



ADVANCED CONTRACT AWARD NOTICE

TITLE: IMMIGRATION AND REFUGEE BOARD OF CANADA HAS A SECURITY GUARD SERVICES REQUIREMENT FOR CLOSE PROTECTION & MOBILE PATROLS ACROSS CANADA.

INTRODUCTION:

The Immigration and Refugee Board of Canada has a national (across Canada) requirement for the provision of an elite personal security detail in the form of mobile patrols with company dedicated vehicles, providing close protection, escorting to and from itinerate locations, while possibly requiring the use of a protective vest. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to ***G4S Secure Solutions Canada Ltd located in Markham, Ontario***. Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

BACKGROUND:

The Immigration and Refugee Board of Canada has a requirement to provide refugee protection among the thousands of individuals (claimants) annually who come to Canada seeking asylum. Acting in this role, the IRB provides a hearing for each claimant applying to enter Canada through the Immigration and Refugee Board of Canada. Hearings are legal proceedings in which decisions are made on immigration and refugee matters efficiently, fairly and in accordance with the law. The IRB decisions affect the lives and security of many people, including permanent residents, visitors to Canada and persons seeking refugee protection in Canada.

All IRB Personnel who assist in the Board's function in this role are legally protected under Part II of the Canada Labour Code and it is the role of Security Services to ensure their safety and security. The Employee Protection Program was designed to protect employees who are under threat of violence because of their duties or because of situations to which they are exposed. Although the normal routine in a hearing room environment can, at times, present staff, employees and Governor's in Councils (GIC's) with



challenging situations, the Employee Protection Program (EPP) is aimed at situations where an employee and/or his or her family may be at greater risk than that *normally* encountered at work.

OBJECTIVE

To obtain service through a reputable security provider for the effective safety and security of IRB Personnel nation-wide.

PURPOSE:

To provide public notification that the Immigration and Refugee Board of Canada is considering awarding a contract to:

G4S Secure Solutions Canada Ltd

50 McIntosh Drive, Suite 250
Markham, Ontario
L3R 9T3

WORK REQUIREMENTS

The work will involve the following:

Contractor must provide an elite personal security detail in the form of mobile patrols with company-dedicated vehicles, providing close protection, escorting to and from itinerate locations, with the possibility of requiring a vest.

This service will need to be available contractually on a 24/7 basis, 365 days a year, with very short notice, and most importantly, on a Nation-wide grid. Guards must be security-screened and trained by the providing company and properly licensed to perform their duties across each and every Province and Territory of potential work. Elite Protection Officers with experience and/or post-secondary education in law enforcement with a dual-classed Security Guard license as well as Private Investigator need to be readily available from the awarded company as a requirement for proper and effective security of IRB Personnel on an as-required basis. Security Services in the NHQ Region must be directly notified of any incidence immediately.

Contractor should be knowledgeable in dealing with increasingly complex criminal threats. IRB personnel who assist the IRB in its decision making role face many threats, from complex organized criminal intimidation, to violent gang presence at their home or at the hearing. How criminals in today's world operate to get to the intended targets;



It is very crucial for a contractor to understand an ever-changing set of security risks. This is set out from the experience when conducting static surveillance of a residence. Knowing the different strategies used by criminal elements is essential for the job perform.

TASKS

Post orders and case-specific instructions for the use of vehicles, body armour, or the necessity of Elite Protection Officers with specialized training will be outlined by Security Services in the NHQ Region on a case-by-case basis via e-mail or phone, dependent on the urgency for services.

Tasks may include but are not entirely limited to the following:

- *frequent 'stop and hold' mobile patrols of residence
- *checking IRB Personnel's residence for secured premises or signs of danger,
- *provide close protection escort services, executive protection, elite protection, secure/alarm response, perimeter security, corporate security or investigations,
- *escort services (with vehicle) to and from itinerate locations, and escort services (with vehicle) to and from IRB-controlled premises.

The level of professionalism, requirements for additional measures (such as use of force training), or vehicular needs will be identified on a case by case basis.

Security Personnel are expected to ensure the overall safety and security of assigned IRB Personnel on and off-site through the use of either visible or undetectable security methods. Security Personnel must be properly equipped, trained, and licensed to provide site-specific patrols as required Nation-wide, on a 24/7 basis, for any or up to all 365 days per year.

MINIMUM ESSENTIAL REQUIREMENTS:

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

- Extensive experience (minimum 10 years) in providing security guard services solutions nationally across Canada;
- Experience and capabilities in creating security solutions which cover a range of services like monitoring and responding and identifying the right of people and resources. This would apply when special security requirements are needed to set up a 24/7 close protection operation;
- Extensive experience (minimum 10 years) in providing close protection and elite protection personnel for services within this Statement of Work;
- Qualified Elite Protection personnel holding various of certification (see below);



Elite Protection Officer (EPO)	Elite Protection Professional (EPP)
<ul style="list-style-type: none"> • Post-secondary diploma in a law enforcement or related field of study from an accredited college or university • One to two year’s supervisory or management experience in security-related industry • Three years of work history in progressively responsible positions • Dual-classed Security Guard and Private Investigator • Currently active Certified Protection Professional (CPP) designation • Standard First Aid Level ‘‘C’’ CPR and Emergency First Responder 	<ul style="list-style-type: none"> • A minimum of one to three years’ police or military service • One to two years’ supervisory or management experience in security-related industry • Three years of work history in progressively responsible positions • Dual-classed Security Guard and Private Investigator • Professional accreditation in a military or law enforcement-related occupation • Standard First Aid Level ‘‘C’’ CPR and Emergency First Responder

JUSTIFICATION:

G4S has been pre-selected and identified as the only supplier capable of meeting the government's requirements. Commissionaire’s Ottawa declined the opportunity due to not being able to provide close protection services nationally. G4S is the leading provider of security solutions. They offer a unique combination of risk assessments, security personnel, secure technology and screening services. They have been proven that they have the ability to handle routine and extraordinary requirements with excellence in performance. They understand the unique need of the Federal Government. They offer extensive training programs to their security personnel. G4S’s Elite Protection Division Program (EPDP) is best suited for environments with heavy degrees of public contact and sensitive situations as well as those where quasi-law enforcement procedures and duties are required. The EPDP also provides two levels of mature, disciplined, experience security personnel nationally across Canada.

Suppliers who consider themselves fully qualified and available to meet the specified requirement may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirement.

INTELLECTUAL PROPERTY: There will be no intellectual property for this contract.

LEVEL OF EFFORT AND CONTRACT DURATION

For the provision of all Security Personnel services are required on an *“as-and-when required basis”* including all associated costs necessary to carry out the required work from July 1st, 2016 to March 31, 2017.



Contract Duration			
Initial Contract Period starting from July 1, 2016 to March 31, 2017	Option Period 1 from April 1, 2017 to March 31, 2018	Option Period 2 from April 1, 2018 to March 31, 2019	Option Period 3 from April 1, 2019 to March 31, 2020

This level of effort is only an estimation made in good faith and is not to be considered in any way as a commitment from the Government of Canada.

IRB reserve the right to exercise three (3) additional twelve (12) months contract option period.

TRAVEL: All travel and vehicular costs associated with security officer services shall be included in the contract amount described above.

VALUE:

The total value of this contract shall not exceed \$ 75,000.00 including services fees, travel, all expenses, and option periods excluding all applicable taxes.

Please take note that the initial contract period is estimated value of \$15,000.00 + GST/HST and \$20,000.00 + GST/HST is estimated value for each option period.

SECURITY: Security Personnel will be security screened by the contractor.

LOCATION OF WORK:

Security Personnel and/or Elite Protection (trained and equipped to the client's specifications) will be required across Canada in both extremely rural and suburban settings. The contractor must supply vehicular transportation to any location Canada-wide as outlined within the post orders supplied prior to service.

RESPONSE:

Suppliers who consider themselves fully qualified and available to provide the services described herein, may submit a Statement of Capabilities in writing to the Contracting Officer identified in this Notice (See below) on or before the closing date. The Statement of Capabilities must clearly demonstrate how the supplier meets the requirement described herein.

The closing date and time for accepting written statement of capabilities for this requirement, is: **June 10th, 2016 at 2:00p.m. (EDT)**. As it is intended to proceed in a timely manner, responses received after the closing date will not be considered.

Inquiries and statements of capabilities are to be directed to:



Naomie Fevry

A/Manager, Procurement and Asset Management
Integrated Resource Management Branch
344 Slater Street, 12th Floor
Ottawa, ON K1A 0K1
Telephone: (613) 670-6878
Facsimile: (613) 670-6948
E-mail: naomie.fevry@irb-cisr.gc.ca

Statement of Capabilities received on or before the closing date will be considered solely for the purpose of deciding whether or not to conduct a competitive procurement. Information provided will be used by IRB for technical evaluation purposes only, and will not to be construed as a proposal. Your written Statement of Capabilities must provide sufficient evidence that demonstrates it is capable of fulfilling the Immigration and Refugee Board of Canada, Security Services (Sector)'s requirement. Suppliers who submit a Statement of Capabilities prior to the closing date and time will be notified in writing as to the Department's decision whether it will continue with the aforementioned procurement, or proceed to a full bid solicitation process.

Should you have any questions concerning this requirement, please contact the identified Contracting Officer. The IRB file number, the Contracting Officer's name and the closing date of the ACAN must appear on the outside of the envelope in block letters or, in the case of a facsimile transmission, on the covering page. Documents may be submitted in either official language of Canada.

APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS

Applicability of the following policy requirements applicable to this ACAN process is the following applicable sections:

POLICY INFORMATION

Applicable Exceptions to Soliciting Bids under the Government Contracts Regulations (GCRs)
(Section 6):

Government Contracts Regulations (GCRs), 6d) only one person or firm is capable of performing the work

TRADE AGREEMENTS – Not applicable to this requirement.



Immigration and
Refugee Board of Canada

Commission de l'immigration
et du statut de réfugié du Canada