly, to finance, support, facilitate or benefit a terrorist or a terrorist group listed under the Canadian *Criminal Code*, the *United Nations Al-Qaida and Taliban Regulations* or the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*.

If the Contractor breaches paragraph above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General of Canada *via* DFATD all unspent funds provided under this Contract.

**13. PRIORITY OF DOCUMENTS**

If there is a discrepancy between the wordings 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) 2035 General Conditions - Higher Complexity - Services (2014-09-25);
- c) Annex "A", Statement of Work;
- d) Annex "D", Basis of Payment;
- e) the Contractor's bid dated June 8, 2015, as clarified \_\_\_\_\_.

**14. INSURANCE REQUIREMENTS**

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

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

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**14.3 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than USD \$1,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

**15. HANDLING OF PERSONAL INFORMATION**

The Contractor acknowledges that Canada is bound by the [Privacy Act](#), R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

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

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**ANNEX "A"**  
**STATEMENT OF WORK**

**1.0 Title**

Integrated Security System Maintenance at the Canadian Embassy, Washington, DC

**2.0 Objective**

To provide maintenance services for the Embassy's security hardware and software systems so as to continue maintenance and prevention of emergency situations within the Chancery and on Government of Canada property. This shall include preventative maintenance on hardware and software for the Canadian Embassy in Washington, DC (referred to herein as "the Client").

**3.0 Background**

The Canadian Embassy in Washington D.C. (the Embassy) has a requirement to obtain a maintenance contract for the Security Software and Hardware of the Canadian Embassy located in Washington DC, USA. The existing software is a GE Security's **Summit eNT System** which includes engineered/designed software and other integrated systems (collectively, the "System"). The security software has been in place in the Embassy for over ten years and requires certified software technicians to work with the System.

**4.0 Scope of Work**

The System is comprised of GE Security's Summit series access control system, complete with integrated Photo Badging, Elevator Control, CCTV, and Warm-Stand-By options; Panasonic's HD 300A series Digital Video Recorders; an integrated Pelco 9500 series Matrix; and Aiphone's LEF series Intercom system.

The Embassy is operational twenty-four hours per day and therefore requires a Contractor who is capable of responding very quickly and competently should there be an emergency with the security System at any time of the day.

Note: the term "emergency" comprises a total or partial breakdown or disruption in security camera or security software service which impairs the complete monitoring of the Embassy.

**5.0 Tasks/Technical Specifications**

**5.1 The Contractor must perform Preventative & Scheduled Maintenance for Security Systems as follows:**

- 5.1.1 The Contractor shall inspect, clean, adjust, and test each system component to ensure that the components are operational and within manufacturers' specifications. The frequency of such inspection(s) shall be performed on a quarterly basis, as outlined in Attachments 1 through 5 to Annex "A". Quarterly is defined as a minimum, once every three months to begin at date of contract signature.
- 5.1.2 The Contractor must have sufficient resources to make quarterly preventative maintenance visits to the site and to provide emergency service response within the two (2) hour (phone) or four (4) hour (on-site) range. Quarterly is defined as a minimum, once every three months to begin at date of contract signature.
- 5.1.3 Any existing Summit eNT software must be maintained at the most current version by the Contractor.
- 5.1.4 Emergency replacement workstations with preloaded Summit eNT software must be locally maintained by the Contractor at the Embassy in the event of an Embassy workstation failure.
- 5.1.5 Replacement materials must be locally stored by the Contractor (within the four (4) hour on-site timeframe) to minimize any downtime and effect on the operation of the Embassy.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**5.2 On-Site Service**

- 5.2.1 "Business Hours – Unlimited "On Call" services must be provided to Client by the Contractor during normal business hours, Monday through Friday, 8am - 4pm EST. Upon receipt of a service request by the Client during normal business hours, the Contractor must, in consultation with the Client, determine the priority of the service and schedule appropriately for service completion during normal business hours.
- 5.2.2 "After Business Hours and Emergency" – Contractor must provide an after hour on-call phone number/contact list for all technicians available after hours. Such technicians must be able to return Client calls within two (2) hours of Client's initiation of call to begin troubleshooting measures.
- 5.2.3 "After Business Hours and Emergency" service means that the Contractor must upon request of the Client, provide services as required to bring the System up to manufacturers' specifications. After Business Hours and Emergency services provided, must be pre-approved by the Departmental Representative in writing and shall be billable on a time and material basis. The after hours staff must hold the same licenses and certifications as the Contractor. There must be at least one (1) after-hours staff available at any time so any issues can be addressed, as required.
- 5.2.4 "Phone Support" services must be provided by the Contractor within normal business hours (from Monday through Friday, 9am - 5pm EST). Phone support provided outside normal business hours will be documented and is billable on a time and material basis.
- 5.2.5 Any Service requested by the Client outside the scope or terms of this Agreement may be provided by the Contractor at its sole discretion and at the Contractor's then-current rates for services, including labour, material, and travel charges. However, such work shall not commence until the Client has approved the charge for the service as submitted by the Contractor.

**5.3 Exclusions**

Unless otherwise specifically agreed to herein, the Contractor's performance under this agreement shall not include:

- 5.3.1 Replacement or repair parts, except miscellaneous hardware (i.e. fuses, connectors, patch cables, and any individual item that costs less than \$10 USD).
- 5.3.2 Electrical or telephone work external to the system, painting or refinishing equipment, specification changes, relocation of equipment, modification of equipment, re-programming of equipment.
- 5.3.3 Phone support outside of normal business hours.
- 5.3.4 LAN, WAN or ISP associated equipment and or associated fees.

**6.0 Client Support**

- 6.1 The Client shall provide all system components and replacement parts, as they become necessary. The Contractor shall also supply replacement parts at the request of the Client at the Contractor's then current rates for service including, labour, material, and shipping. These costs shall be pre-approved by Client prior to the commencement of the requested work.

**7.0 Constraints**

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

- 7.1 The Contractor's company including its staff and technicians shall be certified by GE Security Canada to perform preventative maintenance, repair and technical services to the Summit eNT System software and hardware or another software and hardware integrated security system similar in size, shape and scope to the Summit eNT System.
- 7.2 The Contractor must provide, at its own expense, the necessary tools and test equipment required to perform service(s) under this Agreement.
- 7.3 The Contractor must hold and maintain a current and valid electrical and business license in the District of Columbia and have their principal place of business within sixty (60) miles of the Canadian Embassy in Washington D.C.
- 7.4 Occasionally, manufacturers may issue non-warranty engineering changes to equipment necessary to assure proper operation of system components. When, in such an event, installation of such changes can be accomplished as incidental to a normal preventive maintenance inspection call, the Contractor will do so at no additional charge to the Client. However, if installation of such changes requires service(s) or material(s) in excess of those incidental to a normal preventive maintenance call, such excess shall be brought to the Client's attention and rates for such excess must be pre-approved by Client prior to the charge being incurred.

#### **8.0 Control Measures**

- 8.1 The Contractor must provide sign off sheets for all scheduled maintenance. The sign off sheet must be signed by the Embassy Building Engineer upon full completion of each work assignment or maintenance visit and emailed to the Embassy Project Manager (as a PDF document) within seven (7) calendar days of the work being completed.
- 8.2 The Contractor must provide a template of the sign-off sheet to the Embassy Project Manager for prior approval before commencing work under the contract.
- 8.3 The Contractor must provide the Embassy with a set of procedures ready to be implemented, which will enable the Embassy to notify the Contractor of suspected malfunctions and make arrangements for the Contractor to provide service(s) covered under this Agreement.

#### **9.0 Work Location**

All work will be completed at the following location:

Canadian Embassy  
501 Pennsylvania Ave NW  
Washington, DC, 20001

#### **10.0 Deliverables**

- 10.1 On a quarterly basis, the Contractor shall provide a full life-status report of all hardware and software contained in the Summit eNT System.
- 10.2 Quarterly reports in MS Word format are to include tasks outlined in Section 5.0 and 5.1 contained herein. Quarterly is defined as a minimum, once every three months to begin at date of contract signature.

#### **11. Plug-in Software**

Any plug-in/software to be installed onto DFATD system computers must be checked and cleared by IT security prior to installation. Any plug-in/software which fails our security check must be revised to meet security requirements. In addition, any plug-in/software should be developed using reliable tools and techniques to prevent access to users' local or network drives. The developer of the plug-ins/software must state that the code (software or plug-in) is free from viruses and malicious components. Any plug-in will have to be digitally signed for identification purposes.

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**12. Security Measures**

The Contractor shall use high level security measures to protect against the loss, misuse, and alteration of information under their control including but not limited to re-evaluating and executing where appropriate all latest technologies and upgrades, including encryption and firewalls, to enhance the Embassy and its End Users security and conditionality. The Contractor must store information in databases located in secure data centers at the Embassy.

**Attachment 1 to Annex "A"**

**Preventive Maintenance Checklist:**

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**Access Control – Servers & Workstations**

Initial	A or N/A	Item	Description	Qrtly	Semi-Annually	Date & Time
			<b>CONSOLE</b>			
		1	Discuss overall operations with customer	X		
		2	Visually inspect systems	X		
		2a	Check time @ server, workstations, and ACU's. Adjust if necessary	X		
		3	Check file size, create back-up & save on disk. Leave disk on site	X		
		3a	Clean out old back-ups, but keep the 4 most current.	X		
		3b	Save back-up to external hard drive.	X		
		3c	Transfer archives that are more that 1year old to CD. Check with customer prior to unloading.		X	
		4	Remove main CPU cover & clean boards	X		
		5	Check connectors,etc.- verify the connectors are labeled	X		
		6	Check & clean equipment ventilations fans & filters	X		
		7	Reassemble & confirm communications	X		
		8	Check & clean drives as required	X		
		9	Check & clean keyboard	X		
		10	Check & clean VDT(s)	X		
		11	Check & clean printers	X		
		12	Check grounding as required	X		
		13	Confirm sufficient area ventilation	X		
		14	Check & clean UPS system, as required (Record the # of time the unit has gone into back-up power) Note line & load voltages	X		
		15	Check lightning protection (if applicable)	X		
		16	Confirm software operations & check for corrupt files. Check for corrupt archive files.	X		
		17	Notify client before removing corrupt files	X		
		18	Check loaded archives & unload anything over 3months, check with customer prior to unload	X		
		19	Defrag C: drive	X		
		20	Run & print out an archive report to verify report & printer interface operation.	X		
		21	Clean & inspect photo printer, if applicable	X		
		22	Print test card & confirm proper operation	X		

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

<b>REMOTE DOOR DEVICES</b>			
	1	Test reader, rex timer, & electric lock devices. Check CR door devices	X
	1a	Check mounting of CR & read range	X
	1b	Check rex time, adjustment & mounting	X
	1c	Check mag lock mounting hardware to ensure locks are secure	X
	1d	Check lock operation & mounting	X
	1e	Check contact & magnet mounting. Check that magnet & contact are not binding door.	X
	2	Note any door hardware malfunctions	X
	3	Test alarm devices	X
<b>LOCK POWER</b>			
	4a	Note AC high voltage	X
	4b	Note AC low voltage	X
	4c	Note DC voltage	X
	4d	Note battery back-up voltage	X
	4e	Note fire relay voltage	X
	4f	Inspect batteries for signs of damage/cracking	X
	4g	Visually inspect power supply/charging board for signs of heat/excessive wear & replace as required	
	5	Visually inspect fire relays for signs of heat/excessive wear & replace as required	X
	6	Test operations of fire relays and confirm restoral	X
<b>DGP / ACU</b>			
	7a	Note AC high voltage	X
	7b	Note AC low voltage	X
	7c	Note DC voltage	X
	7d	Note battery back-up voltage	X
<b>LIFE SAFETY</b>			
	8	Inspect remote electric panels	X
	9	Check lightning protection (if applicable)	X
	10	Test operations of all delay egress locks.	X
	11	Confirm quantity & operation of lock reset keys: SCS, Rover, & SCC spare	X
	12	Check EO operation & timing. (if applicable)	X

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

Item	Description	Quarterly	Date & Time
<b>Servers &amp; Workstations</b>			
1	Discuss overall operations with customer.	X	
2	Visually inspect systems.	X	
2a	Check time @ server, workstations, and ACU's. Adjust if necessary.	X	
3	Check file size, create back-up & save on disk. Leave disk on site.	X	
3a	Clean out old back-ups, but keep the 4 most current.	X	
3b	Save back-up to external hard drive.	X	
3c	Transfer archives that are more than 1 year old to CD. Check with customer prior to unloading.	X	
4	Remove main CPU cover & clean boards.	X	
5	Check connectors, etc. – verify the connectors are labeled.	X	
6	Check & clean cooling fans as required.	X	
7	Reassemble & confirm communications.	X	
8	Check & clean drives as required.	X	
9	Check & clean keyboard.	X	
10	Check & clean VDT(s).	X	
11	Check & clean printers.	X	
12	Check grounding as required.	X	
13	Confirm sufficient area ventilation.	X	
14	Check & clean UPS system, as required (Record the # of times the unit has gone into backup power) Note line & load voltages.	X	
15	Check lighting protection (if applicable).	X	
16	Confirm software operations & check for corrupt files. Check for corrupt archive files.	X	
17	Notify client before removing corrupt files.	X	
18	Check loaded archives & unload anything over 3 months, check with customer prior to unload.	X	
19	Defrag C: drive.	X	
20	Run & print out an archive report to verify report & printer interface operation.	X	
21	Clean & inspect photo printer, if applicable.	X	
22	Print test card & confirm proper operation.	X	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**Attachment 2 to Annex "A"****Preventive Maintenance Checklist:****Access Control – Remote Devices & Field Panels**

Item	Description	Quarterly	Date & Time
<b>REMOTE DOOR DEVICES</b>			
1	Test each card reader operation.	X	
2	Verify card readers are securely mounted.	X	
3	Test each electric lock operation.	X	
4	Verify electric locks are securely mounted.	X	
5	Test each egress device operation.	X	
6	Verify egress devices are securely mounted.	X	
7	Test each door position contact.	X	
8	Verify door position contacts are securely mounted.	X	
9	Test auxiliary input and output devices associated with each door & each input module.	X	
<b>LOCK POWER SUPPLIES</b>			
1	Visually inspect each power supply/charging board for signs of heat/excessive wear.	X	
2	Visually inspect each transformer for signs of heat/excessive wear.	X	
3	Visually inspect each fire relay for signs of heat/excessive wear.	X	
4	Chart AC input voltages.	X	
5	Chart DC output voltage.	X	
6	Chart battery-charging voltage.	X	
7	Inspect all batteries for signs of damage/cracking. Record battery installation date.	X	
8	Remove power and chart battery voltage after 5 minutes of runtime. Return power.	X	
9	Test operation of each fire relay and confirm restoral.	X	
<b>AUTONOMOUS CONTROL UNITS</b>			
1	Verify ACU communications with security network.	X	
2	Read time and date from each ACU and update as required.	X	
3	Clean the interior and exterior of each ACU. Check all connections.	X	
4	Chart AC input voltages.	X	
5	Chart DC output voltage.	X	
6	Chart battery-charging voltage.	X	
7	Inspect all batteries for signs of damage/cracking. Record battery installation date.	X	
8	Remove power and chart battery voltage after 5 minutes of runtime. Return power.	X	
9	Verify communications with security network.	X	
10	Verify restoral of ACU power loss and tamper alarms.	X	
11	Chart ACU firmware version.	X	
<b>LIFE SAFETY</b>			
1	Check lightning protection (If applicable).	X	

<b>RFP No. WSHDC-#15-99856</b>	<b>Date: May 4, 2015</b>
<b>Request for Proposal (RFP) Foreign Affairs, Trade and Development Canada (DFATD)</b>	

2	Test operations of all delay egress locks (If applicable).	X	
3	Check EO operation and timing.	X	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**Attachment 3 to Annex "A"**  
**Preventive Maintenance Checklist:**  
**Closed Circuit Television**

Item	Description	Quarterly	Date & Time
	<b>CONTROL DEVICES</b>	X	
1	Discuss overall operations with customer	X	
2	Visually inspect systems.	X	
3	Check all monitors for image retention, reduced brightness, etc. Adjust as required. Clean all monitors.	X	
4	Use the desktop controller to check the overall picture quality of each camera and note if any field adjustments are required.	X	
5	Confirm proper time and date and camera titles are displayed. Adjust as necessary.	X	
6	Clean the matrix keyboard controller and test for proper operation.	X	
7	Clean the DVR keyboard controller and test for proper operation.	X	
8	Clean each DVR, DVR expansion unit, matrix, and monitor.	X	
9	Power down each DVR and extension unit. Confirm all video inputs and outputs are labeled.	X	
10	Remove each DVR and extension unit and clean the interior. Confirm cooling fan operation.	X	
11	Reinstall each DVR and confirm proper operation.	X	
12	Access DVR programming menus and record: Hardware Version: _____ Software Version: _____ VMD Version: _____ IP Info: Address: _____ Gateway: _____ Subnet: _____ MAC: _____	X	
13	Record drive sizes.	X	
14	Record Hours in Use per drive.	X	
15	Note average record range.	X	
16	Note items logged in Error Report.	X	
17	Confirm Overwrite option is ON.	X	
18	Complete DVR firmware update to the latest version available from the manufacturer.	X	
19	Save each DVR's data file.	X	
20	Confirm storage of archived video by completing a time & Date Search from a networked PC. Burn archived video to CD to confirm operation.	X	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**Attachment 4 to Annex "A"**  
**Preventive Maintenance Checklist:**  
**Closed Circuit Television**

Item	Description		Date & Time
<b>REMOTE DEVICES</b>			
1	Visually inspect remote camera sites.	X	
2	Clean and inspect each camera housing and bracket.	X	
3	Verify each camera housing is securely mounted.	X	
4	Inspect cabling and conduit for fatigue and/or deterioration.	X	
5	Confirm fan and/or heater operation.	X	
6	Chart camera input voltage.	X	
7	For PTZ cameras, check operation of all pan/tilt and lens controls.	X	
8	Adjust camera positioning and focus as required.	X	

**Attachment 5 to Annex "A"**  
**Preventive Maintenance Checklist:**  
**Intercom**

Item	Description	Quarterly	Date & Time
<b>SITE DEVICES</b>			
1	Discuss overall operations with client.	X	
2	Verify each sub station and master station is securely mounted.	X	
3	Clean master and sub stations.	X	
4	Check for secure termination at each master and sub station.	X	
5	Test communication between each substation and master.	X	
6	Adjust volume as necessary.	X	
7	Test lock release feature as required.	X	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**ANNEX "B"**  
**EVALUATION CRITERIA**

**1. Mandatory Requirements**

This solicitation contains mandatory requirements. All elements of this solicitation that are mandatory requirements are identified specifically with the words "must", "shall", "will" or "mandatory". Proposals must comply with each and every mandatory requirement in order to be considered. If a proposal does not comply with a mandatory requirement, the proposal will be considered non-compliant and will be disqualified.

Mandatory Requirements	Page/Section in Bidder's Proposal that demonstrates the requirement
<p>MR1. The Bidder must provide proof that the Project Leader and Technicians have obtained certification to work with the GE Summit eNT System.</p> <p><b>Failure to provide this documentation will result in the Bidder's proposal being deemed non-compliant.</b></p>	
<p>MR2. The Bidder shall have direct experience with the GE Summit eNT system or similar integrated security system</p> <p>Direct experience is defined as Project Leader and Technicians having acquired professional experience in the following for an integrated security system of similar size and scope:</p> <ul style="list-style-type: none"> <li>(a) developing, monitoring, and problem solving of system issues and errors;</li> <li>(b) providing preventative maintenance, emergency repair and software upgrading of the security system.</li> </ul> <p>The Bidder must provide the name of the integrated security system and demonstrate that it is of similar size and scope to the Embassy's Summit eNT System.</p>	
<p>MR3. The Bidder must provide a comprehensive security plan that includes the following:</p> <ul style="list-style-type: none"> <li>(a) A description of the security plan indicating the security measures to protect against the loss, misuse and alteration of information contained in the system. This must include an emergency preparedness plan, description of back-up systems, or personnel security plans in the event of a client emergency.</li> <li>(b) A provision for databases located in secure data centers at the Embassy.</li> </ul>	
<p>MR4. The Bidder must certify and guarantee the following by written statement:</p> <ul style="list-style-type: none"> <li>(a) that the Bidder is authorized, certified and licensed to provide maintenance and support services for the hardware and software installed in the Embassy's integrated security system.</li> <li>(b) That any information stored or collected will not be sold, shared, traded, rented or distributed or otherwise disclosed to any third party.</li> <li>(c) That the Bidder understands that they are bound to comply with the Government of Canada's Privacy Act and the Handling of Personal Information.</li> </ul>	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

## 2. Point Rated Requirements

Proposals having successfully met ALL of the mandatory criteria will be evaluated and point-rated against the criteria listed below, using the evaluation factors and weighting indicators indicated.

Bidders must receive the minimum technical rating score of 70% overall in order to be compliant to the point-rated criteria.

Any bid which fails to obtain the required minimum technical rating score specified will be declared non-compliant. Each point rated technical criterion should be addressed separately.

Number	Criteria	Maximum Points Available	Minimum Points Required
PR1	Bidder Experience	50	n/a
PR2	Work Plan	50	n/a
<b>Total PR1-PR2</b>		100	70

Rating Table	
Percentage of Available Points	Basis for Percentage Distribution
0%	The response is deficient. Bidder receives 0% of the available points for this element.
50%	The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Bidder receives 50% of the available points for this element.
70%	The response includes most of the information required to be complete meeting the established minimum and contains no significant weaknesses. Bidder receives 70% of the available points for this element.
85%	The response includes a substantive amount of the information required to be complete and contains some value added elements. Bidder receives 85% of the available points for this element.
100%	The response includes substantial details demonstrating a complete and thorough understanding of the requirement. Bidder receives 100% of the available points for this element.
This Rating Table applies to PR2 only.	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

Point Rated Requirements	Weighting	Maximum Points	Page/Section in Bidder's Proposal
<p><b>PR1.</b> Demonstrated experience working with the GE Summit eNT integrated security system within the last ten (10) years or a similar integrated security system</p>	<p>(a) 5 years or more = 50 points</p> <p>(b) 4 years to less than 5 years = 42.5 points</p> <p>(c) 3 years to less than 4 years = 35 points</p> <p>(d) 1 year to less than 3 years = 25 points</p> <p>(e) less than 1 year = 0 points</p>	50	
<p><b>PR2.</b> The Bidder should provide a work plan indicating how it will address and fulfill the tasks and technical requirements outlined in the Statement of Work at Annex "A".</p> <p>The work plan should include the Bidder's understanding, approach and methodology (i.e. tools and/or mechanisms) for undertaking the work and a calendar of activities with milestone dates and level of effort.</p>	<p>(a) Approach and methodology (25 points)</p> <p>(b) Calendar of activities (15 points)</p> <p>(c) Quality of proposal (10 points)</p>	50	

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**ANNEX "C"**  
**CERTIFICATIONS**

**The following certification requirements apply to this Request for Proposal (RFP) document. Bidders are to complete, sign and include each certification below in their proposal (bid) or upon request of the Contracting Authority. A contract will not be awarded until all certifications have been signed by the Bidder and received by the Crown.**

**1. Certification of Understanding**

The Bidder certifies that all parts of this RFP have been reviewed in detail and are completely understood in order to make its proposal. Under no circumstances will the Statement of Work, specifications, or task description be subject to revised interpretation or amended following contract award except where the Contracting Authority so authorizes in writing.

**2. Certification of Education/Experience**

We certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject Work are accurate and factual, and we are aware that the Minister reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive.

Should verification by the Minister disclose untrue statements, the Minister shall have the right to treat any contract resulting from this Bid as being in default and to terminate it accordingly.

**3. Certification of Availability and Status of Personnel**

Certification from the Bidder that all personnel proposed in their submission will be available to commence the work at the period specified herein, and will remain available to perform the work in relation to the fulfilment of this requirement.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is not an employee of the Bidder/Contractor, the Bidder/Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is or who is not an employee of the Bidder/ Contractor, the Bidder/Contractor hereby certifies that such a person is under no restrictive covenant in relation to a constraint of trade that would prevent the person from fulfilling his or her services in relation to the work.

During the bid evaluation, the Bidder/Contractor **MUST** upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder/Contractor agrees that failure to comply with such a request may lead to disqualification of the Bidder's/Contractor's proposal from further consideration.

**4. Legal Capacity**

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

\_\_\_\_\_  
Signature Bidder/Contractor

\_\_\_\_\_  
Date

**Request for Proposal (RFP)**  
**Foreign Affairs, Trade and Development Canada (DFATD)**

**ANNEX "D"**  
**BASIS OF PAYMENT**

**PRICING SCHEDULE 1: REGULARLY SCHEDULED MAINTENANCE**

For Regularly Scheduled Maintenance performed in accordance with the Contract, the Contractor will be paid as indicated below.

The option period pricing applies only if the option to extend the contract is exercised by Canada.

<b>PRICING SCHEDULE 1 REGULARLY SCHEDULED MAINTENANCE</b>				
	<b>Category</b>	<b>Firm All-Inclusive Monthly Price (in USD\$)</b>	<b>No. of Months</b>	<b>Total (in USD\$)</b>
		<b>A</b>	<b>B</b>	<b>C = A x B</b>
1	Initial Contract Period		24	
2	Option Period 1		12	
3	Option Period 2		12	
4	Option Period 3		12	
Schedule 1 – Total Evaluated Price =				\$