

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St./11, rue Laurier
Place du Portage, Phase III**

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Smart Cards & Logical Access Smartc	
Solicitation No. - N° de l'invitation M7594-160758/A	Date 2015-09-16
Client Reference No. - N° de référence du client M7594-160758	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-68000	
File No. - N° de dossier cw020.M7594-160758	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-26	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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Buyer ID - Id de l'acheteur

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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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; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.
- The Annexes include the Statement of Work the Basis of Payment, and the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply of the following types of unprinted smart cards:

1. Combined Physical and Logical Access Smart Card,
2. Physical Access Card
3. Logical Access Smart Card.

The period of the Contract is from date of award to October 30, 2017 inclusive (2 years).

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

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).

This procurement is not reserved for beneficiaries of the following Comprehensive Land Claims Agreement(s) (CLCAs).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

Basis of Selection: A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price (in Canadian dollars) will be recommended for award of a contract.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsection 3 of Section 01, Integrity Provisions - Bid of Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSa).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

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.

Public Works and Government Services Canada
Bid Receiving Unit
Place du Portage, Phase III, 0B2
11, rue Laurier
Gatineau (Québec)
Courier : J8X 4A6 regular mail : K1A 0S5
Telephone : 819-956-3370 Fax : 819-997-9776

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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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.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separate sections as follows:

- Section I: Technical Bid (Mandatory requirements, One (1) hardcopy).
- Section II: Financial Bid (1 hard copy and 1 soft copies in an excel format on USB)
- Section III: Certifications (1 hard copy)
- 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;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid (mandatory requirement)

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 and describe their approach 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.

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in **Canadian Dollars** in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

3.1.2 Bidder's Proposed Site(s) or Premises

- 3.1.2.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which are required for Work Performance:

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

What work is being done at this location?

3.2 Integrity Provisions

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the *Supply Manual* for additional information on the Integrity Provisions.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

Mandatory Technical Criteria.

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Definitions for the purposes of the mandatory technical criteria.

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

The mandatory requirement is:

M.1 To demonstrate that the Bidder has experience producing the type of cards described in the Annex A Statement of Work, the Bidder must provide a detailed description of two (2) previous contracts for one (1) or more external clients, for which the Bidder supplied large quantities of PVC or composite cards.

The detailed description must demonstrate all of the following:

M.1.1 The quantity of cards supplied by the Bidder for at least one (1) of the two (2) described contracts was a minimum of 7,000 cards.

The detailed description must also include the following for each contract description:

- a. the client information;
- b. the quantity of cards supplied and delivered;
- c. a description of the cards supplied under the contract including:
 - the card material;
 - the size of the card;
 - the Smart Card/RFID technology requirements of the card, as applicable.

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

4.1.2 Financial Evaluation

- 4.1.2.1 The Financial Evaluation will be based on the total aggregate price of the financial proposal using the Excel spreadsheet.

To determine the total aggregate price, the firm all inclusive prices submitted in the Annex B, Basis of Payment will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through GETS (BuyandSell.gc.ca). The completed Excel spreadsheet is to be returned with your proposal in both hard and soft copy formats (in excel format).

4.1.2.2 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. Bidders must provide their prices in Canadian dollars.

4.2 Basis of Selection

- 4.2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price (in Canadian Dollars) will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional 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 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification)

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

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

6.5.4 Contractor's Representative (to be filled in)

General Enquiries (Project Manager)

Replacement for Project Manager

Name: _____ Name: _____
Telephone: _____ - _____ - _____ Telephone: _____ - _____ - _____
Fax: _____ - _____ - _____ Fax: _____ - _____ - _____
E-mail _____ E-mail _____

Section IV: Additional Information

3.1.2 Bidder's Proposed Site(s)

3.1.2.1 The Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which required for Work Performance:

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

What work will be performed in this location?

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 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.

6.2.1 General Conditions

[2030 \(2015-07-03\)](#) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from _____ to October 30, 2017 inclusive.

6.4.2 Option to Extend the Contract

Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 PWGSC Contracting Authority

Janet Werk
Public Works and Government Services Canada
Acquisitions Branch, Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5
Telephone: 613-998-3968 Facsimile: 613-991-5870 E-mail: Janet.Werk@tpsgc-pwgsc.gc.ca

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

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6.5.2 Project Authority

The Project Authority for the Contract is:

TBD

In its absence, the Project Authority is:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. 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.

6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

The Procurement Authority is a representative from the client department whose name will be specified in the contract.

The Procurement 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.

6.5.3 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ CAN. Customs duties are included and Harmonized Sales Tax is extra, if applicable.

2. 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:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments
SACC Manual clause H1008C (2008-05-12) Monthly Payments

6.8 Invoicing Instructions

- 6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.
- 6.8.2 Invoicing will be by electronic means (email) and payment by RCMP will be by Direct Deposit. Invoices must be distributed as follows:
 - a. The **original copy must be forwarded / emailed to the Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. **One (1) copy must be emailed to the Contracting Authority** identified under the section entitled "Authorities" of the Contract. (janet.werk@pwgsc-tpsgc.gc.ca)

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario (Canada).

6.11 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 2030 (2015-07-03), Higher Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Declaration of Convicted Offences, if applicable;
- (f) the Contractor's bid dated _____, (*date of bid*).

6.12 Insurance

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

6.13 SACC Manual Clauses

SACC Reference	Section	Date
D5328C	Inspection and Acceptance	2014-06-26

ANNEX "A" STATEMENT OF WORK

Title: Various Access (Smart) Cards

A.1 Summary

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply of the following types of unprinted smart cards:

- 7 Combined Physical and Logical Access Smart Card,
- 8 Physical Access Card
- 9 Logical Access Smart Card.

The RCMP continues to merge existing physical access smart cards and logical access smart cards into a single smart card that will leverage existing National Infrastructure deployments and active support agreements and active card management systems currently in place which includes smart card readers including Omnikey, HID globals and other major manufacturers, SafeNet client middleware, SafeNet encoding software, SecureDoc and the current RCMP Entrust PKI.

The RCMP has implemented a standard for identification issued to RCMP employees in gaining physical access to controlled facilities and logical access to controlled information systems. The RCMP has also identified a number of employee categories where the issuance of a single card is not cost effective therefore will need to continue to purchase separate smart cards for Physical and Logical access in these situations.

The Contractor must ensure that the supplied smart cards provide complete functionality with the RCMP infrastructure.

A.2 Card Quantities

Quantities shown below represent the quantities of cards anticipated to be required over the Contract period and option years. The quantities do not represent a guarantee that these exact quantities of each card will be required. In any year, quantities ordered may increase or decrease based on operational requirements. More than one order may be placed each year, on an "if and when" requested basis.

Card Type	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Option period Year 1	Option Period Year 2
Combined Physical and Logical Access Smart Card	10,000	5,000	5,000	5,000	5,000	5,000
Physical Access Card	2000	2000	2000	2000	2000	2000
Logical Access Smart Card	500	500	500	500	500	500

A.3 Smart Card Technical Specifications

The RCMP has chosen to follow and adopt key elements of the Federal Information Processing Standards Publication (FIPS 201)

This section identifies the technical specification for the two types of Smart Cards required. The form factor for both is equivalent while the type and number of integrated circuits differs.

Common Physical Features and Dimensions all Cards:

- ISO/IEC 7810 ID-1 & ISO/IEC 7813 Specification
- Dimensions: 85.60 X 53.98 X 0.76 mm w/ corners rounded with a radius of 3.18 mm
- For use with HDP Dye-Sublimation / Resin Thermal Transfer print standards
- Card Construction: thin, flexible Composite 40% Polyester / PVC laminate or a recommended composite that can withstand the over-laminate application.
- Storage Temperature: -40° to 158° F (-40° to 70° C)
- Operating Humidity: 5-95% non-condensing
- Cards must be compatible with the Fargo® HDP5000 printing system (CR-80 Format size)
- Each card (type 1 and 3) must have a unique serial number that is printed on the card, refer to Appendix 2 for print location of serial number on each card type. The font used must not interfere with the name and photo printed by the Fargo system. The serial number also must be able to be read electronically by SafeNet middleware.

A.4 Card specifications

Three different cards are required:

- Combined Physical and Logical Access Smart Card
- Physical Access Card
- Logical Access Smart Card

A.4.1. Card Type 1 – Combined Physical and Logical Access Smart Card

A.4.1.1 Integrated Circuit A (Contactless)

(HID iCLASS SE 32k, 13.56 Mhz Embeddable read/write contactless technology)

- Conforms to the ISO/IEC 14443 Specification 1 thru 4
- Blank but formatted 16k/16 on page 0 and 16k/1 on page 1
- Serial numbering starting at 100000
- Operating Frequency: 13:56 MHz
- Multi-application Memory: 32k bit (4k Byte) card – 16 application area plus 16k User configurable memory
- Write Endurance: Min. 100,000 cycles
- Data Retention: 10 years
- Transaction Time: <100ms typical
- Warranty: Lifetime

A.4.1.2 Integrated Circuit B (Contactless)

(Mifare 1K Classic)

- Must conform to ISO 14443A Standard
- Operating distance up to 100mm
- Operating frequency 13.56 MHz
- Fast data transfer 106 kbits/sec
- High data integrity: 16 CRC, parity, bit coding, bit counting
- True anti-collision
- 1 kbyte organized in 16 sectors with 4 blocks of 16 bytes each
- User definable access conditions on each memory block
- Data retention of 10 years.
- Write endurance of 100,000 cycles
- Individual set of two key pairs per sector

-
- Unique serial number for each device.

A.4.1.3 Integrated Circuit C (Contact)

(SafeNet eToken, JAVA Card)

- On-board RSA 1024-bit and 2048-bit key generation, authentication and digital signing
- SHA-1 and SHA-2 (The secure hash algorithms specified herein must be done on-board)
- Standard Microsoft CAPI and PKCS#11
- API & standard support. PKCS#11 v2.01, Microsoft CAPI, PC/SC, X509 v3 Certificate storage, SSL v3, IPsec/IKE
- Memory size: 72k (java virtual machine)
- FIPS 140-2 L2 (full device)
- Common Criterial EAL4+ (smart card chip)
- Support for ISO 7816 1 to 4 specifications
- Data Retention: = 10 years
- Memory cell rewrites: = 500k
- Warranty: 10 years. See section A.5

A.4.2. Card Type 2 - Physical Access Card

A.4.2.1 Integrated Circuit A (Contactless)

(HID iCLASS SE 32k, 13.56 Mhz Embeddable read/write contactless technology)

- Conforms to the ISO/IEC 14443 Specification 1 thru 4
- Blank but formatted 16k/16 on page 0 and 16k/1 on page 1
- Operating Frequency: 13:56 MHz
- Multi-application Memory: 32k bit (4k Byte) card – 16 application area plus 16k User configurable memory
- Write Endurance: Min. 100,000 cycles
- Data Retention: 10 years
- Transaction Time: <100ms typical
- Warranty: Lifetime

A.4.2.2 Integrated Circuit B (Contactless)

(Mifare 1K Classic)

- Must conform to ISO 14443A Standard
- Operating distance up to 100mm
- Operating frequency 13.56 MHz
- Fast data transfer 106 kbits/sec
- High data integrity: 16 CRC, parity, bit coding, bit counting
- True anti-collision
- 1 kbyte organized in 16 sectors with 4 blocks of 16 bytes each
- User definable access conditions on each memory block
- Data retention of 10 years.
- Write endurance of 100,000 cycles
- Individual set of two key pairs per sector
- Unique serial number for each device.

A.4.3 Card Type 3 - Logical Access Smart Card

(SafeNet eToken, JAVA Card)

- On-board RSA 1024-bit and 2048-bit key generation, authentication and digital signing
- SHA-1 and SHA-2 (The secure hash algorithms specified herein must be done on-board.)
- Standard Microsoft CAPI and PKCS#11
- API & standard support. PKCS#11 v2.01, Microsoft CAPI, PC/SC, X509 v3 Certificate storage, SSL v3, IPsec/IKE
- Memory size: 72k (java virtual machine)
- FIPS 140-2 L2 (full device)
- Common Criteria EAL4+ (smart card chip)
- Support for ISO 7816 1 to 4 specifications
- Data Retention: = 10 years
- Memory cell rewrites: = 500,000
- Warranty: 10 years. See section A.5

A. 5 Warranty for cards with SafeNet chip

If the SafeNet chip fails to initialize on first use or after regular wear within the 10 year warranty period without any physical damage to the chip such as dent, bend or hole to the smart cards, they will be replaced by the vendor at no cost to the RCMP. Regular wear damage to the smart card resulting from regular usage of smart cards with smart card readers and smart card holders is to be included in the 10 year warranty period.

A.6 Numbering

The Contractor is solely responsible for generating numbers ensuring that the correct sequence of numbers is used each time these cards are produced. Each type of card must have its own numbering sequence and the numbering sequence is to be continuous through all potential years of the contract. The numbering must not conflict with previously procured hardware.

A.6.1 Current serial numbers

Current serial numbers will be provided on the award of the contract.

A.7 Samples

At the beginning of the contract, the Contractor must provide five (5) samples of each of the cards they propose to supply under the contract prior to delivery. Before fulfilling the first order request, the Contractor must get written approval from the Project Authority that the cards meet the RCMP operational requirements. Once written approval has been obtained for each card prior to the first delivery of that card, then further approval is only required if there are changes to the cards that the Contractor is providing.

The smart cards must provide complete functionality with the RCMP infrastructure which includes SafeNet smart card readers, SafeNet client middleware, SafeNet encoding software, the current RCMP Entrust PKI, MiFare 1k Classic readers, and HID iCLASS readers.

A.8 Packaging

Each type of card is to be shipped in cartons, packages suitably for the safe shipment of the quantity being shipped to a maximum of 500 cards per carton.

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A.9 Labels

The Contractor is responsible for addressing all items being shipped including output and application of any required labels. Labels on cartons must show the card type, quantity per carton, carton number with number of cartons in the shipment.

A.10 Work request procedure

The Project Authority will advise the Contractor by sending an order request via email. The Contractor must provide an estimate of the cost based on Annex B.

The Contractor must not proceed with any reprint of any of the required items without a sign off on the email quote.

A.11 Delivery

The Contract must deliver all smart cards to:
RCMP-GRC
National Electronics Security Section
1426 St. Joseph Blvd.
Gloucester, Ontario K1A 0R2

The Contractor must contact the Project Authority before shipping any cards to make arrangements for delivery.

Appendix 1 to Annex A Historical information

During the last year of the previous contract (2013-2014), the following purchases were made:

eToken Pro 72K Smartcard w/HID iClass & Mifare 4K	- quantity 6,905
eToken PRO 72 Smartcard w/HID iClass only	- quantity 6,539
Physical Access Only - HID iClass only	- quantity 5,000

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Appendix 2 Location of Serial Number on Card

**Card Type 1: Combined Physical and Logical Access Smart Card
and
Card Type 3: Logical Access Smart Card**



Note: Card Type 2, printing of serial number on card not required.

ANNEX "B" BASIS OF PAYMENT

B.1 The Bidder must submit **firm all inclusive prices in Canadian dollars**, including all services, set up costs, operations and materials for the supply of the numbered sequence cards and delivery of the required quantities to Destination as specified in the Annex A Statement of Work, FOB destination, Customs duties are included, GST/HST extra if applicable, **freight included**.

Bidders must provide pricing in the format specified, for each component identified in this ANNEX B, Basis of Payment.

The quantities for evaluation purposes in Annex B, Basis of Payment, do not represent a firm commitment that the same quantities will be produced under this Contract. These quantities will be used as a quantity for evaluation to evaluate the Bids

Failure to price one of the components in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

Bidders must submit firm, all inclusive, prices for the quantities and items specified in the MS Excel spreadsheet distributed through GETS (BuyandSell.gc.ca), **FOB one destination in the NCR** GST/HST extra if applicable, **freight included**.

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.

TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

B.2 ESCALATION CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.2.1 Escalation Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.1 Escalation Clause with the Bid, no Escalation Clause will be included in the Contract and no price escalation will be granted based on increased core stock/card material costs during the period of the Contract and all option periods.

Definition:

Core Stock/Card material is defined as the PVC/PET composite card material as specified in the Annex A Statement of Work for the CR-80 cards and the PVC card material specified in the Annex A Statement of Work for the ISO Prox cards.

B.2.1 Escalation for Core Stock/Card Material (Solicitation Stage)

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of the core stock/card material. Price adjustment will apply only to increase or decrease of the base transaction cost of the core stock/card material that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.

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2 Bidders must provide their base transaction cost(s) and the quantity of the core stock/card material on which the base transaction cost is established in their bid as follows:

a. **Composite card:** _____ each at a base transaction of \$_____ (CAN\$), and which represent _____ percent of the unit price(s).

Brand name and core stock/card material supplier: _____ .

b. **PVC card:** _____ each at a base transaction of \$_____ (CAN\$), and which represent _____ percent of the unit price(s).

Brand name and core stock/card material supplier: _____ .

3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the core stock/card material supplier(s).

4. Core stock/card material: The Contractor must provide for each transaction, a copy of the Bank of Canada's rate of exchange schedule to support the above base transactions cost calculations and the adjusted base transaction cost at the time of bid closing.

B.2.2 Escalation for Core Stock/Card Material (Contract clause)

1. The portion of the price directly related to the base transaction cost of the core stock/card material is subject to price adjustment (increase or decrease) at any time during the contract period but not before _____ (insert the date corresponding to the end of the 30-day period after contract award). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.

2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the core stock/card material necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by the core stock/card material supplier identified below and the date the price came into effect.

3. The base transaction cost of core stock/card material subject to price adjustment is as follows:
a. Composite card: _____ each at a base transaction of \$_____ (CAN\$), and which represent _____ percent of the unit price(s).

Brand name and card supplier: _____ .

b. PVC card: _____ each at a base transaction of \$_____ (CAN\$), and which represent _____ percent of the unit price(s).

Brand name and card supplier: _____ .

4. The Contractor must provide a copy of the quotation from the core stock/card material supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the core stock/card material supplier(s) to support the adjusted base transaction cost.

5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

6. Core stock/card material: The Contractor must provide, for each transaction, a copy of the Bank of Canada's rate of exchange schedule to support the above base transactions cost calculations and the adjusted base transaction cost at the time of the request for increase.

ANNEX "C" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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Declaration of Convicted Offences

2003 Standard Instructions - Goods or Services - Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

[HTTPS://BUYANDSELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2003/20](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20)

01 (2015-07-03) Integrity Provisions - Bid
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process.

Refer to: 2003 Standard Instructions - Goods or Services - Competitive Requirements
01 (2015-07-03) Integrity Provisions - Bid

Subsections:

- 6. Canadian Offences Resulting in Legal Incapacity
- 7. Canadian Offences
- 8. Foreign Offences



Declaration Form

This declaration form must be submitted as part of the [bidding process](#).

- Please complete the declaration form and put in a **sealed envelope labelled protected** to the attention of Integrity, Departmental Oversight Branch, PWGSC.
- Include the sealed envelope with your bid submission.

Complete Legal Name of Company:	
Company's address:	
Company's PBN number:	
Bid number:	
Date of the bid: (YY-MM-DD)	

Have you ever, as the bidder, your affiliates or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions ¹ :			
	Yes	No	Comments
Financial Administration Act 80(1) d): False entry, certificate or return 80(2): Fraud against Her Majesty 154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
Criminal Code 121: Frauds on the government and contractor subscribing to election fund 124: Selling or Purchasing Office 380: Fraud - committed against Her Majesty 418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or have pleaded guilty of an offence in Canada or elsewhere under any of the following provisions ¹ :			
	Yes	No	Comments
Criminal Code 119: Bribery of judicial officers,... 120: Bribery of officers 346: Extortion 366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading 397: Falsification of books and documents 422: Criminal breach of Contract 426: Secret commissions 462.31: Laundering proceeds of crime 467.11 to 467.13: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>	
Competition Act 45: Conspiracies, agreements or arrangements between competitors 46: Foreign directives 47: Bid rigging 49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>	

¹ for which no pardon or equivalent has been received



Declaration Form

52: False or misleading representation 53: Deceptive notice of winning a prize		
	Yes	No
Corruption of Foreign Public Officials Act 3: Bribing a foreign public official 4: Accounting 5: Offence committed outside Canada	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Drugs and Substance Act 5: Trafficking in substance 6: Importing and exporting 7: Production of substance	<input type="checkbox"/>	<input type="checkbox"/>
Other Acts 239: False or deceptive statements of the Income Tax Act 327: False or deceptive statements of the Excise Tax Act	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comment

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ authorise PWGSC to collect and use the information provided, in addition to any other information that may be required to make a determination of ineligibility and to publicly disseminate the results.

☐ I, (name) _____, (position) _____, of (company name – bidder) _____ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with the Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.