

TITLE

Bid solicitation # EP775-160064/A - Security Consultant for Postal Station B, 47-59 Sparks Street.

PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and 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;
- 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security 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 Attachments include: Pricing Schedule, Technical Criteria, Certifications Precedent to Contract Award.

The Annexes include: the Statement of Work, Basis of Payment, and Security Requirements Check List (including IT Security).

1.2 Summary

- 1.2.1 Canada is seeking to establish a contract for Security Consultant services to support the design and implementation of the security measures necessary to support the Postal Station B Building Rehabilitation Project on behalf of the Parliamentary Precinct Branch of Public Works and Government Services Canada.
- 1.2.2 The period of the Contract is from Contract Award to March 31, 2018.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).
- 1.2.4 The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.3 Debriefings

At contract award, the Contracting Authority will notify all bidders of the name of the Contractor who has been awarded the contract as well as its total estimated value and as to why their bid was not selected. We do not intend to conduct in-person debriefs for this solicitation. Instead, the information set out in the regret letter will include the reason the bidder's proposal was not accepted.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) 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: 60 days
Insert: 90 calendar days.

2.2 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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the

Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or

- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Inquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Confidential Information for Bidding

In order to prepare a bid in response to the bid solicitation, suppliers may have access to information that is confidential or proprietary to Canada or a third party. It is a condition of the bid solicitation that bidders sign a Confidentiality Agreement substantially in the form set out in Attachment 1 to Part 2, Confidentiality Agreement, before being given access to such information.

Suppliers must contact Laura Duffy at 819-956-1171 or laura.duffy@tpsgc-pwgsc.gc.ca to submit a signed confidentiality agreement and be given access to the confidential or proprietary information: *the Building 59 Feasibility Study, Civitas Architects, March 31, 2014*. Suppliers will have the opportunity to review the aforementioned study in person at PWGSC premises, upon request to the Contracting Authority, and subject to verification of security clearance. Suppliers must have Secret security clearance to view this document.

2.6 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.

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of Public Works and Government Services has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

ATTACHMENT 1 TO PART 2, CONFIDENTIALITY AGREEMENT

TO: HER MAJESTY THE QUEEN IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED
BY THE MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES

The reference material for bid solicitation No. EP775-160064/A the Building 59 Feasibility Study, Civitas Architects, March 31, 2014 contains information that is confidential or proprietary to Canada or to a third party that is not to be disclosed or used in any way other than as set out below.

Insert the Supplier's legal name: _____ (the Supplier) agrees that:

- (a) it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
- (b) it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above; and
- (c) at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.

The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.

The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.

Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:

- (a) is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
- (b) is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
- (c) is independently developed by the Supplier; or
- (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

Insert the Supplier's legal name: _____
Supplier's legal name

Signed by its authorized representative

Date

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid [4 hard copies and 1 soft copy on USB];
Section II: Financial Bid [1 hard copy];
Section III: Certifications [1 hard copy]; and
Section IV: Additional Information [1 hard copy].

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

- 1. use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2. use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

- B.** Bidders must submit their prices and rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

D. SACC Manual Clauses

C3011T (2013-11-06) Exchange Rate Fluctuation

Section III: Certifications

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information; and
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) the name of each individual who will require access to classified or protected information, assets or sensitive work sites; and
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

ATTACHMENT 1 TO PART 3, PRICING SCHEDULES

The prices and rates included in these pricing schedules include the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation required to be done, delivered or performed inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>).

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

1.0 Firm Pricing Schedule

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid its quoted all inclusive firm prices (in Cdn \$) for the Work detailed in Annex A, Statement of Work under sections 5.1, 5.2, 5.3 and 5.4.

All inclusive firm prices (in Cdn \$)	Work described in Annex A, Statement of Work, to which the basis of payment applies:
A firm price of \$ _____	Section 5.1 Concept Design for the site.
A firm price of \$ _____	Section 5.2 Infrastructure Plan for the implementation of the Integrated Security System (ISS).
A firm price of \$ _____	Section 5.3 Functional Specification and Detailed Design for the ISS.
A firm price of \$ _____	Section 5.4 Functional Specification and Detailed Design for the non-ISS related equipment and facilities.
\$ _____	Total Firm Pricing Schedule (taxes excluded): (Total of sections 5.1, 5.2, 5.3 and 5.4)

2.0 Firm Daily Rate Pricing Schedule (for the project management services described in section 5.5 of the Statement of Work, Annex A.

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive firm daily rate (in Cdn \$) for each of the specified resource categories for the Work detailed in the SOW under section 5.5.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Category and Level	Firm All-Inclusive Per Diem Rates (in Cdn \$)	Estimated Number of Days	Total (in Cdn \$)
	A	B	C = A X B
Contract Period 1 – from contract award to March 31, 2016			
Senior Security Specialist	\$	100	\$
Intermediate Security Specialist	\$	50	\$
CAD Specialist	\$	25	\$
Project Administrative Support	\$	10	\$
TOTAL CONTRACT PERIOD 1			\$
Contract Period 2 – April 1, 2016 to March 31, 2017			
Senior Security Specialist	\$	100	\$
Intermediate Security Specialist	\$	50	\$
CAD Specialist	\$	25	\$
Project Administrative Support	\$	10	\$
TOTAL CONTRACT PERIOD 2			\$
Contract Period 3 – April 1, 2017 to March 31, 2018			
Senior Security Specialist	\$	100	\$
Intermediate Security Specialist	\$	50	\$
CAD Specialist	\$	25	\$
Project Administrative Support	\$	10	\$
TOTAL CONTRACT PERIOD 3			\$
Total Firm Daily Rate Pricing Schedule (taxes excluded): (Total Contract Period 1 + Total Contract Period 2 + Total Contract Period 3)			\$

3.0 Total Evaluated Price

The Total Evaluated Price will be determined as follows:

Total Firm Pricing Schedule, section 1 + Total Firm Daily Rate Pricing Schedule, section 2 =

TOTAL EVALUATED PRICE (taxes excluded): \$ _____

Applicable Taxes	Insert the amount, as applicable:	GST: HST: PST:
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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

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

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2. Basis of Selection

Lowest Evaluated Price:

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

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

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.

Experience must be demonstrated by project/contract summaries. Each project/contract summary should include the following:

- Name of the client organization;
- Project Synopsis referencing Milestone Deliverables;
- Project start and end dates (month/year to month/year). In the case where the timelines of two or more projects overlap, the duration of time common to each project will not be counted more than once;
- Description of the roles and responsibilities of the Bidder or the Bidder's Proposed Resource in the project; and
- Name, phone number or e-mail of client reference. Canada reserves the right to request and contact Client references to validate information in the proposal.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Bidder		
	Mandatory Technical Criterion	Cross Reference to Proposal
MT1	<p>The Bidder must demonstrate experience in providing Physical Security Consulting Services, by referencing 3 contracts with a Crown Corporation, department, or agency of the Government of Canada, in the following areas:</p> <ul style="list-style-type: none">• physical security design and management consultations;• physical security mitigation measures; and• physical security systems procurement and implementation support. <p>Experience in the above areas may be demonstrated by considering provision of these services through a combination of the three (3) referenced contracts.</p> <p>Each referenced contract must meet the following criteria:</p> <ul style="list-style-type: none">• a construction value of at least \$2.5 million;• completion in the last 10 years at date of bid closing; and• at least one of the three referenced projects must have been completed in an occupied building.	

MT2	<p>The Bidder must propose a team consisting of:</p> <ul style="list-style-type: none"> 1 Senior Security Specialist; 1 Intermediate Security Specialist; 1 CAD Specialist; and 1 Project Administrative Support. <p>The Bidder must submit a detailed CV for each of the proposed resources. CV's should state the current level of personnel security held by the proposed resource and their corresponding Canadian Industrial Security Directorate (CISD) file number.</p>	
The Bidder's Proposed Resources		
	Mandatory Technical Criterion	Cross Reference to Proposal
MT3	<p>The Bidder must demonstrate that the Senior Security Specialist has a minimum of 60 months experience in providing Physical Security Consulting Services, by referencing 3 contracts with a Crown Corporation, department, or agency of the Government of Canada, in the following areas:</p> <ul style="list-style-type: none"> • physical security design and management consultations; • physical security mitigation measures; and • physical security systems procurement and implementation support. <p>Experience in the above areas may be demonstrated by considering provision of these services through a combination of the three (3) referenced contracts.</p> <p>Each referenced contract must meet the following criteria:</p> <ul style="list-style-type: none"> • a construction value of at least \$2.5 million; • completion in the last 10 years at date of bid closing; and • at least one of the three referenced projects must have been completed in an occupied building. 	
MT4	<p>The Senior Security Specialist must have a university degree or college diploma.</p> <p>A copy of the degree or diploma should be submitted with the bid. If not provided with the bid, Bidders must provide them upon request and in the timeframe stated by the Contracting Authority.</p>	

MT5	<p>The Bidder must demonstrate that the Intermediate Security Specialist has a minimum of 36 months experience in providing Physical Security Consulting Services, by referencing 2 contracts with a Crown Corporation, department, or agency of the Government of Canada, in the following areas:</p> <ul style="list-style-type: none"> • physical security design and management consultations; • physical security mitigation measures; and • physical security systems procurement and implementation support. <p>Experience in the above areas may be demonstrated by considering provision of these services through a combination of the two (2) referenced contracts.</p> <p>Each referenced contract must meet the following criteria:</p> <ul style="list-style-type: none"> • a construction value of at least \$2.5 million; • completion in the last 10 years at date of bid closing; and • at least one of the two referenced projects must have been completed in an occupied building. 	
MT6	<p>The Bidder must demonstrate that the CAD Specialist has a minimum of 24 months experience in the area of physical security design using AutoCAD software.</p>	
MT7	<p>The Bidder must demonstrate that the Project Administrative Support has a minimum of 24 months in providing clerical and administrative support services.</p>	

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - 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.

5.1.3 Status and Availability of Resources

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

sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.14 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.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

6.1.1 At the date of bid closing, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

- 6.1.2 For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 – RESULTING CONTRACT CLAUSES

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

7.1 Statement of Work

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

7.2 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 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.

7.2.3 Specific Persons

The Contractor must provide the services of the resources named in the Basis of Payment to perform the Work as stated in the Contract.

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EP775160064

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.

3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date the information related to the Contractor's site or premises where safeguard measures are required in the performance of the Work, for the following addresses:

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

7.4.2 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Laura Duffy, Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Services and Technology Acquisition Management Directorate
11 rue Laurier, PDP III
Gatineau, QC K1A 0S5

Telephone: 819-956-1171
E-mail address: laura.duffy@tpsgc-pwgsc.gc.ca

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EP775-160064/A

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

20160064

N° de la modif - Amd. No.

File No. - N° du dossier
012zqEP775-160064

Id de l'acheteur - Buyer ID

012ZQ

N° CCC / CCC No./ N° VME - FMS

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.

7.5.2 Project Authority

(completed at contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____- ____- ____

Facsimile: ____- ____- ____

E-mail address: _____

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

7.5.3 Contractor's Representative

(determined at contract award)

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Firm Prices

For the Work described in sections 5.1, 5.2, 5.3, and 5.4 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm prices indicated below. Customs duties are included and Applicable Taxes are extra.

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

All inclusive firm prices (in Cdn \$)	Work described in Annex A, Statement of Work, to which the basis of payment applies:
A firm price of \$ _____ (determined at contract award)	Section 5.1 Concept Design for the site.
A firm price of \$ _____ (determined at contract award)	Section 5.2 Infrastructure Plan for the implementation of the Integrated Security System (ISS).
A firm price of \$ _____ (determined at contract award)	Section 5.3 Functional Specification and Detailed Design for the ISS.
A firm price of \$ _____ (determined at contract award)	Section 5.4 Functional Specification and Detailed Design for the non-ISS related equipment and facilities.

7.6.1.2 Limitation of Expenditures

For the Work described in section 5.5 of the Statement of Work in Annex A:

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 B, to a limitation of expenditure of \$ _____ (determined at contract award). Customs duty are included and Applicable Taxes are extra.

7.6.2 Canada's Total Liability

- A. For the Work described in 5.5 of the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (determined at contract award). Customs duties are included and Applicable Taxes are extra.
- B. 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:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- C. 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.

7.6.3 Method of Payment

7.6.3.1 Milestone Payments

For the Work described in sections 5.1, 5.2, 5.3, and 5.4 of the Statement of Work in Annex A, Canada will make milestone payments in accordance with the Schedule of Milestones in section 7.6.1.1 and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.6.3.2 Monthly Payment

For the Work described in section 5.5 of the Statement of Work in Annex A, 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; and
- c. the Work performed has been accepted by Canada.

7.6.4 SACC Manual Clauses

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

C2000C (2007-11-30), Taxes - Foreign-based Contractor

C2605C (2008-05-12), Canadian Customs Duties and Sales Tax - Foreign-based Contractor

7.7 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract; and
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
 - a. The original must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications

Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List; and
- (f) The Contractor's bid dated _____, as clarified on _____ and, as amended on _____.

7.12 Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

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Id de l'acheteur - Buyer ID

012ZQ

N° CCC / CCC No./ N° VME - FMS

7.13 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

7.14 Proactive Disclosure of Contracts with Former Public Servants

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, you must insert here the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants.

ANNEX A, STATEMENT OF WORK

1.0 TITLE

Security Consultant for Postal Station B, 47-59 Sparks Street

2.0 GLOSSARY

CCTV – Closed Circuit Television
CIISD – Canadian and International Industrial Security Directorate
CPC – Canada Post Corporation
CPTED – Crime Prevention Through Environmental Design
DSC – Document Safeguarding Capability
FSC – Facility Security Clearance
FHBRO – Federal Heritage Buildings Review Office
ISS – Integrated Security System
IT – Information Technology
PCO – Privy Council Office
PWGSC – Public Works and Government Services Canada
ROM – Rough Order Magnitude
SOW – Statement of Work
TRA – Threat and Risk Assessment

3.0 BACKGROUND

Postal Station B, located at 47-59 Sparks Street, was constructed in 1938-1939 to the specifications of Architect Werner Ernest Noffke, and is an eight storey steel-frame building plus a basement level, clad in limestone from the Queenston quarries, capped with a copper mansard roof, and provides 4,980 sq. m of rentable floor space.

Tenants are Canada Post Corporation (CPC) on the ground floor and the Privy Council Office (PCO) occupying the office space on all floors above. Postal Station B was designated "Classified" by the Federal Heritage Buildings Review Office (FHBRO) in 1986. It is also part of the Confederation Square National Historic Site and by virtue of proximity and accessibility, the Postal Station B Building has been designated as a strategically critical infrastructure to provide space to accommodate primary functions for the Privy Council Office (PCO).

In the last few years, PWGSC has conducted various studies confirming that many building components are at the end of their service life and in need of replacement. As a result, a comprehensive rehabilitation of the building envelope and base building systems including but not limited to seismic & security upgrades, replacement of obsolete building systems, address health and safety requirements and respond to environmental issues related to the presence of hazardous substances is planned.

Design for this major rehabilitation project is expected to start in early 2015 with the engagement of the prime consultant team, and construction is expected to occur over a two-year construction period in 2016-2018, using a phased floor-by-floor implementation strategy. The building will remain largely occupied during construction except for the floor under construction which will be vacated for an 80-day period. This insitu work represents a significant challenge to maintain Security Integrity, as well as an opportunity to enhance the overall functionality and security requirements of the facility.

4.0 OBJECTIVE

The objective of the services included in this Statement of Work is to support the design and implementation of the security measures necessary to support the mandate of PCO Integrated Security Services (ISS) for the Postal Station B Building Rehabilitation Project.

The purpose of this Statement of Work (SOW) is to describe the services required by a Security Consultant to develop, manage, review, monitor and coordinate the design and implementation of the physical security solution for the Postal Station B Rehabilitation Project. The consultant will also be responsible for ensuring continuity of the ISS during project implementation, including the development of temporary / redundant infrastructure design, necessary to maintain the functionality and integrity of the IT System Architecture. Specifically the Security Consultant will provide project management and design services, as directed by PWGSC in concert with PCO Security Services as depicted in Figure 1. The goal of these services is to ensure a successful security upgrade / reinstatement while maintaining IT System continuity.

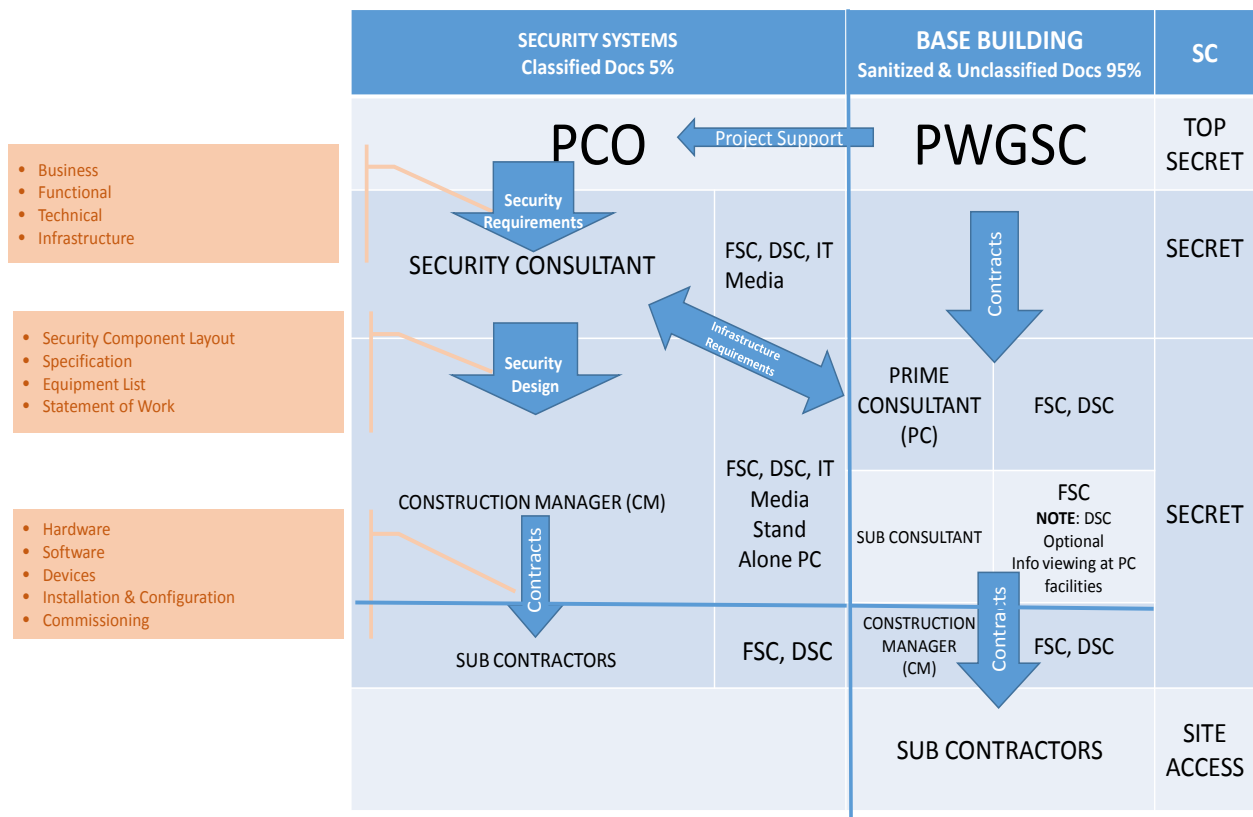


Figure 1 Security Flow Schematic

The Security Consultant must ensure that the security design meets PCO's requirements, as set out in the March 31st 2014, Building 59 Feasibility Study prepared by Civitas Architects and in line with PCO policies, procedures and guidelines. In addition, the Security Consultant will be responsible for validating the implementation of all architectural, electrical, mechanical and personnel-related solutions and programs to ensure that they meet the specified requirements.

The Postal Station B Building will provide shared accommodations between PCO and Canada Post Corporation (CPC) (ground floor only); as such both PCO and CPC have a mutual interest in the development

of the security requirements. PCO will be occupying the majority of the building and will be responsible for perimeter security. The understanding between the two organizations is that PCO Security Services' requirements will represent the security baseline for the building.

The expectation is to supplement the building's functionality, without disturbing day-to-day operations. This will be achieved with the use of security processes and procedures aimed at facilitating and promoting a secure environment. Security provisions to address specific vulnerabilities identified in the Threat Risk Assessment (TRA) will be necessary. Therefore, a Security Design will be required. The resulting Security Design will be guided and supported by the TRA (as well as PCO policies, procedures and standards) and will include adequate flexibility to enhance protection based on various Readiness Levels. The Security Design should support the effective use of security architecture, technology and personnel utilizing zoning and Crime Prevention through Environmental Design (CPTED) principles. Design features to be considered include: access control, door control, intrusion monitoring, video surveillance, fencing and hoarding, and speech security, among others commensurate to the function(s) associated with the space and autonomous segregation from other building functions.

The Privy Council Office (PCO) has a long history of designing and implementing security mitigation measures on the Parliamentary Precinct, including physical solutions and surveillance and management systems. The works described in this Statement of Work should comply with current PCO operating procedures. The Security Consultant will recommend and implement solutions compatible with the existing PCO physical security programs and approaches. In the performance of these services, the Security Consultant must consider a number of factors, including but not limited to:

Site and Architecture

- Site Location
- Site Characteristics (e.g., Crime Prevention Through Environmental Design)
- Site Hardening (specialty walls and doors, structural integrity, standoff distances, redundancy of building systems)
- Security Lighting
- Doors, Door Hardware
- Fences and Gates
- Security Posts and Screening Facilities

Technology

- Integrated Security System (ISS)
 - Access Control
 - Photo Identification
 - CCTV Surveillance
 - Intrusion Detection
 - Security Intercom
 - Other Systems and Integration Elements
- Security Posts Roles and Responsibilities

The following equipment is budgeted for implementation at time of solicitation:

- Armed Exit Devices (X 5)
- Security Cameras (X 49)
- Card Reader Controlled Doors (X 4)
- Alarmed Doors (X 5)
- Security Access Portals (X 3)
- Security Devices (X 116)
- Elevator Card Access System (X 2)

5.0 SCOPE

PWGSC has a requirement for a Security Consultant to provide both design and project management services for this Project. The Security Consultant's Team will be comprised of a Senior Security Specialist, an Intermediate Security Specialist, a CAD Specialist, and Project Administrative Support.

The Security Consultant will NOT be responsible for the development of the Threat and Risk Assessment (TRA) which will be provided by PCO. The demolition of the Integrated Security System (ISS) will be contracted with a third party service provider by the PCO Security Services team. The procurement, installation, integration and support of a temporary ISS will be jointly developed by the Security Consultant and PCO Security Services team.

The Security Consultant's Team will have several responsibilities, including but not limited to the following:

- 5.1 Develop a Concept Design for the site describing PCO security and other enhancement requirements in terms of architecture, technology and personnel. The Concept Design must address the following elements, at a minimum:
 - A description of the facility and the project;
 - An overview of the Building 59 Feasibility Study;
 - An overview of the proposed mitigation measures to address the vulnerabilities outlined in the TRA;
 - A concept design which provides a preliminary, high-level description of the security architecture, technology and temporary guard post measures that are being proposed for the site and building;
 - A description of the architectural implications of a comprehensive security design;
 - A description of the security technology to be applied;
 - An overview of the security post requirements;
 - A floor plan and/or site plan representation of the requirements;
 - A detailed description of the use of the system and other mitigation measures;
 - A Rough Order Magnitude (ROM) estimate of the costs associated with the implementation of the security measures; and
 - Additional supporting documentation as may be required (e.g., technical specifications, case studies, application notes).
- 5.2 Develop an Infrastructure Plan for the implementation of the Integrated Security System (ISS) and provide input and guidance to the Prime Consultant in order to develop mechanical, electrical and architectural drawings, as required, to support the implementation of the Integrated Security System.
- 5.3 Develop a Functional Specification and Detailed Design for the Integrated Security System (ISS), addressing (but not limited to) the following: Access Control, CCTV and Video Management, Intrusion Monitoring, Perimeter Intrusion Detection and Door Hardware Integration. The ISS Functional Specification and Detailed Design shall include the following, at a minimum:
 - Technical Specifications for System Components and Integration;
 - Statement of Work;
 - Security Component Layouts;
 - System Riser Diagram;
 - Security Component Matrices (e.g., cameras, intercoms, alarm points); and
 - Class B Cost Estimate.
- 5.4 Develop a Functional Specification and Detailed Design for the non-ISS-related equipment and facilities required for the site to provide a detailed description of the security architecture, equipment and guard post measures that are being proposed. The Functional Specification and Detailed Design

for the non-ISS-related equipment and facilities addresses the identified requirements, considers PCO standards and plans and is consistent with the intended use of the site. Stakeholder interviews and site visits will be conducted, as required. The Functional Specification and Detailed Design for the non-ISS-related equipment and facilities will include, but not be limited to:

- The physical architecture or nature of the site or facility is of primary concern in the development of a holistic security solution and ensures that CPTED (Crime Prevention Through Environmental Design) principles are applied in advance of the design of electronic security measures. It will include a detailed description, including floor plans, drawings, schematics, photographs and other supporting documentation, of the architecture and physical surroundings of the site or facility, including but not limited to:
 - site hardening factors, features and mitigation measures;
 - security lighting conditions and illumination solutions;
 - a review of existing and new windows and doors in advance of the design and application of perimeter protection mitigation measures;
 - a design for the site perimeter, including but not limited to: fences, gates and gates, including physical makeup, protection strategy and force support;
 - location, makeup and purpose of security posts and screening facilities; and
 - a design for main access control points (e.g., revolving doors).

5.5 Provide Project Management Services in support of the implementation of the Integrated Security System and other security mitigation measures through the successful completion of the following activities:

- Review the overall project schedule and develop a detailed Project Plan including a summary of the concept design, project scope, preliminary schedule, cost estimates and risk analysis;
- Participate in regular project team meetings (as determined by the Technical Authority) and conduct frequent site visits, as required. Such project meetings will include internal PCO client briefing meetings, design and planning meetings as well as on-site trades and construction meetings;
- Provide a schedule of interviews, workshops and review sessions, along with agendas and required participants, as required;
- Produce regular and periodic status reports;
- Provide project tracking, change control and issues management;
- Prepare meeting minutes (as required);
- Provide Architectural Coordination Services. Review and provide written comments on the iterative (33-66-99-100%) architectural, electrical, mechanical and security construction drawings, specifications and tender documents to validate that the security requirements have been met at each stage of the design process. The Security Consultant must be available and maintain continuity in resources to provide these periodic, frequent and time-sensitive reviews. Each review shall include, but not be limited to: marked up floor plans and specifications, written description of all inconsistencies, concerns, issues and questions, detailed justification for each notation of inconsistency, concern, issue or question. Such review comments must be archived and managed chronologically;
- Provide Engineering Support Services. Review engineering specifications, drawings and documents, including change orders to validate that the Security Requirements are being satisfied. The Security Consultant must be available and maintain continuity of resources to

provide these periodic, frequent and time-sensitive reviews at each stage (33-66-99-100% review) of the system implementation process. Each review shall include, but not be limited to: marked up floor plans and specifications, written description of all inconsistencies, concerns, issues and questions, detailed justification for each notation of inconsistency, concern, issue or question. Such review comments must be archived and managed chronologically;

- Review and provide comments and approvals on all security-related shop drawing submissions;
- Review and provide comments on commissioning plans and review test results to ensure the security system satisfies the security requirements and designs;
- Review and provide comments on the transition plan to ensure the security system is fully operational at the time of client occupancy;
- Participate in and witness selected commissioning and acceptance testing processes to ensure that the requirements have been met with the implemented solutions;
- Review and provide comments and approvals on all security-related as-built documentation submissions; and
- Ensure that the physical security measures and electronic security system, once implemented, have been demonstrated to satisfy PCO requirements.

6.0 CONSTRAINTS

The Contractor must deliver the services described in the Statement of Work in Section 5.0. In so doing, the Contractor must meet the following constraints:

- 6.1. Align the delivery of their services with the Prime Consultant schedule so as to not impede the implementation of the Postal Station Rehabilitation Project. To this end, close coordination with the Prime Consultant team (including all sub-consultants, especially the door hardware and electrical engineering teams) and Construction Manager will be required;
- 6.2. Meet or exceed current building codes, security policies and standards;
- 6.3. Respond to the operational needs of the building and site and provide effective and continuous physical security for the occupants in the conduct of their business;
- 6.4. Integrate all security components and systems including architectural, mechanical, electrical, lighting, and IT infrastructure;
- 6.5. Ensure configurations which provide flexible, functional and efficient solutions based on the recommendations found in the TRA, in keeping with the PCO Security Services policies, procedures and guidelines;
- 6.6. Be responsive to change, based on Operational Readiness Levels;
- 6.7. Engineer the solution to provide capacity for growth, capability and functionality;
- 6.8. Integration with other Precinct-wide systems and facilities, as required;
- 6.9. Manage the quality of their work and that of other stakeholders through a review of all documents provided by the project team as identified above;
- 6.10. Ensure that all documents produced and/or reviewed by the project team are stored, distributed and handled in accordance with best practices and security requirements;
- 6.11. Meet agreed-upon deliverable timelines, as set out in the Project Schedule and determined by PCO Security Services;
- 6.12. The Senior Security Specialist will be the single point of contact; and
- 6.13. Recognize that portions of the Security Work product to fulfill this Statement of Work are exempt from the Public Right of Access (commonly known as the Access to Information Act).

7.0 SCHEDULE

Time is of the essence with respect to the implementation of this project. The completion dates for each phase of the project are estimated as follows:

- | | |
|---|-----------------------------|
| • Concept Design | February 2016 |
| • ISS Detailed Design | May 2016 |
| • Functional Specification
and Detailed Design for Non-ISS
Equipment and Facilities | May 2016 |
| • Construction | June 2016 to March 2018 |
| • Commissioning | February 2017 to March 2018 |
| • Close Out | March 2018 |

The Security Consultant will complete this project within the timeline agreed upon including intermediate deliverables submitted to the PWGSC Project Manager in accordance with the approved Project Schedule.

8.0 REFERENCE DOCUMENTS

The following document will be available for viewing at PWGSC premises upon request:

- Building 59 Feasibility Study, Civitas Architects, March 31, 2014.

9.0 PROGRESS REPORTING

To ensure that work is progressing as planned, project reports are required twice per month or at the discretion of the Project Authority supported by a schedule of time incurred by the resource(s).

The report is intended to facilitate discussion between the Project Authority and resources and must include brief information on tasks performed in the prior period, tasks planned for the period immediately ahead and any observations or concerns including availability of information to perform required tasks or PWGSC's assistance.

Email progress reports are acceptable, and, in addition to the above, must include, at a minimum: schedule Plan/Forecast/Actual) for milestones and budget status, major tasks completed in the preceding period and planned for the next period, as well as risks, issues and opportunities for improvement.

10.0 WORK LOCATION

All work will be conducted at the consultant's place of business, except for interviews with PWGSC and PCO personnel which shall be coordinated with the PWGSC Project Manager.

11.0 TRAVEL

The Contractor's resource(s) must be available to travel for meetings.
Travel outside of the NCR will not be required.

12.0 OFFICIAL LANGUAGES

The Contractor's proposed resource(s) must be able to clearly communicate orally and in writing in English.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From Contract award to March 31, 2018)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees for Work in Section 5.5 of Annex A, Statement of Work

The Contractor will be paid all inclusive fixed time rates as follows: (determined at contract award)

Category	Resource Name	Firm All-Inclusive Per Diem Rates (in Cdn \$)
Contract Period 1 – from contract award to March 31, 2016		
Senior Security Specialist		\$
Intermediate Security Specialist		\$
CAD Specialist		\$
Project Administrative Support		\$
Contract Period 2 – April 1, 2016 to March 31, 2017		
Senior Security Specialist		\$
Intermediate Security Specialist		\$
CAD Specialist		\$
Project Administrative Support		\$
Contract Period 3 – April 1, 2017 to March 31, 2018		
Senior Security Specialist		\$
Intermediate Security Specialist		\$
CAD Specialist		\$
Project Administrative Support		\$

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: \$_____

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

For any requirements to travel, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the

N° de l'invitation - Solicitation No.

EP775-160064/A

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

20160064

N° de la modif - Amd. No.

File No. - N° du dossier

012zqEP775-160064

Id de l'acheteur - Buyer ID

012ZQ

N° CCC / CCC No./ N° VME - FMS

National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$_____ (insert amount at contract award)

3.0 Total Estimated Cost- Contract Period: \$ _____ (insert amount at contract award)



Government
of Canada

Gouvernement
du Canada

RECEIVED

APR 13 2015

Contract Number / Numéro du contrat

EP775160064

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

ONLY SECURITY CLEARED PERSONNEL TO BE UTILIZED

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

1. IT SECURITY

1.1 Mandatory Prerequisites

1.1.1 PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the mandatory requirement that the physical premises have been inspected, certified and accredited to process and store sensitive information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services. The Departmental Security Officer's (DSO) office will validate the certification and notify the ITSC.

A CISD Field Industrial Security Officer (FISO) will perform a bi-annual inspection to ensure that premises PWGSC certification is maintained.

1.1.2 Personnel Security

All personnel who have access to the material being processed must hold valid Government of Canada security clearance at the appropriate level (dictated by the sensitivity of the material) and have the "need to know".

All the Consultant's personnel handling Privy Council Office (PCO) sensitive information must attend a training/briefing session coordinated and delivered by the PCO DSO and ITSC.

1.1.3 Information Security

All hard copy documents and other media formats must be handled and transported in accordance with PCO Handling of Sensitive Information guidelines. All hard copy documents and other media will be marked with the appropriate security classification as provided by PCO. Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this contract into or out of the physical premises must adhere to PCO Handling of Sensitive Information guidelines RCMP G1-009 "Transport and Transmittal of Protected and Classified Information". The Consultant's personnel may only transport documents associated with a PCO contract into or out of the security zone with the approval of the PCO DSO.

1.1.4 Security Policy Compliance Monitoring

On a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), PCO retains the right to conduct inspections of the Consultant's facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of sensitive information.

1.2 Minimum IT Security Requirements

1.2.1 Management of Information Technology Security (MITS)

All information technology related operations must adhere to the overall requirements outlined in the Operational Security Standard: Management of Information Technology Security. Specifically, sections 16-18 referring to prevention, detection, response and recovery.

1.2.2 IT Security Policy Compliance and Monitoring

On a frequency to be determined by PCO Information Technology Security Coordinator (ITSC), PCO retains the right to conduct inspections of the Consultant's facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements as per the Government of Canada operational Security Standard: Management of Information Technology Security (MITS).

1.2.3 Physical Security within the IT Security Environment

The Consultant will provide the PCO DSO and ITSC with the list of physical safeguards which are implemented in the facility which is used to process and store sensitive information. All equipment processing sensitive information is to reside in a security zone as per RCMP'S G1-026 Guide to the Application of Physical Security Zones.

The equipment within the security zone, which is used to process the sensitive information, must be either standalone or on an 'island' network (self-contained, used for the purposes of processing the information related to the contract and have no external connection to the internet or other network, internal or otherwise).

The island network must only be used for the processing and storage of information related to contracts with the PCO and no other party.

1.2.4 Wireless Devices

The Consultant's personnel must turn off wireless devices with a voice transmission capability when attending a meeting at which sensitive information, above Protected A, is being shared.

The use of wireless technology for the transmission of sensitive information is prohibited, unless specifically approved by the PCO ITSC.

1.2.5 Portable Data Storage Devices

Devices that are portable and contain storage or memory into which users can store information are considered portable data storage devices.

The Consultant must adhere to the Government of Canada security requirements on the Secure use of portable data storage devices within the Government of Canada for all portable data storage devices used in the context of this contract.

All portable data storage devices must be password or biometric controlled and the GC information stored on them encrypted.

Portable data storage devices must be labelled to indicate the highest classification level of information that has been stored on the device. An indirect coding system should be used that is not immediately recognizable to the general public.

1.2.6 Storage, Disposal and Destruction of IT Media

The Consultant must maintain records of the portable data storage devices used under this contract. At a minimum, the record will contain a unique identifier (such as a serial number) of the portable data storage device, the assignee name, the date of assignment, and the purpose and highest level of security classification of the information that is allowed to be stored on the device. These devices must be retained and properly stored or disposed of by PCO IT Security personnel in the event of failure and replacement of the equipment or termination of the final contract.

Portable data storage devices are intended for the temporary storage of information only and must not be used as permanent document repositories to store GC information.

The PCO ITSC must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process sensitive information associated with PCO contracts.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

All Portable data storage devices, when not in use, must be stored in a storage container which is RCMP-approved for the storage of sensitive information to the level of (insert level) (G1-001 "Security Equipment Guide". The storage container must be verified by CISD and validated by the PCO DSO's Office.

1.2.7 Authorization and Access Control

The Consultant must provide the PCO ITSC with a list of all individuals who have access to the sensitive information being processed for the Department, along with the Consultant's current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', the Consultant must provide only the minimum access required for individuals to perform their duties.

The Consultant must ensure that only unique identifiers i.e. system accounts are used to provide access to IT system. The use of generic accounts such as guest is not authorized.

The use of strong passwords is required to protect the access to IT system, including in the context of a portable storage device such as a USB flash drive. To a minimum, each password must use a minimum of eight characters, with at least one capital letter, a number and a special character (e.g. * or -).

1.2.8 Mobile Computing and Teleworking

It is important to state that the processing of sensitive information associated with PCO-related contracts may only be performed in the facility which has been validated by the PCO DSO.

1.2.9 Telecommunications Cabling

In the event an island network is used (rather than standalone equipment), it is important to control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network.

1.2.10 Detection

It is important to have the ability to detect security related issues within the operating environment which processes sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. In order to adequately protect information there must exist the ability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by the Consultant must be documented and provided to the PCO ITSC.

1.2.11 Incident Response

The Policy on Government Security requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Therefore, the PCO requires the Consultant to have a documented incident response process. All documentation pertaining to incident response must be provided to the PCO ITSC.

1.2.12 Incident Reporting

It is paramount that the PCO DSO and ITSC are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information associated with PCO contracts.

The Consultant must report any security-related incidents to the PCO DSO and ITSC within two hours of an incident being detected or reported.