



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> UPGRADE/RECONFIGURE MCCP	
<b>Solicitation No. - N° de l'invitation</b> 21120-164376/A	<b>Date</b> 2016-05-20
<b>Client Reference No. - N° de référence du client</b> 21120-164376	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-461-70986	
<b>File No. - N° de dossier</b> hn461.21120-164376	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-08-23</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hallman, Patti	<b>Buyer Id - Id de l'acheteur</b> hn461
<b>Telephone No. - N° de téléphone</b> (819) 956-7390 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

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

The Annexes include the Statement of Technical Requirements, the Basis of Payment, Security Requirements, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

The Electronic Attachments include the specifications and standards, the Institutional Access CPIC Clearance Request form, the Task Authorization Form and any other electronic attachments.

### 1.2 Summary

**1.2.1** The Correctional Service of Canada (CSC) has a requirement to upgrade and reconfigure the Main Communication and Control Post at the following institutions: Joyceville, Drumheller, Bowden, Matsqui Institution (medium security), Fraser, Springhill and Port Cartier Institutions. Work will have to be accomplished with minimum disruption to the daily operation and security of the institution.

The work includes the relocation, upgrade or replacement of select MCCP security electronics at the Institutions as described in the Statement of Technical Requirements (STR). Refer to Annex A1, A2, A3, A4, A5, A6 and A7.

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

**1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

**1.2.3** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

**1.2.4** There are 7 mandatory site visits associated with this requirement where personnel security screening is required prior to gaining access to the site.

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### 1.2.5

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

### 1.3 Debriefings

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

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specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.5 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fourteen (14) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the Institution for which they intend to submit a Bid against. Arrangements have been made for site visits to be held on:

June 28, 2016 at 9:00 am at Fraser Valley Institution for Women  
June 28, 2016 at 1:00 pm at Matsqui Institution  
June 29, 2016 at 10:00 am at Bowden Institution  
June 30, 2016 at 10:00 am at Drumheller Institution  
TBA at Joyceville Institution  
July 13, 2016 at 10 :00am at Port Cartier Institution  
July 14, 2016 at 10:00 am at Springhill Institution

### Joyceville Institution:

Highway 15, No. 3766  
Kingston, Ontario  
K7L 5E5

### Fraser Valley Institution for Women:

33344 King Road  
Abbotsford, British Columbia  
V2S 6J5

### Matsqui Institution:

33344 King Road  
Abbotsford, British Columbia  
V2S 4P3

### Bowden Institution:

Highway #2  
Innisfail, Alberta  
T4G 1V1

### Drumheller Institution:

Highway # 9  
Drumheller, Alberta  
T0J 0Y0

### Port Cartier Institution:

Chemin de l'Aéroport  
Port-Cartier, Quebec

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G5B 2W2

Springhill Institution:  
330 McGee Street  
Springhill, Nova Scotia  
B0M 1X0

Interested Bidders shall meet at the Principal Entrance of the Institution. Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

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

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

It is also a mandatory condition of this requirement that all attendees have a site clearance prior to the site visits. To apply for the site clearance, the Bidders shall complete a CPIC Clearance Request form (preferably in typed format) and submit the duly completed and signed form by each participant, by e-mail to [patti.hallman@pwgsc.gc.ca](mailto:patti.hallman@pwgsc.gc.ca). It is a mandatory condition that the CPIC Clearance Request be submitted for the site visits. It is requested that the CPIC Clearance Requests be received by this office no later than June 2, 2016. Site Clearance Request Forms received after June 2, 2016 may not be accepted. A site clearance obtained for work performed under similar requirements is not acceptable. Bidders are requested to clearly identify the name of the participant, the name of the company they represent, telephone number, facsimile number and e-mail address. Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled site visit.

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document through [buyandsell.gc.ca](http://buyandsell.gc.ca).

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

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### PART 3 - BID PREPARATION INSTRUCTIONS

#### 3.1 Bid Preparation Instructions

A Bidder can submit a bid on one (1) or more of the seven (7) requirements. Each submitted requirement will be technically and financially evaluated as a complete and individual bid.

Bidders must submit 1 proposal for each of the requirements (institutions) that they are submitting a bid for. Bidders must clearly indicate in the proposal, which requirement the proposal is being submitted for.

- \_\_\_ Requirement 1- Joyceville Institution
- \_\_\_ Requirement 2- Fraser Valley Institution
- \_\_\_ Requirement 3- Matsqui Institution
- \_\_\_ Requirement 4- Bowden Institution
- \_\_\_ Requirement 5- Drumheller Institution
- \_\_\_ Requirement 6- Port Cartier Institution
- \_\_\_ Requirement 7- Springhill Institution

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

- Section I: Technical Bid (3 hard copies and 2 soft copies on CD)
- Section II: Management Bid (3 hard copies and 2 soft copies on CD)
- Section III: Support Bid (3 hard copies and 2 soft copies on CD)
- Section IV: Financial Bid (1 hard copy)
- Section V: Certifications (1 hard copy)
- Section VI: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

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

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

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

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

### **Section IV: Financial Bid**

**3.1.1** Bidders must submit their financial bid as per the format of Annex B1 to B7 – Basis of Payment in accordance with the following Basis of Pricing. The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Basis of Pricing**

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

##### **3.1.2.1 Design and Equipment**

The bidder must submit a firm lot price for the design and related equipment for the **(insert title of requirement and name of institution(s))**, excluding spare parts and test equipment.

##### **3.1.2.2 Installation and Testing Costs**

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

##### **3.1.2.3 Installation and Testing of Equipment for Emergency Repairs, Delays and Task Authorizations**

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

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

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

#### **3.1.2.4 Travel and living expenses**

The bidder must indicate if there are travel and living expenses associated with the installation and testing of the equipment (excluding training). Where applicable, the bidder must submit a firm lot price, the estimated number of people and the estimated number of days, and the breakdown of the Firm Lot Price as indicated in Annex B – Basis of Payment item 2.1.

#### **3.1.2.5 On-site training as detailed in the STR, paragraphs 5.1 and 5.2.**

The bidder must submit a firm lot price for on-site training session

#### **3.1.2.6 Documentation**

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

As-built drawings as detailed in STR, paragraph 6.3.

Operator and Maintenance Manuals as detailed in STR, paragraph 6.1 & 6.2.

#### **3.1.2.7 Software/Integration**

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

#### **3.1.2.8 Option 1: Contractors Recommended Spare parts and Test Equipment**

Spare Parts and/or Test Equipment List(s). The bidder must submit a Spare Parts and/or Test Equipment List identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare part required and pricing for the following items:

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **Section IV: Additional Information**

##### **3.1.4. Delivery Offered**

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_

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### 3.1.5 Contractor Contacts

Name and telephone number of the person responsible for :

#### General enquiries

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 3.1.6 Warranty Repairs

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

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

### 3.1.6 Emergency Services/Repairs

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

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

### 3.1.7 Lifetime Spares

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

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management, support and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

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

A Bidder can submit a bid on one(1) or more of the seven (7) requirements. However, each submitted bid will be technically evaluated as a complete and individual bid. Any cross-referencing between bids (i.e. requirements / institutions) will be deemed as non-compliant to the evaluation criteria.

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

##### 4.1.1.1 Mandatory Technical Criteria

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the Statement of Technical Requirements (STR) at Annex A, as well as related specifications.

Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

- Address, as described, Annex A1 to A7, Statement of Technical Requirement (STR)
- Bidders must obtain the required minimum points (70%) for each of the following evaluation criteria – technical, management and support, which are subject to point rating;

The technical bid should be structured in the same format as the Statement of Work presented at Annex A, through which the bidder will clearly explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

##### 4.1.1.2 Point Rated Technical Criteria

The Technical, Management and Support Bid will be evaluated and rated as per Attachment 1 – Point Rated Evaluation Criteria and Scoring Sheet.

### 4.1.2 Financial Evaluation

#### 4.1.2.1 Mandatory Financial Criteria

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Completion of Annex B, Basis of Payment for each requirement receiving a bid:

Annex B1 – Joyceville Institution

Annex B2 – Fraser Valley Institution

Annex B3 – Matsqui Institution

Annex B4 – Bowden Institution

Annex B5 – Drumheller Institution

Annex B6 – Port Cartier Institution

Annex B7 – Springhill Institution

A bidder can submit a proposal on one (1) or more of the requirements presented at Annexes A1 to A7. However, each submitted requirement will be financially evaluated as a complete and individual bid. Any cross-referencing between bids (i.e. requirements) will be deemed as non-compliant to evaluation criteria.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

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

Compliance with Basis of Pricing;

Prices must be submitted for all items listed in the Annex B1 to B7 – Basis of Payment

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all evaluation criteria to be declared responsive. The response bid with the lowest evaluated price on an aggregate basis, for each requirement, will be recommended for award of a contract. Contracts will be awarded on a per requirement basis (i.e. up to 7 potential contracts).

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Status and Availability of Resources

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

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

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**Signature**

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**Date**

#### 5.1.3 Education and Experience

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

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

#### 5.1.4 Compliance Certification Statement

By submitting a Bid the Bidder certifies that they comply with and understand the Statement of Technical Requirements, Statements of Work, Electronic Engineering, Electronic Engineering Standards, and supporting documents that form part of the Requirement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

#### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

##### 5.2.1 Integrity Provisions – List of Names

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

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

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

##### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

### 5.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

1. The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

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- g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
- a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  - b. the Bidder authorizes the use of the information for this requirement.
- It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Requirement

The Contractor shall replace and upgrade the Main Communications and Control Post (MCCP) console at the institution as described in the Statement of Technical Requirement (STR). The Contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Annex A1 to A7 for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineer Specifications and Standards. The purpose of the STR document is to define the technical aspects for the MCCP Console Upgrade and Reconfiguration. The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

#### 7.1.1 Option to Purchase Contractor Recommended Spare Parts and/or Test Equipment

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

#### 7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

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4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.2.2 Task Authorization Limit**

All task authorizations must be authorized by the Contracting Authority before issuance.

#### **7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "\_\_\_\_". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2030 (2016-04-04) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

2035 (2016-04-04) General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

4003 (2010-08-16) Licensed Software; and  
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information

apply to and form part of the Contract.

### 7.2.3 SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment  
A9068C (2010-01-11) Site Regulations  
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.3 Security Requirements

### 7.3.1 Site Clearance

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

### 7.3.2 Classification of this document is “Not Classified”

1. Nil security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as/where required, by authorized Correctional Service Canada personnel.

2. Contractor personnel shall submit to a local verification of identify / information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

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

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

#### **7.4.2 Delivery**

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

DDP Delivered Duty Paid (Name of Institution(s) and Province) Incoterms 2000 for shipments from a commercial supplier.

##### **7.4.2.1 Inspection and Final Acceptance**

1) Inspection

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

2) Final Acceptance

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

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

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

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Patti Hallman**  
**Supply Team Leader**  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5

Telephone: (819) 420-0339  
Facsimile: (819) 953-4944  
E-mail address: [patti.hallman@tpsgc-pwgsc.gc.ca](mailto:patti.hallman@tpsgc-pwgsc.gc.ca)

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

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### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

*will be inserted at contract*  
\_\_\_\_\_ (Name of Technical Authority)  
\_\_\_\_\_ (Title)  
\_\_\_\_\_ (Fill in Organization)  
\_\_\_\_\_ (Fill in address)  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

Name and telephone number of the person responsible for :

#### General enquiries

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

#### Delivery follow-up

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

### 7.5.4 Warranty Repairs

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

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

### 7.5.5 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030

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during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

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

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals as specified in the Contract. Customs duties are included and Applicable Taxes are extra.

The Contractor will be paid firm hourly rates as follows, for work associated with emergency repairs, delays and performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

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

#### Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### Travel for Task Authorized Work

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

Estimated cost: \$ (to be inserted at contract award)

### 7.7.2 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.

### **7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.5 Discretionary Audit**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit

### **7.7.6 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## 7.8 Invoicing Instructions

### 7.8.1 Progress Payment Claim (Including Task Authorization Payments)

The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.  
The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed

### 7.8.2 Schedule of Milestones (*applicable to each institution*)

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

1 <sup>st</sup> Milestone	Design of the System	100% Design	List value – 10%	Final Design Report
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2 <sup>nd</sup> Milestone	Delivery of Equipment, Installation, Software integration and testing including travel and living	100% Equipment 100% Installation 100% Software Integration & Testing 100% Travel & living	List Value – 10%	Signed Acceptance Test Plan
3 <sup>rd</sup> Milestone	On-site Training and Documentation including travel	100% on-site training 100% Documentation 100% Travel and Living associated with On-site Training	List Value – 10%	Training Report  Documentation reviewed and approved by Technical Authority.  As built drawings delivered and approved by Technical Authority
4 <sup>th</sup> Milestone	Holdback			

### 7.8.3 Method of Payment – Emergency Repairs and Delays

#### 7.8.3.1 Single Payment

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

- 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;
- all such documents have been verified by Canada;
- the Work delivered has been accepted by Canada.

#### 7.8.3.2 Travel and Living Expenses – Emergency Repairs, delays and design changes

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

### 7.9 Certifications

#### 7.9.1 Compliance

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

### 7.9.2 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.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:  
4003 (2010-08-16) Licensed Software; and  
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information);
- (c) the general conditions 2035 and 2030 (2016-04-04)
- (d) Annex A1 to Annex A7, Statement of Requirement;
- (e) Annex B1 to B7, Basis of Payment;
- (f) Annex X, Insurance Requirements (*if applicable*);
- (h) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 7.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### 7.13 Meetings

A meeting may be convened after contract award at a location to be determined by the Contracting Authority to review contractual and technical requirements. The Contractor will be responsible for the

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preparation and distribution of the minutes of meeting. The meeting will be held with representatives of the Contractor, the Department of Public Works and Government Services and Correctional Service Canada.

#### **7.14 Contractor's Facilities**

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

#### **7.15 Delay by Canada**

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

#### **7.16 After Sales Service**

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

#### **7.17 Lifetime Spares**

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

Life of the equipment: \_\_\_\_\_ years.

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

#### **7.18 Disclosure of Information**

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

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**ANNEX "A1 to A7"**

**STATEMENT OF TECHNICAL REQUIREMENTS  
FOR A  
MCCP CONSOLE UPGRADE & RECONFIGURATION  
AT**

**ANNEX A1 – JOYCEVILLE INSTITUTION**

**ANNEX A2 – FRASER VALLEY INSTITUTION**

**ANNEX A3 – MATSQUI INSTITUTION**

**ANNEX A4 – BOWDEN INSTITUTION**

**ANNEX A5 – DRUMHELLER INSTITUTION**

**ANNEX A6 – PORT CARTIER INSTITUTION**

**ANNEX A7 – SPRINGHILL INSTITUTION**

**Please see Electronic Attachment `MCCP EN STR Round 2.zip` for Annexes A1 to A7.**

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**ANNEX "B-1"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT JOYCEVILLE INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	<b>FIRM LOT PRICE BREAKDOWN</b>	
<b>JOYCEVILLE INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

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

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

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>JOYCEVILLE INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN
<b>JOYCEVILLE INSTITUTION</b>	
Estimated Number of Individuals _____	Accommodation \$ _____
Estimated Number of Days _____	Air Fare \$ _____
	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

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

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

**ANNEX "B-2"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT FRASER VALLEY INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>FRASER VALLEY INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	<b>FIRM LOT PRICE BREAKDOWN</b>	
<b>FRASER VALLEY INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN	
<b>FRASER VALLEY INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

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

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

Solicitation No. - N° de l'invitation  
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**ANNEX "B-3"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT MATSQUI INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>MATSQUI INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

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

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

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>MATSQUI INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	<b>TRAVEL COSTS FIRM LOT PRICE BREAKDOWN</b>
<b>MATSQUI INSTITUTION</b>	
Estimated Number of Individuals _____ Estimated Number of Days _____	Accomodation \$ _____ Air Fare \$ _____ Car Rental & Fuel \$ _____ Other costs (meals and incidentals): \$ _____ (identify what they are)

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

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

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

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX "B-4"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT BOWDEN INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>BOWDEN INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	<b>FIRM LOT PRICE BREAKDOWN</b>	
<b>BOWDEN INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

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

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN	
<b>BOWDEN INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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**PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

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

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

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

**ANNEX "B-5"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT DRUMHELLER INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

***Breakdown of Travel costs are as follows:***

Institution	<b>FIRM LOT PRICE BREAKDOWN</b>	
<b>DRUMHELLER INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

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

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>DRUMHELLER INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

<b>Labour Categories</b>	<b>Hourly Rate During Regular Hours</b>	<b>Hourly Rate Outside Regular Hours</b>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR paragraphs.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	<b>TRAVEL COSTS FIRM LOT PRICE BREAKDOWN</b>	
<b>DRUMHELLER INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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**PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

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

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

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

**ANNEX "B-6"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT PORT CARTIER INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>PORT CARTIER INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

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

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>PORT CARTIER INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

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

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN	
<b>PORT CARTIER INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

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

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

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX "B-7"**

**BASIS OF PAYMENT - A**

**MCCP CONSOLE UPGRADE & RECONFIGURATION AT SPRINGHILL INSTITUTION**

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

**PART 1 – CONTRACTOR PROPOSED SOLUTION**

**1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

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

**2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment , excluding spare parts.

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

**3 . INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

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

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

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>SPRINGHILL INSTITUTION</b>	Accomodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

Solicitation No. - N° de l'invitation  
21120-164376/A  
Client Ref. No. - N° de réf. du client  
21120-164376

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-164376

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

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

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

**4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL**

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>SPRINGHILL INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)**

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

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

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

**4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)**

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

Solicitation No. - N° de l'invitation  
 21120-164376/A  
 Client Ref. No. - N° de réf. du client  
 21120-164376

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 hn461.21120-164376

Buyer ID - Id de l'acheteur  
 hn461  
 CCC No./N° CCC - FMS No./N° VME

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

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

**5. ON-SITE TRAINING AND DOCUMENTATION**

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR.

As-built Drawings Firm Lot Price as per STR.

Operator and Maintenance Manuals Firm Lot Price as per STR.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN	
<b>SPRINGHILL INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_

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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

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

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

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### **BASIS OF PAYMENT – B**

**Bidders must provide a line by line breakdown of the material and labour used to calculate the Bid Price identified within BASIS OF PAYMENT A.**

Design  
Equipment  
Installation  
Testing Costs  
On-site Training  
Software / Integration

The pricing provided for Pricing Sheet – B will be used to calculate the cost of any Task Authorizations throughout the life of the contract.

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**ANNEX "C" to PART 5 - BID SOLICITATION**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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## ANNEX D

### TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See: <http://publiservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>

Voir: <http://publiservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>

**ATTACHMENT 1**

**EVALUATION CRITERIA**

**1. Point Rated Technical Proposal Criteria**

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

Point Rated Technical Proposal Criteria	Points
<p><b>1. Understanding of the Technical Requirements ( 45 points )</b> An understanding of the technical requirements of the system which must include sufficient detail such as preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information/literature/brochure on products offered.</p> <p>( 0 points ) The proposal indicates that the Bidder does not understand the requirements. The Bidder has misjudged the scope of the work required. We are left with many questions. The proposal lacks sufficient specificity.</p> <p>( 25 points ) The proposal indicates that the Bidder generally understands the concept of what is required. Some questions arise.</p> <p>( 35 points ) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability, environmental, reliability, maintainability, testing and validation requirements.</p> <p>( 45 points ) The proposal clearly indicates that the Bidder understands exactly what is required and the proposed solution exceeds the requirement in at least 2 instances that are specifically and uniquely identified in the proposal.</p>	
<p><b>2. Quality Assurance and Acceptance Test Plan</b> Description of the proposed quality assurance procedures/processes, and acceptance test plan(s) to ensure quality requirements are met and how the Bidder intends to demonstrate to the Crown that the system functions correctly, both off site (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters. Maximum points are broken down as follows:</p>	
<p><b>2.1 Quality Assurance ( 20 points )</b> How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.</p> <p>The following is a list of elements pertaining to quality assurance.</p> <p>The proposal indicates:</p> <ul style="list-style-type: none"> <li>a. that the Bidder has quality assurance procedures and processes;</li> <li>b. that the results will be recorded/analyzed and conflicts will be resolved;</li> <li>c. when, how and by whom the quality requirements will be reviewed;</li> <li>d. how documents and data will be controlled;</li> <li>e. relevant quality control processes for purchases;</li> <li>f. how the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met;</li> </ul>	

<p>g. how measuring and test equipment is controlled and describes the format and test results to be provided; h. how non-conforming products are identified and controlled to prevent misuse until proper disposal.</p> <p>( 0 points ) The proposal indicates that the Bidder has not provided a, b and c of the elements.</p> <p>(10 points ) The proposal indicates that the Bidder has provided a, b and c of the elements.</p> <p>(15 points ) The proposal indicates that the Bidder has provided a, b, c, d, e and f of the elements.</p> <p>(20 points ) The proposal indicates that the Bidder has provided a, b, c, d, e, f, g and h of the elements.</p>	
<p><b>2.2 Acceptance Test Plan ( 15 points )</b> How the Bidder intends to demonstrate to the Crown that the system functions correctly, both off site (Factory Acceptance Testing) and after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters. In instances where Factory Acceptance Testing is not required points will be awarded for Site Acceptance Testing.</p> <p>( 0 points ) The proposal indicates that the Bidder has not demonstrated any of the requirements for testing the system both in the plant (Factory Acceptance Testing) and after installation (Site Acceptance Testing).</p> <p>(10 points ) The proposal indicates that the Bidder has demonstrated the requirements for testing the system both off site (Factory Acceptance Testing) and after installation (Site Acceptance Testing).The Bidder has provided a test plan, test sheets and only pass/fail parameters, but has not provided specific parameters for testing the elements of the system.</p> <p>(15 points ) In addition to the criteria above, the proposal indicates that the Bidder has provided test sheets, pass/fail parameters as well as specific parameters.</p>	
<p><b>3. Technical Risk Elements ( 20 points )</b> How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the Bidder can mitigate them.</p> <p>( 0 points ) The proposal indicates that the Bidder has not identified technical risk elements or technical risk mitigation.</p> <p>(10 points ) The proposal indicates that the Bidder has identified technical risk elements but the Bidder does not provide a technical risk mitigation plan. The Bidder has a risk management process.</p> <p>(15 points ) The proposal indicates that the Bidder has identified technical risk elements, provided a risk mitigation plan and has a risk management process.</p> <p>(20 points ) The proposal indicates that the Bidder has a technical risk management process and has addressed project risks. Management, schedule,</p>	

scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the technical risks are identified. The identified technical risks are associated with the Bidder, supplier, subcontractor, customer, integration, or equipment performance. Mitigation strategies are described for the identified technical risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.	
<b>Total Technical Proposal ( maximum 100 points )</b>	

**2. Point Rated Project Management Proposal Criteria**

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

<b>Point Rated Project Management Proposal Criteria</b>	<b>Points</b>
<p><b>1. Previous Project Management Experience</b> Identification of the Bidder, project manager, project supervisor and technicians. Detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, responsibilities etc. Maximum points are broken down as follows:</p>	
<p><b>1.1 Experience of the Bidder within the last four (4) years. ( 10 points )</b> Similar project(s) that have been successfully completed and have provided them with experience pertaining to the following elements:</p> <ul style="list-style-type: none"> <li>a. similarity of project in terms of scope and/or clients;</li> <li>b. dollar value over \$ 100K;</li> <li>c. Installation;</li> <li>d. training;</li> <li>e. drawings; and</li> <li>f. manuals.</li> </ul> <p>In instances where these items are not required the points will be adjusted accordingly.</p> <p>( 0 points ) The proposal indicates that the Bidder has experience with only three elements.</p> <p>(4 points ) The proposal indicates that the Bidder has experience with only four of the elements.</p> <p>( 8 points ) The proposal indicates that the Bidder has experience with five or more of the elements.</p> <p>(10 points ) The proposal indicates that the Bidder has experience with six elements.</p>	
<p><b>1.2 Range of experience within the last four (4) years in the design, supply, installation and integration of systems similar to those described in the Statement of Technical Requirements. In instances where these items are not required the points will be adjusted accordingly. ( 10 points )</b></p>	

<p>( 0 points ) The proposal indicates that the Bidder has no experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements</p> <p>(4 points ) The proposal indicates that the Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements for private industry or provincial government.</p> <p>(8 points ) The proposal indicates that the Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements for correctional services or similar organizations.</p> <p>(10 points ) The proposal indicates that the Bidder has experience in the design, supply, installation and integration of the systems similar to those described in the Statement of Technical Requirements for Correctional Service Canada (CSC).</p>	
<p><b>1.3 Project Manager's Overall Experience (years, size of project &amp; complexity) and Qualifications. (10 points )</b></p> <p>( 0 points ) The proposal indicates that the project manager has no experience in project management of similar projects.</p> <p>(5 points ) The proposal indicates that the project manager has less than four (4) years experience in project management of similar projects and does not hold any Project Management Institute (PMI) certification.</p> <p>( 8 points ) The proposal indicates that the project manager has 4 to 10 years experience in the management of projects of equal size or complexity and either: a valid Project management Institute certification or registration number for the named project manager was included in the bid. or the named project manager has over 10 years of experience in the management of projects of equal size and complexity or similar scope.</p> <p>(10 points ) The proposal indicates that the project manager has more than 10 years experience in the management of projects of equal size and complexity or similar scope and the project manager holds a Project Management Institute (PMI) certification, MBA or P. Eng., (Professional Engineer Designation) or equivalent. (similar rewording of 8 point criteria)</p>	
<p><b>1.4 Supervisor's Overall Experience (years, size of project &amp; complexity) and Qualifications. (5 points )</b></p> <p>( 0 points ) The proposal indicates that the supervisor has less than 4 years experience as a project supervisor of similar projects.</p> <p>(3 points ) The proposal indicates that the supervisor has 4 to 10 years experience in supervising projects of equal size or complexity.</p> <p>(5 points ) The proposal indicates that the supervisor has more than 10 years experience in supervising projects of equal size or complexity.</p>	

<p><b>1.5 Technicians' Overall Experience (years, size of project &amp; complexity) and Qualifications. ( 5 points )</b></p> <p>(0 points ) The proposal indicates that none of the technicians have experience with similar projects.</p> <p>(3 points ) The proposal indicates that each of the technicians have less than 10 years experience in projects of equal size or complexity. The technicians hold Technician Diploma in any of the electrical, electro-mechanical, electronics, mechanical, software development or telecommunications field.</p> <p>(5 points ) The proposal indicates that each of the technicians have more than 10 years experience in engineering in projects of equal size or complexity. The technicians hold a Technical Diploma in any of the electrical, electro-mechanical, electronics, mechanical, software development or telecommunications field.</p>	
<p><b>2. Project Management Structure and Procedures</b>        Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:</p>	
<p><b>2.1 Project Management Organization and Responsibilities. (10 points )</b>        This refers only to management personnel and the way that the Bidder plans to organize the project team for this contract.</p> <p>( 0 points ) The proposal indicates that the Bidder has no organization in place and no plans to designate a separate project management team.</p> <p>( 4 points ) The proposal indicates that the Bidder has no project management organization in place but has a well-developed plan in place to set up a team of trained personnel.</p> <p>(8 points ) The proposal indicates that the Bidder has a project management organization/structure defined with 'matrix' personnel resources that can be made available to this project. Personnel are identified for the positions of Project Manager, the Project Supervisor, technicians and electricians. Their responsibilities are defined.</p> <p>(10 points ) The proposal indicates that the Bidder's project management team structure is well defined with a back-up team. Their responsibilities are defined. Personnel resources are identified and tied to specific tasks.</p>	
<p><b>2.2 Project Management Procedures. (20 points)</b>        This factor will rate the Bidders on their systems used to implement project management.</p> <p>(0 points ) The proposal indicates that Project Management (PM) implementation is not addressed.</p>	

<p>(8 points ) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a PM system is in place.</p> <p>(15 points ) The proposal indicates that a PM system is in place that will allow the Bidder to manage the project. Bidder has supplied a detailed plan of his PM implementation.</p> <p>(20 points ) The proposal indicates that a well working PM system is in place and being used successfully. The PM system closely tracks status and progress of tasks. Project management based on PERT/CM techniques. Work breakdown structure is linked to project management.</p>	
<p><b>3. Schedule, Milestones and Project Management Tools</b> A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are. Availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information. Maximum points are broken down as follows:</p>	
<p><b>3.1 Schedule/Milestones ( 10 Points )</b> A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.</p> <p>( 0 points ) The proposal indicates that no schedule is proposed or the proposal is lacking in 3 of the following areas: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic.</p> <p>( 5 points ) The proposal indicates that the proposed schedule is lacking in no more than 2 of the following areas: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are not realistic.</p> <p>( 8 points ) The proposal indicates that the proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, may lack of contingency time.</p> <p>( 10 points ) The proposal indicates that the proposed schedule meets all of the following: 1) major milestones are identified; 2) logical sequence; 3) contingency time identified; 4) time estimates are realistic. The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. The schedule is realistic and achievable, with contingency time is built in.</p>	
<p><b>3.2 Project Management Tools. ( 10 points )</b> This factor will rate the Bidder on their availability and usage of a Project Management specific tool and capability of supporting a secure customer facing portal that provides real time access to project specific information.</p>	

<p>( 0 points ) The proposal indicates that the Bidder has not identified the Project Management specific software.</p> <p>( 8 points ) The proposal indicates that the Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information.</p> <p>( 10 points ) The proposal indicates that the Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes.</p>	
<p><b>4. Project Risks Elements ( 10 points )</b>        A description of the project risks, excluding previously identified technical risks related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.</p> <p>( 0 points ) The proposal indicates that the Bidder has not clearly identified project risks or risk mitigation.</p> <p>( 4 points ) The proposal indicates that the Bidder has clearly identified project risks but the Bidder does not provide a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.</p> <p>( 8 points ) The proposal indicates that the Bidder has clearly identified project risks and the Bidder has proposed a risk mitigation plan. The Bidder has a risk management process. Project risks are identified and there is a mitigation plan for any high risk items.</p> <p>( 10 points ) The proposal indicates that the Bidder has a risk management process and has addressed project risks. Management, schedule, scope changes, cost overruns, cash flow, and resources issues are addressed. The impact of the risks is identified. The identified risks are associated with the Bidder, subcontractor, customer, integration, or equipment performance. Mitigation strategies are described for the identified risks. Decision points are identified for any project mitigation approaches. Mitigation approaches support the requirements of the project.</p>	
<p><b>Total Project Management Proposal ( maximum 100 points )</b></p>	

### 3. Point Rated Support Proposal Criteria

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

Point Rated Support Proposal Criteria	Points
<p><b>1. Operator Training Plan Outline, Training and Manuals</b> An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:</p>	
<p><b>1.1 Operator training plan outline. ( 15 points )</b></p> <p>( 0 points ) The proposal indicates that the operator training plan outline does not meet the requirements.</p> <p>(12 points ) The proposal indicates that the operator training plan outline meets the requirements.</p> <p>15 points ) The proposal indicates that the operator training plan outline meets and exceeds the requirements in at least 2 instances that are uniquely and specifically identified.</p>	
<p><b>1.2 Training approach, methodology and team. ( 15 points )</b></p> <p>( 0 points ) The proposal indicates that the Bidder does not understand the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements.</p> <p>( 12 points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements.</p> <p>( 15 points ) The proposal meets and exceeds the training requirements in at least 2 instances that are uniquely and specifically identified and they have a well established training team with proven processes.</p>	
<p><b>1.3 Manuals. ( 15 points )</b></p> <p>( 0 points ) The proposal indicates that the information does not meet the requirements.</p> <p>(12 points ) The proposal indicates that the information meets the requirements.</p> <p>(15 points ) The proposal indicates that the information meets and exceeds the requirements in at least 2 instances that are uniquely and specifically identified.</p>	
<p><b>2. Maintenance Personnel Training Outline, Training and Manuals</b> An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:</p>	
<p><b>2.1 Maintenance Training Plan outline. ( 15 points )</b></p>	

<p>( 0 points ) The proposal indicates that the maintenance training plan outline does not meet the requirements.</p> <p>(12 points ) The proposal indicates that the maintenance training plan outline meets the requirements.</p> <p>(15 points) The proposal indicates that the maintenance training plan outline meets and exceeds the requirements in at least 2 instances that are uniquely and specifically identified.</p>	
<p><b>2.2 Training Approach, Methodology and Team. ( 15 points )</b></p> <p>(0 points ) The proposal indicates that the Bidder does not understand the objective and that the Bidder has misjudged the scope of the work required. The proposal does not meet the training requirements.</p> <p>(12 points ) The proposal meets the training requirements and the training team is identified. The training approach meets the requirements.</p> <p>(15 points ) The proposal meets and exceeds the training requirements in at least 2 instances that are uniquely and specifically identified and they have a well established training team with proven processes.</p>	
<p><b>2.3 Manuals ( 15 points )</b></p> <p>( 0 points ) The proposal indicates that the information does not meet the requirements.</p> <p>(12 points ) The proposal indicates that the information meets the requirements.</p> <p>(15 points) The proposal indicates that the information meets and exceeds the requirements in at least 2 instances that are uniquely and specifically identified.</p>	
<p><b>3. Spare Plan and Spare Parts List ( 10 points )</b></p> <p>An understanding of the Spare Plan and spare parts requirements. Description of the proposed Spare Plan and Spare Parts List approach, and information to meet the Spare Plan and Spare Parts List Requirement.</p> <p>( 0 points ) The proposal indicates that the spare plan and spare part list are not provided.</p> <p>(8 points ) The proposal indicates that the spare plan and spare parts list meet the requirement.</p> <p>(10 points ) The proposal indicates that the spare plan and spare parts list exceeds the requirement in at least 2 instances that are uniquely and specifically identified.</p>	
<p><b>Total Support Proposal ( maximum 100 points )</b></p>	

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