



**RETURN BIDS TO:  
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Bid Receiving/Réception des soumissions

**RCMP "H" Division HQ  
RCMP Mailstop # H-066  
80 Garland Avenue  
DARTMOUTH, NS B3B 0A7**

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle régionale (OCIR)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

|   |   |   |
|---|---|---|
| <b>Title – Sujet</b><br>Detention Guard Services  |   | <b>Date</b><br>December 30, 2015                                    |
| <b>Solicitation No. – N° de l'invitation</b><br>M1000-6-0286  |   |   |
| <b>Client Reference No. - No. De Référence du Client</b><br>N/A   |   |   |
| <b>Solicitation Closes – L'invitation prend fin</b>   |   |   |
| <b>At / à :</b>   | 2 :00 PM  | AST (Atlantic Standard Time)<br>HNA (heure normale de l'Atlantique) |
| <b>On / le :</b>  | January 27, 2016  |   |
| <b>Delivery - Livraison</b><br>See herein — Voir aux présentes  | <b>Taxes - Taxes</b><br>See herein — Voir aux présentes   | <b>Duty – Droits</b><br>See herein — Voir aux présentes             |
| <b>Destination of Goods and Services – Destinations des biens et services</b><br>See herein — Voir aux présentes                  |   |   |
| <b>Instructions</b><br>See herein — Voir aux présentes  |   |   |
| <b>Address Inquiries to – Adresser toute demande de renseignements à</b><br><br>Rosalee Parsons<br>rosalee.parsons@rcmp-grc.gc.ca |   |   |
| <b>Telephone No. – No. de téléphone</b><br>902-720-5112   | <b>Facsimile No. – No. de télécopieur</b><br>902-426-7136 |   |

|   |  |
|---|--|
| <b>Delivery Required – Livraison exigée</b><br>See herein — Voir aux présentes  | <b>Delivery Offered – Livraison proposée</b> |
| <b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>   |  |
| <b>Telephone No. – No. de téléphone</b>   | <b>Facsimile No. – No. de télécopieur</b>    |
| <b>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)</b> |  |
| <b>Signature</b>  | <b>Date</b>                                  |



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Call-Up Procedures, Basis of Payment, Security Requirements Checklist, Mandatory Technical Requirements, Standing Offer Reporting and Federal Contractors Program for Employment Equity - Certification.

### 1.2 Summary

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of **persons incarcerated in the 4 RCMP detachment cells located in Nunatsiavut Newfoundland and Labrador. These locations include; Hopedale, Nain, Rigolet and Makkovik.** The period of the RISO is one year from date of award with the option to extend 2 additional one year periods.

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) and the Labrador Inuit Land Claim Agreement.

The requirement is subject to a preference for Canadian goods and/or services.



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

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.4 Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of standing offers under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Integrity Provisions – Bid of 2006 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days



## 2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to RCMP will not be accepted.

## 2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Newfoundland and Labrador**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (**2 hard copies**)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

1. use 8.5 x 11 inch (216 mm x 279 mm) paper;
2. use a numbering system that corresponds to that of the Request for Standing Offers.



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, offerors 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 Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex C, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Exchange Rate Fluctuation**

C3011T 2013-11-06, Exchange Rate Fluctuation

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria as specified in Annex "E"



#### 4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2013-0425), Evaluation Price

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Required Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

##### 5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this request for standing offer. 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



Canada will also have the right to terminate the Call-up 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 Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.1.3 Former Public Servant – Competitive Requirements (SACC Manual Clause M3025T)**

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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



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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES (  ) NO (  )

If so, the Offeror must provide the following information:

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

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

#### 5.1.4 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

- (  ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

#### Canadian Content Definition (SACC Manual Clause A3050T)

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the North American Free Trade Agreement (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada".(Consult Annex 3.6 (9) of the Supply Manual.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:



- a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
  - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the Supply Manual.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

#### **5.1.5 Status and Availability of Resources (SACC Manual Clause M3020T)**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being

#### **5.1.6 Education and Experience (SACC Manual Clause M3021T)**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

### **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENT**

#### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;



- (b) the Offeror'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 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

## 6.2 Insurance Requirements (*SACC Manual Clause M9015T*)

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **B. RESULTING CONTRACT CLAUSES, 7.7 Insurance – Specific Requirements and 7.8 Commercial General Liability Insurance**

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL) apply and form part of the Standing Offer:  
Annex D - Security Requirements Checklist

#### 7.3 Standard Clauses and Conditions

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

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

#### 7.3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Integrity Provisions – Contract of 2005 referenced above is amended as follows:

Delete subsection 11.4 in its entirety.



### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer (To be determined at award)**

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 12 month periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Rosalee Parsons  
Title: Team Leader  
Royal Canadian Mounted Police  
Procurement and Materiel Management  
Address: 80 Garland Avenue Mailstop H-066  
Dartmouth, NS B3B 0J8  
Telephone: 902-720-5112



Facsimile: 902-426-7136  
E-mail address: rosalee.parsons@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority (To be identified at award)

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 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.

### 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

- For a Call Up valued over \$10k: The RCMP Procurement and Material Management Atlantic Regional Office.
- For a Call Up valued under \$10k: Detachment Commanders.



## 7.8 Call-up Procedures

Call-up procedures as specified in Annex "B"

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or an electronic version.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (Applicable Taxes included)(*amount to be inserted upon contract award*).

## 7.11 Financial Limitation – Total (To be determined at award)

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*Applicable Taxes excluded*) (*amount to be inserted upon contract award*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010C** (2014-09-25), General Conditions – Services (Medium Complexity):
- e) Annex A - Statement of Work
- f) Annex B - Call-Up Procedures
- g) Annex C - Basis of Payment
- h) Annex D - Security Requirements Checklist
- i) Annex E - Mandatory Technical Requirements
- j) Annex F - Standing Offer Reporting
- k) Annex G - Federal Contractors Program for Employment Equity - Certification
- l) the Offeror's offer dated: \_\_\_\_\_

## 7.13. Procurement Ombudsman

### 7.13.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the



parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

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

### **7.13.2 Contract Administration**

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

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

## **7.14 Certifications**

### **7.14.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **7.14.2 Federal Contractors Program for Employment Equity - Setting aside**

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

### **7.14.3 SACC Manual Clauses**

M3060C Canadian Content Certification 2008/05/12  
M3020C Status and Availability of Resources 2010/01/11

## **7.15 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.



## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 27 Integrity Provisions – Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

##### **Firm Price – Services**

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

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Multiple Payments**

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



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

## **7.6 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 the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.7 Insurance – Specific Requirements**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.8 Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.



- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- (p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (r) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement



of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**7.9 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.



## ANNEX "A"

### STATEMENT OF WORK Detention Guard Services

#### 1.0 Purpose

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of **persons incarcerated in the 4 RCMP detachment cells located in Nunatsiavut Newfoundland and Labrador. These locations include; Hopedale, Nain, Rigolet and Makkovik.**

#### 2.0 Background

As part of the Federal Policing Program, the RCMP provides policing services to the federal government, several provinces and territories. These services are provided in several locations that are extremely remote and difficult to access.

In the delivery of the Federal Policing Program, support services are required in order to increase the capacity of the present resources, achieve effective service delivery and enable the RCMP to focus on its primary mandate.

#### 3.0 Scope of Services

The Offeror is responsible for ensuring the safety and well-being of persons incarcerated in RCMP cells **located in Hopedale, Nain, Makkovik and Rigolet in Newfoundland and Labrador** through the provision of trained detention guards. Detention guards must monitor, assess, safeguard and administer incarcerated persons in accordance with Chapter 19.3 of the RCMP National Policy Operational Manual. A detention guard is primarily responsible for the safety and well-being of persons in custody such as:

- Ensuring cellblock keys are tagged and stored safely.
- Monitoring all prisoners to ensure their security and well-being.
- Observing or checking prisoners frequently and irregularly. This may include the use of Closed Circuit Television (CCTV).
- As per Unit Supplemental Orders, monitoring prisoners known to have or suspected of having suicidal tendencies.
- Assisting an RCMP member when required to search prisoners.
- Organizing meals for prisoners as required.
- Recording prisoner activity and maintain the prisoner activity logbook.
- Watching prisoners while in hospital when required.
- Maintaining cleanliness and tidiness of cells when vacated or arranging janitor assistance.
- Recording any damages to cells when vacated.
- Conducting searches of cells prior to occupation and when cells are vacated.
- Maintaining cellblock security.
- Ensuring all personnel effects removed from prisoners by RCMP (Members) are properly secured.
- Reporting any damages or repairs of fixtures and fittings within cellblock.
- Monitoring fire safety and be fully conversant with fire orders.
- Performing escort duties as required for specific detachments.
- Handling and dispensing laundry items as required.



- Under the supervision of the RCMP Officer, continuing to make prescription medications available for prisoners where that practice is currently extant.
- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.

#### **4.0 Response Time**

If available, the Offeror must supply a detention guard within four (4) hours following a request or as agreed upon between the Offeror and the Detachment.

#### **5.0 Statement of Qualifications**

At a minimum, Guards must meet the following educational and training qualifications prior to commencement of Guard duties:

##### **5.1 Education:**

- a) A demonstrated ability to read, write and speak in English or French as appropriate (bilingual Guards may be required for some areas; fluency in a local First Nation's dialect would be an asset in other areas); and
- b) Basic level computer skills, where required.

##### **5.2 Training:**

The Offeror may be required to provide the following training to all detention guards prior to being assigned to work within a Detachment without supervision: (to be determined at the time of Standing Offer issuance)

- a) Duty-specific Guard training to Guard Training Course CL000007 or (Course content to be provided to successful Offerors;
- b) Refresher training on a semi-annual basis (the RCMP will assist with providing transport and/or training in remote and/or isolated sites where it is not practical for the Offeror to arrange "stand alone" visits to a site that would result in costs being passed back to the RCMP to effect that refresher training).
- c) Basic qualification in First Aid to the St. John Ambulance Emergency Level (or equivalent). and
- d) Workplace Hazardous Materials Information System (WHMIS) Training.

##### **5.3 Personnel**

- a) Vision: Visual standards are RCMP-V4 (eye glasses permitted)
- b) Hearing: Auditory standards are RCMP-H3 (hearing aids which meet RCMP safety standard are permitted) and
- c) Mobility Standards: Able to use both hands, occasionally manipulate/lift up to 20 kg, bend at the waist, and climb stairs without restrictions or the use of assistance devices.

#### **6.0 Guard Service Locations**

On a Detachment Level, there may be individual needs and services that may require adaptation to those needs. These will be specified in the resulting call-up.

**7.0** The precise nature and extent of the services to be provided by the Offeror will be at the discretion of the identified user and as may be agreed to by the Offeror. These services, including services in both official languages, must be provided or supplied by the Offeror pursuant to a call-up made on PWGSC Forms 7169-1 (Annex B, Appendix "1") and 7170-1 (Annex B, Appendix "2") by an identified user.



**7.1** The Offeror is engaged by Canada as an independent Contractor for the sole purpose of providing these services. Neither the Offeror nor any of its personnel is an employee, servant or agent of Canada. Identified users must be satisfied that an employer-employee relationship will not result when they enter into a contract for security guard services. When in doubt, before entering into a contract for services, identified users must seek the advice of their legal adviser to ensure that there will be no employer-employee relationship in any resulting contract.

**7.2** The Offeror will comply with provincial and federal laws applicable to the Master and Servant relationship such as Provincial Employment Standards Acts, Decrees Respecting Security Guards, etc.

**7.3** Prior to the commencement date of any call-up, the Offeror must submit in writing to the Detachment the name of one management representative and one alternate who is authorized to act for the Offeror in every detail at all times. These individuals, as agreed upon by both parties will be made available, at no extra cost to Canada, for meetings at the Detachment Divisional Office.

**7.4** The Offeror is solely responsible for supervisory duties such as scheduling work in accordance with the period of coverage requested, making final decisions with regard to the promotion and payment of wages, enforcing disciplinary measures, etc.

- a. A "work site" refers to the detachment where detention guards are utilized and "post" refers to the cellblock/detention area within the building.
- b. The services provided must include supervision to review performance of personnel by the Offeror
- c. To this end, the Offeror must ensure that they are thoroughly familiar with the work sites under their jurisdiction excluding physical inspection of remote locations.

**7.5** Guard documentation must be submitted to the Detachment for all security personnel assigned to a particular worksite. Documentation may include name, training, site, security clearance etc. New personnel must not be assigned to a worksite until they have received the appropriate training or are working under supervision and possess the required security clearance.

**7.6** Changes to this documentation are to be forwarded to the Detachment as necessary and agreed upon by both parties.

## **8.0 Risk Protection**

Where a health or environmental risk has been identified by Canada, detention guards are entitled to any protective measures being provided for RCMP staff, including immunization or the provision of any protective clothing or equipment. The cost of said protective measures will be borne by Canada to the limit extended to RCMP staff. Any protective clothing and/or equipment must remain on the site and is to be for use by the detention guards while performing their duties.

## **9.0 Unit Supplements (Post Orders)**

### **9.1 Development**

Unit Supplements will be furnished to the Offeror by the Project Authority or the authorized representative. They will be in sufficient detail to permit the Offeror to effectively carry out its duties.

The Offeror must perform all of the work outlined in Unit Supplements and in other instructions relating to security issued by the Project Authority or the authorized representative.



The Offeror must be conversant with Unit supplements as last amended and must perform all the work necessary to ensure the safety and protection of the detainee.

## 9.2 Revision

Unit Supplements should be reviewed by the Project Authority or authorized representative who may provide updates as required to ensure that detention guards are not adhering to obsolete procedures. The original Unit Supplements must be signed and dated and all amendments to original instructions must also be signed and dated. Detention guards manning these posts must read and sign as having read the Unit Supplements prior to commencement of services.

Canada reserves the right to amend, modify and/or re-issue Unit Supplements as required and the Offeror will respond accordingly to affect their implementation.

Project Authority must discuss with the Offeror or their authorized representative any proposed changes to Unit Supplements to ensure that any revisions or new procedures do not contravene any collective bargaining rights the Offeror has with its detention guards and/or to ensure that the Offeror is in agreement with all proposed changes.

## B. SECURITY PERSONNEL SELECTION STANDARDS

### 1.0 Appearance

The Offeror is responsible for ensuring the appearance of all detention personnel assigned to the Standing Offer is such as to reflect credit on Canada and the Offeror; therefore, detention guards must be personally neat and clean.

### 2.0 Identification

In some cases, detention personnel may be required to carry government issued and controlled identification cards or security passes.

### 3.0 Education

The Offer must ensure that all detention personnel have received formal education which will permit them to be able to read and comprehend Post Orders and to write legible reports and entries.

### 4.0 Citizenship

The Offeror must ensure that all security personnel are Canadian Citizens, landed immigrants or permanent residents of Canada that hold a valid employment authorization document.

### 5.0 Official Languages

Definition of Requirement: Security personnel must be able to read and speak English and/or French. In addition, some post locations may require personnel to understand, read and speak in both official languages. The requirement to provide bilingual services will be identified in the annex to the call-up (DSS 7170-1). The Project Authority may also specify on the call-up form the hours for which bilingual services are required.



Each time the Project Authority requests bilingual services, the Offeror must be able to provide them. If bilingual services are requested and the bilingual guard must leave a post temporarily, the Offeror must ensure that bilingual services can be provided.

Definition of Oral Bilingual Communications: Effective communications in both official languages means the ability to communicate orally, to clearly understand and be understood in both English and French.

The following is the acceptable level of second language ability for guards in a public environment to ensure effective communications for purposes of meeting the requirements of the call-ups under this Standing Offer:

- A person at this level can sustain a conversation on concrete topics relevant to the duties as specified in the call-up. He/she can give factual descriptions of actions taken, give straightforward instructions and directives to the public and visitors to the site, and give straightforward explanations.
- At this level of oral interaction, an individual can handle most telephone and face to face conversations requesting concrete, routine information from members of the public or visitors to the site about services, publications, locations, numbers, times, dates, etc.

## C. MATERIAL SPECIFICATIONS

### 1.0 Material

1.1 Furnished by the Project Authority as indicated below:

- control room communication equipment
- telephone necessary for the conduct of official business
- facilities for detention guard personal belongings; and
- Post or Standing Orders, emergency orders, etc.

It is understood and agreed that the Offeror is responsible for the maintenance of this equipment and must repair and/or replace it in the event of any loss or neglectful damage. The cost of normal maintenance, required as a result of ordinary wear and tear, will be borne by Canada.

## D. TOOLS

### 1.0 THE REQUIREMENTS OF UNIT SUPPLEMENTS (Post Orders) AT THE DETACHMENT LEVEL

The most important document for a company or organization is a clear, concise, up-to-date and complete set of unit supplements, for the following reasons:

- These unit supplements express the policy of the particular detachment with respect to the duties or functions that are expected of the detention guards.
- The unit supplements are a summary of the duties required of the detention guard(s) at a particular detachment.
- The unit supplements avoid a great deal of word-of-mouth and on-the-job training and instructions. There should be some oral instructions and on-the-job training. A new detention guard should be able in an emergency to handle most situations that might arise, with only limited instructions.



## 2.0 **Reporting Forms**

### 2.1 **Standardized forms:**

2.1.1 The Offeror will supply the following forms unless already provided by the Project Authority or its delegated official:

#### (a) **Detention Guard Documentation:**

This form will be used to provide evidence to the Detachment of a detention guard's qualifications, category, etc., prior to assignment to a worksite.

#### (b) **Detention Guard Shift Report/Cell Log Book:**

This form will be used to identify significant incidents or performance indicators for either individual detention guards or a detachment.

In addition to instructions contained in the Unit Supplements, all major incidents (i.e., fire, theft, break-ins, significant property damage, etc.) are to be reported.

A Detention Guard Shift Log must be initiated by the detention guard on duty, immediately upon commencement of the shift. The report must then be completed chronologically, immediately following each significant incident or performance.

Distribution of the completed Detention Guard Shift Log is as follows:

Copy 1 - to be provided to the Detachment Commander or representative; and.

Copy 2 - to be retained by the Offeror.

#### (c) **Detention Guard Nominal Roll:**

This form will be used to provide the Detachment with the names, and status changes of detention guards being added to or deleted from a offerors' detention guard force.

#### (d) **Security Personnel Time Sheets:**

The Offeror may choose to make available to the Project Authority for his examination and approval a series of standardized company forms which could be used in lieu of the above forms which could separate or combine functions.

#### (e) **Security Services Vendor Rating Questionnaire: (provided as a separate document)**

The Offeror is to provide the questionnaire to the detachment for completion and transmission to the Standing Offer authority prior to 31 January annually.



## Annex B

### CALL-UP PROCEDURES

#### 1.0 Calling Up Detention Guard Services

1.1 Call Ups against this Regional Individual Standing Offer (RISO) are solely for services to be provided to detachments located in Nunatsiavut Newfoundland and Labrador. These locations include; Hopedale, Nain, Rigolet and Makkovik.

1.2 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

- For a Call Up valued over \$10k: The RCMP Procurement and Material Management Atlantic Regional Office.
- For a Call Up valued under \$10k: Detachment Commanders.

1.3 Services provided by the Offeror are limited to the financial limitation specified in the call-up document.

1.4 The Work will be authorized or confirmed by the Identified User using the PWGSC-TPSGC 942, Call-up Against a Standing Offer or other authorized PWGSC form.

1.5 **The above call-up form constitute the precise contractual arrangement between the Offeror and Canada. This form must be fully completed and forwarded to the Offeror without delay.**

1.6 Prior to the issuance of a call-up, the Identified User will contact the Offeror to determine if the latter can fully satisfy the detention guard requirements of the Detachment.

1.7 If the Offeror confirms it can fully satisfy the detention guard requirements, the Identified User will prepare the call-up forms which will provide the following detailed requirements:

- Description of service to be provided
- Period of coverage
- Location of the detachment where services are to be provided
- Level requirements, number of guards
- Schedule of duties
- Copy of updated Unit Supplements

1.8 Detachments may place a call-up via the telephone but must confirm without delay the details of the requirement utilizing the standard Form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

1.9 The identified User will distribute copies of Form PWGSC-TPSGC 942, Call-up Against a Standing Offer as follows:

- i. Original and Acknowledgment copy will be sent to the Offeror;
- ii. One copy will be kept by the identified user for his/her records;and
- iii. One copy will be sent to the Standing Offer Authority.



- 1.10 The Offeror MUST sign and return the acknowledgement copy to the Identified User.
- 1.11 If any detention guard furnished is, in the opinion of the detachment, incompetent, appears unfit for duty, or has been conducting himself/herself improperly, the Offeror must immediately, upon written notification from the detachment, remove and replace him/her with a detention guard acceptable to the detachment. The Offeror must advise the Standing Offer Authority in writing of the circumstances of all removals and what corrective action was taken.

## **2.0 Scheduling and Assigning Work**

- 2.1 The Project Authority agrees to pay for reasonable lunch breaks and rest periods in accordance with provincial laws with the understanding that all detention guards must remain in the building during these periods in the event they may be called back to work to assist in an emergency situation.

## **3.0 Suspension, Change**

- 3.1 Canada may, by giving notice in writing to the Offeror, suspend or change the scope of the services called up. The Offeror must immediately comply with the requirements of any such notice. Call-up documents must be amended accordingly to reflect the revised scope of services and the revised total estimated expenditure.



### Call-up Against a Standing Offer Commande subséquente à une offre à commandes

Ship to - Expédier à

**To the supplier:** Your standing offer referred to below is hereby accepted as follows: You are required to supply the goods and/or services shown below at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.

**Au fournisseur:** Votre offre à commandes, dont le numéro figure plus bas, est acceptée selon les modalités suivantes: Vous devez fournir les biens ou services indiqués ci-dessous aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.

Supplier - Fournisseur

**Security:** This call-up includes security provisions. If yes, an SRCL shall accompany all PWGSC call-ups.  No  
**Sécurité:** Cette commande comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC.  Yes

Invoices are to be addressed in accordance with: Adresser les factures selon:

- The detailed instructions in the standing offer / Les instructions détaillées de l'offre à commandes  
 The address shown in the "Ship to" block / L'adresse indiquée dans la case "Expédier à"  
 Special instructions below / Les instructions particulières ci-dessous

Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the following reference numbers.

Financial Code(s) - Code financier(s)

Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° d'offre à commandes

Requisition no. - N° de commande  
Order. Off. - Bur. dem. YY - AA Serial no. - N° de série

Client Reference No. (optional)  
N° de référence du client (facultatif)

Goods and Services Tax (GST)/Harmonized Sales Tax (HST): Unless otherwise indicated, unit/extended prices include GST/HST.

Provincial Sales Tax - Taxe de vente provinciale

Taxe sur les produits et services (TPS)/Taxe de vente harmonisée (TVH): Sauf indication contraire, la TPS/TVH est incluse dans le prix unitaire et le prix total.

Exigible  Non-exigible  
Lic. no.(s) auth. - Autori. N°(s) de licence

Amendment No. - N° de modification

Previous Value - Valeur précédente

Value of inc. or dec. - Augm. ou diminution

Tot. est. exp. or rev. tot. est. exp.  
Mont. tot. prév. ou mont. tot. prév. révisé

| Item No.<br>N° de l'art. | NATO Stock number / Item Description<br>N° de nomenclature de l'OTAN / Description de l'article | U. of l.<br>U. de d. | Qty<br>Qté | Unit Price<br>Prix unitaire (\$) | GST or HST<br>TPS ou TVH (%) | GST or HST<br>TPS ou TVH (\$) | Extended Price<br>Prix calculé (\$) |
|--------------------------|---|----------------------|------------|----------------------------------|------------------------------|-------------------------------|-------------------------------------|
|                          |   | ea                   |            |                                  | .15                          |                               |                                     |
|                          |   | ea                   |            |                                  | .15                          |                               |                                     |
|                          |   | ea                   |            |                                  | .15                          |                               |                                     |
|                          |   | ea                   |            |                                  | .15                          |                               |                                     |
| SAMPLE                   |   |                      |            |                                  |                              |                               |                                     |

Special Instructions - Instructions particulières

Total Price (before taxes)  
Prix total (avant taxes)

GST/HST Amount  
Montant TPS/TVH

Total Extended Price  
Prix calculé total

For further information call - Pour renseignements supplémentaires

Delivery required by - Livraison requise le

Name - Nom

Telephone No. - N° de téléphone

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.  
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Approved for the Minister - Approuvé pour le Ministre

Signature (Mandatory - Obligatoire)

Date

Signature (Mandatory - Obligatoire)

Date



**ANNEX C  
BASIS OF PAYMENT**

Offerors must complete the pricing table for all services listed below. Offerors must quote firm, all inclusive rates, including associated overhead, profit and materials required to complete the services as described in the Statement of Work. Prices quoted are exclusive of HST/GST.

The rates set out below will remain firm during the period of the Standing Offer.

Estimated quantities are based on anticipated requirements, provided in good faith, and are estimates only for evaluation purposes and do not mean that quantities will be used or exceeded.

**Detention Guards** (Training (if required) provided by RCMP) – **Year One (Date to be determined at award)**

|  | <b>Hourly Rate (A1)<br/>Regular (Mon-Fri 8am – 4pm)</b>              | <b>Estimated Hours (B1)</b> | <b>Total (A1xB1)</b> |
|--|--|-----------------------------|----------------------|
| Nain   | \$   | 5500                        | \$                   |
| Hopedale   | \$   | 2500                        | \$                   |
| Rigolet  | \$   | 500                         | \$                   |
| Makkovik   | \$   | 20                          | \$                   |
| <b>Total (C1)</b>  |  |                             | \$                   |
|  | <b>Hourly Rate (Approved Overtime &amp; Statutory Holidays) (A2)</b> | <b>Estimated Hours (B2)</b> | <b>Total (A2xB2)</b> |
| Nain   | \$   | 2750                        | \$                   |
| Hopedale   | \$   | 1250                        | \$                   |
| Rigolet  | \$   | 250                         | \$                   |
| Makkovik   | \$   | 10                          | \$                   |
| <b>Total (C2)</b>  |  |                             | \$                   |
| <b>Evaluated Total Detention Guards Year One (C1+C2=C)</b> |  |                             | \$                   |

**Detention Guards** (Training (if required) provided by RCMP) – **Option Year One (Date to be determined at award)**

|  | <b>Hourly Rate (D1)<br/>Regular (Mon-Fri 8am – 4pm)</b>              | <b>Estimated Hours (E1)</b> | <b>Total (D1xE1)</b> |
|--|--|-----------------------------|----------------------|
| Nain   | \$   | 5500                        | \$                   |
| Hopedale   | \$   | 2500                        | \$                   |
| Rigolet  | \$   | 500                         | \$                   |
| Makkovik   | \$   | 20                          | \$                   |
| <b>Total (F1)</b>  |  |                             | \$                   |
|  | <b>Hourly Rate (Approved Overtime &amp; Statutory Holidays) (D2)</b> | <b>Estimated Hours (E2)</b> | <b>Total (D2xE2)</b> |
| Nain   | \$   | 2750                        | \$                   |
| Hopedale   | \$   | 1250                        | \$                   |
| Rigolet  | \$   | 250                         | \$                   |
| Makkovik   | \$   | 10                          | \$                   |
| <b>Total (F2)</b>  |  |                             | \$                   |
| <b>Evaluated Total Detention Guards Year One (F1+F2=F)</b> |  |                             | \$                   |



**Detention Guards** (Training (if required) provided by RCMP) – **Option Year Two (Date to be determined at award)**

|  | <b>Hourly Rate (G1)<br/>Regular (Mon-Fri 8am –<br/>4pm)</b>                  | <b>Estimated Hours (H1)</b> | <b>Total (G1xH1)</b> |
|--|--|-----------------------------|----------------------|
| Nain   | \$   | 5500                        | \$                   |
| Hopedale   | \$   | 2500                        | \$                   |
| Rigolet  | \$   | 500                         | \$                   |
| Makkovik   | \$   | 20                          | \$                   |
| <b>Total (J1)</b>  |  |                             | \$                   |
|  | <b>Hourly Rate (Approved<br/>Overtime &amp; Statutory<br/>Holidays) (G2)</b> | <b>Estimated Hours (H2)</b> | <b>Total (G2xH2)</b> |
| Nain   | \$   | 2750                        | \$                   |
| Hopedale   | \$   | 1250                        | \$                   |
| Rigolet  | \$   | 250                         | \$                   |
| Makkovik   | \$   | 10                          | \$                   |
| <b>Total (J2)</b>  |  |                             | \$                   |
| <b>Evaluated Total Detention Guards Year One (J1+J2=J)</b> |  |                             | \$                   |

|                                      |    |
|--------------------------------------|----|
| <b>Total Evaluated Price (C+F+J)</b> | \$ |
|--------------------------------------|----|

**1. Overtime**

A detention guard who has been authorized by the detachment to work more than the maximum number of hours permitted in a given period by the applicable provincial laws is in overtime status. When service has been provided by a detention guard in overtime status, the overtime will be billed in accordance with the applicable provincial laws.

**2. Statutory Holidays**

The Offeror may invoice, if applicable, for Statutory Holidays worked on the basis of the applicable provincial laws when the services are authorized by the detachment.

**3. Other Chargeable Time**

The minimum shift requirement must be paid in accordance with provincial laws, currently 3 hours in Newfoundland and Labrador.

**4. Traveling Time/Travel**

All transportation costs between the detention guard's residence and the detachment is the sole responsibility of the detention guard and the Offeror.

# ANNEX D



Government of Canada / Gouvernement du Canada

|   |
|---|
| Contract Number / Numéro du contrat<br>M4000-60286                    |
| Security Classification / Classification de sécurité<br>Protected "A" |

*SRCL 2015/111 5118*

## 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 /<br>Ministère ou organisme gouvernemental d'origine<br><b>Royal Canadian Mounted Police</b>  | 2. Branch or Directorate / Direction générale ou Direction<br><b>Contract Policing</b>   |  |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance<br>N/A  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant<br>N/A   |  |
| 4. Brief Description of Work / Brève description du travail<br>Guard services at RCMP detachment cells located in Nunatsiavut Newfoundland and Labrador. These locations include; Hopedale, Nain, Rigolet and Makkovik.  |  |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>  |  |  |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>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? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>  |  |  |
| 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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span>                                |  |  |
| 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.<br>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. <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span> |  |  |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span>   |  |  |
| 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"/><br><br>Not releasable / À ne pas diffuser <input type="checkbox"/><br><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:   | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/><br><br><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:   | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/><br><br><br>Restricted to: / Limité à: <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays:   |
| 7. c) Level of information / Niveau d'information  |  |  |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET / SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>  | NATO UNCLASSIFIED <input type="checkbox"/><br>NATO NON CLASSIFIÉ <input type="checkbox"/><br>NATO RESTRICTED <input type="checkbox"/><br>NATO DIFFUSION RESTREINTE <input type="checkbox"/><br>NATO CONFIDENTIAL <input type="checkbox"/><br>NATO CONFIDENTIEL <input type="checkbox"/><br>NATO SECRET <input type="checkbox"/><br>NATO SECRET <input type="checkbox"/><br>COSMIC TOP SECRET <input type="checkbox"/><br>COSMIC TRÈS SECRET <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET / SECRET <input type="checkbox"/><br>SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/><br>TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

|   |
|---|
| Security Classification / Classification de sécurité<br>Protected "A" |
|---|

**Canada**

2015 JUN 22 PM 1:13



**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 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments: ~~(RAMP Status - Reliability)~~ <sup>P.S.</sup> RAMP Reliability Status - SA.

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.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



## ANNEX E - MANDATORY TECHNICAL REQUIREMENTS

### Mandatory Evaluation Criteria

1. A Technical Offer MUST meet all of the following mandatory technical requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory technical requirements will be given no further consideration.
2. The mandatory evaluation criteria are:

ATTENTION OFFERORS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR TECHNICAL OFFER WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.

| Item                 | Description   | Met/<br>Not Met | Page<br>Number<br>Reference |
|----------------------|---|-----------------|-----------------------------|
| 1.Citizenship        | Personnel must be Canadian Citizens, Landed Immigrants or Permanent Residents of Canada.  |                 |                             |
| 2.Education          | Personnel must have a minimum of high school completion (or equivalent). Equivalent would be considered a combination of training and experience which would permit personnel to be able to read and comprehend Post Orders and to write legible reports and entries.   |                 |                             |
| 3.Official Languages | Ability to provide services in both official languages as and if required.  |                 |                             |
| 4.First Aid Training | Personnel must have First Aid and CPR Training.   |                 |                             |
| 5.Experience         | <p>The Offeror must demonstrate in its offer a minimum of five (5) years of experience providing similar services (as described in the SoW) to law enforcement agencies (“Clients”).</p> <p>This experience must be supported by providing a minimum of three (3) *recent examples (to a maximum of five (5)).</p> <p>A minimum of one example must highlight experience providing services in remote and/or isolated and/or rural communities. Clients can include municipal police services, Canada Border Services Agency, other similar organisations or the RCMP.</p> <p><u>Definitions:</u><br/> <u>Isolated:</u> above the 60<sup>th</sup> parallel; or below the 60<sup>th</sup> parallel but has a population of less than 10,000 and is not accessible by means of an all-weather road<br/> <u>Remote:</u> is not accessible by means of an all-weather road and is more than 322 kilometres by road from a location south of the 60<sup>th</sup> parallel of latitude with a population of more than 50,000.<br/> <u>Rural:</u> Communities with a population of less than 10,000.</p> <p>*Recent: is defined as from within the last two (2) years.</p> |                 |                             |
| 6.References         | <p>The Offeror must provide a name and contact information for three (3) different Clients from those listed in the “Experience” criterion above. References will be contacted to:</p> <ol style="list-style-type: none"> <li>1) Verify the information provided by the Offeror;</li> <li>2) Confirm that the services provided were satisfactory to the Client (Y/N).</li> </ol>   |                 |                             |



|  |  |  |
|--|--|--|
| <p><b>Reference 1</b><br/>Name: _____<br/>Title: _____<br/>Organization: _____<br/>Address: _____<br/>Telephone: ____ - ____ - _____<br/>E-mail address: _____</p> <p><b>Reference 2</b><br/>Name: _____<br/>Title: _____<br/>Organization: _____<br/>Address: _____<br/>Telephone: ____ - ____ - _____<br/>E-mail address: _____</p> <p><b>Reference 3</b><br/>Name: _____<br/>Title: _____<br/>Organization: _____<br/>Address: _____<br/>Telephone: ____ - ____ - _____<br/>E-mail address: _____</p> |  |  |
|--|--|--|



## ANNEX F - STANDING OFFER REPORTING

Offerors must fulfill all reporting requirements in the standing offer (SO). Offerors must report on a quarterly basis on the call-up. Such reports must contain the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number
- v. the call-up/contract number for each call-up/contract, including amendments;
- vi. the client department (RCMP)
- vii. the detachment location where the services were provided;
- viii. the contracting authority;
- ix. the date of the call-up/contract;
- x. the call-up/contract period;
- xi. the services provided (dollar value of services provided up to the date of current report excluding HST);
- xii. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

Offerors are encouraged to provide and transmit final reports in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority. When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.



## ANNEX “G “ to PART 5 - REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror 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 Offeror has a combined workforce in Canada of 100 or more employees; and

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

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, 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 Offeror is not a Joint Venture.

OR

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