



**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 a Standing Offer  
Demande d'offre à commandes**

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

This solicitation also has a PSAB requirement

**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>Title - Sujet</b> ACCESS CONTROL SYSTEM (IDACS)	
<b>Solicitation No. - N° de l'invitation</b> E60HN-160ACS/B	<b>Date</b> 2016-06-30
<b>Client Reference No. - N° de référence du client</b> E60HN-160ACS	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-460-71189
<b>File No. - N° de dossier</b> hn460.E60HN-160ACS	<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 2016-08-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guertin, Benoit	<b>Buyer Id - Id de l'acheteur</b> hn460
<b>Telephone No. - N° de téléphone</b> (819)420-0331 ( )	<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	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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. Introduction**

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

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

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

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

The Annexes includes the Requirement, List Prices, Security Requirements, Quarterly reporting, and Manufacturer Authorization Letters

## **This procurement contains a separate stream for a set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB).**

For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see Annex 9.4 of the Supply Manual.

The non-PSAB 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).

The **PSAB stream** is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses. Further to Article 1802 of the AIT, AIT does not apply to this procurement.

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There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

## **2. Summary**

The proposed National Master Standing Offers (NMSO) will be used for the repair and/or minor upgrade of existing Intrusion Detection and Access Control Systems (IDACS) and will include the purchase of hardware, software and IDACS services. The period will be for one (1) years plus a right to request up to three (3) extension of up to 12 months each. More than one Standing Offer may be issued in two streams: PSAB and Non-PSAB.

## **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Evaluation Procedures and Basis of Selection, and Part 7 - Standing Offer and Resulting Contract Clauses.

## **4. Debriefings**

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

**(End of page)**

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual \(SACC\)](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.

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

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 1.1 SACC Manual Clauses

Reference	Section	Date
<a href="#">M9033T</a>	Financial Capability	2011-05-16
<a href="#">B1000T</a>	Condition of Material	2014-06-26

### 2. Submission of Offers

Bids must be submitted **ONLY TO THE BID RECEIVING UNIT** by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposals directly to the Contracting Officer. Email proposals are not accepted.

PWGSC Bids Receiving Unit

11 Laurier Street, Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5

Tel.: 819-956-3366 Fax: 819-997-9776

### 3. Enquiries – Request for Standing Offers

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

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

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#### **4. Applicable Laws**

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

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

**(End of page)**

## **PART 3 – OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

- Section I: Technical Offer (2 copies)
- Section II: Financial Offer (1 hard copy and 1 electronic copy: CD or USB)
- Section III: Certifications (1 copy)
- Section IV: Additional Information (1 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 offer only. No prices must be indicated in any other section of the offer.

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

- 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 are encouraged to:

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

#### **Section I: Technical Offer**

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

##### **1.1 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 ten (10) days before the bid closing date. Canada will have

the right to accept or reject any or all suggestions.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex "B" – Price List.

### **1.2 Electronic Copy**

Offerors are to contact the Standing Offer Authority in order to obtain the template for the electronic version of the financial offer. **Any modifications to the template can result in the rejection of the Offeror's offer.**

### **1.3 Pricing – Multi-Item Offer**

1.3.1 Offerors must quote a % discount for a minimum of 7 of the 9 items in the Request for Standing Offer in order to be evaluated. Offerors may withdraw one or more items after the Request for Standing Offer closing date, but prior to the issuance of a Standing Offer, by advising in writing the Standing Offer Authority.

1.3.2 Offerors do not have to quote an hourly rate for every item in Category 2 in the Request for Standing Offer in order to be evaluated. Offerors may withdraw one or more items after the Request for Standing Offer closing date, but prior to the issuance of a Standing Offer, by advising in writing the Standing Offer Authority.

### **1.4 Payment of Invoices by Credit Card**

The Offeror is obligated to accept payment by credit card for all orders under \$10,000.00 (incl. taxes)

The following credit card(s) are accepted:

- VISA
- MasterCard

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.5 Offeror Contacts and Regions**

Please check off all of the regions you wish to provide services and provide the name, telephone number and email of the person responsible for:

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Region	General enquiries	Delivery follow-up	Region	General enquiries	Delivery follow-up
<input type="checkbox"/> British-Columbia			<input type="checkbox"/> Yukon		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Prairies (AB, SK, MB)			<input type="checkbox"/> Northwest Territories		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Ontario (excl. NCR)			<input type="checkbox"/> National Capital Region (NCR)		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Québec (excl. NCR)			<input type="checkbox"/> Nunavut		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> East Coast (NS, PEI, NB, NL)					
Name:					
Telephone:					
E-mail:					

### 1.6 Streams

Please check off which streams you are submitting an offer for:

- Procurement Strategy for Aboriginal Business (PSAB)
- Non-PSAB

**(End of page)**

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

### Evaluation Criteria

All offers must be completed in full and provide all of the information requested in the RFSO document to enable full and complete evaluation.

#### 1.1 Mandatory Technical Criteria

The following mandatory requirements **MUST** be submitted with the offer for evaluation:

- Completed Annex "C" Price List;
- Provide authorization letters from the OEM for all manufacturers suggested retail price (MSRPs) listed in the offer (Annex "F");
- All letters from OEM **MUST** contain the OEM representative's contact information (Annex "F")
- Provide level of Facility Security Clearance (FSC) and Document Safeguarding Capability (DSC) clearances obtain from CISD (if applicable).

#### 1.2 Financial Evaluation

The following mandatory factors will be taken into consideration in the evaluation of each offer:

- Compliance with Pricing Basis;
- Suppliers **MUST** accept the use of acquisition cards for all orders under \$10,000.00

The Offer price will be determined by processing, on an item per item basis, the percentage discounts for each manufacturer as listed in Annex "C". Offerors **MUST** submit the most up-to-date MSRP **in Canadian dollars**. Only **ONE** version of an MSRP will be accepted throughout the NMSO. In the event that more than one MSRP is submitted, the SO authority reserves the right to choose the MSRP that will be included in the SO.

#### 1.3 Pricing Basis

The Offeror must quote firm hourly rates for IDACS services and firm percentage discounts off MSRP unit price Canadian dollars, Delivered Duty Paid - DDP - (destination) the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

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In order to modify the MSRP list, Standing Offer holder(s) will need to submit the Manufacturer's confirmation to the Standing Offer Authority for approval. The percentage discount is to remain unchanged for the entire period of the standing offer, including any exercised option periods. Standing Offer holders must use the most current MSRP list at the time of the modification.

## **2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer (RFSO) and meet all mandatory technical evaluation criteria to be declared responsive. All responsive offers will be recommended for the issuance of a standing offer.

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## **PART 5 – CERTIFICATIONS**

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### **1. Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **1.1 Declaration of Convicted Offences**

In accordance with the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

#### **1.2 Set-aside for Aboriginal Business (FOR PSAB STREAM ONLY)**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the Supply Manual.
2. The Offeror:
  - i. Certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - ii. Agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - iii. Agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

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3. The Offeror must check the applicable box below:

- i.  The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
- ii.  The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- i.  The Aboriginal business has fewer than six full-time employees.  
**OR**
- ii.  The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**1.3 Owner/Employee Certification - Set-aside for Aboriginal Business (FOR PSAB STREAM ONLY)**

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

- 1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
- 2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## **2. Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

### **2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **2.2 Federal Contractors Program for Employment Equity – Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

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

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity – Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity – Certification, for each member of the Joint Venture.

**(End of page)**

### 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 INSURANCE REQUIREMENTS**

1. The Offeror must indicate the highest level of security from the Industrial Security Program (ISP) they currently possess:

None ( )                      Reliability ( )                      Secret ( )

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

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

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## **PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement and/or perform the work in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirements**

If a security requirement is present at the time of a call-up, the client MUST identify the security requirements and use the appropriate SRCL and related clauses listed in Annex "D". The Security Requirement Checklist (SRCL) and the clauses will apply and form part of the call-up against the Standing Offer.

Clients can send an email to [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca) for confirmation that the company is cleared.

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

[2005](#) (2016-04-04) General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

##### **3.2 Standing Offers Reporting**

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

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

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

The quarterly reporting periods are defined as follows:

- 1) 1st quarter: April 1 to June 30;
- 2) 2nd quarter: July 1 to September 30;

- 3) 3rd quarter: October 1 to December 31;
- 4) 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer (will be inserted at issuance of standing offer)

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

##### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to three (3) additional periods of up to 12 months each, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

##### 4.3 Updating Manufacturer Suggested Retail Price lists (MSRP)

The Standing Offer holder(s) will be allowed to modify the MSRP lists once every six (6) months, upon written confirmation from the Manufacturer and confirmed with the issuance of an authorised revision to the standing offer. The percentage discount is to remain unchanged for the entire period of the standing offer, including any exercised option periods. In the event that more than one OEM's MSRP is submitted, the Standing Offer authority reserves the right to choose the MSRP that will be included in the Standing Offer.

##### 4.4 Updating Percentage Discounts

The Standing Offer holder(s) will be allowed to modify their percentage discounts off of MSRPs once a year, at the anniversary date of the NMSO. The Standing Offer holder(s) **MUST** advise the Standing Offer authority by email 30 days before the expiry date of the Standing Offer.

On the anniversary date, the Standing Offer holder(s) can choose to increase or decrease their percentage discounts. However, the percentage discount can never be decreased lower than the original percentage discount offered at the time of the initial offer.

#### **4.5 Updating Hourly Rates**

The Standing Offer holder(s) will be allowed to modify their hourly rates once a year, at the anniversary date of the NMSO. The Standing Offer holder(s) **MUST** advise the Standing Offer authority by email 30 days before the expiry date of the Standing Offer.

On the anniversary date, the Standing Offer holder(s) can choose to increase or decrease the hourly rates offered for the option year about to be exercised. However, the rates can never be increased higher than the original hourly rates offered at the time of the initial offer.

### **5. Authorities**

#### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Benoit Guertin – Supply Specialist  
Public Services and Procurement 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) 420-0331 Facsimile: (819) 953-4944  
Email address: [TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAHNOCAA-ABHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca)

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

#### **5.2 Project Authority**

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

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

#### **5.3 Offeror's Representative**

As per Annex "B" - Standing Offer Holder Information

### **6. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

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The Standing Offer Authority reserves the right to modify point **6. Identified Users** to include other jurisdictional governments (provincial, municipal, territorial etc.)

### **7. Call-up Instrument**

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

### **8. Call-up Procedures**

Identified Users will be allowed to pick the Right Fit between Standing Offer Holders and must make a note to file as to the reasons for their choice if the lowest price is not chosen. When sending information to Standing Offer Holders, clients **MUST** send the identical information in order to obtain an accurate quote.

**For any work in a Land Claim area, Identified Users are to encourage Standing Offer Holders to utilize local vendors to perform any work.**

### **9. Limitation of Call-ups**

Individual call-ups against this Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

Individual requirements exceeding the above amount of \$40,000.00 can be submitted to Standing Offer authority for review and approval. PWGSC may use the standing offer for requirements exceeding this limit. Requirements shall not be broken into a number of call-ups for the purpose of avoiding approval authorities.

### **10. Shipping**

All prices indicated in Annex "C" are Delivered Duty Paid (DDP), as per Incoterms 2000.

For shipping to Yukon, Northwest Territories or Nunavut, extra costs may be applicable. If so, the costs must be shown as separate items on the invoice, supported by a certified copy of the transportation bill of lading.

For shipping of turnstiles/barriers, extra costs may also be applicable. If so, the costs must be shown as separate items on the invoice, supported by a certified copy of the transportation bill of lading.

### **11. Priority of Documents**

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;

- c. the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers – Goods;
- d. the general conditions [2010A](#) (2016-04-04) General Conditions - Goods, (Medium Complexity);
- e. Annex A – Statement of Work
- f. Annex B – Standing Offer Holder Information
- g. Annex C – Price List
- h. Annex D – Security Requirements Check List (if applicable);
- i. Annex E – Quarterly Report
- j. the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer: “as clarified on \_\_\_\_\_” **OR** “as amended \_\_\_\_\_”. (insert date(s) of clarification(s) or amendment(s) if applicable)

## **12. Certifications – Compliance**

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **13. Applicable Laws**

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

## **14. Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

**(End of page)**

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

The Contractor must perform the Work and/or provide the items described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

[2010A](#) (2016-04-04) General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of [2010A](#) (2016-04-04) will not apply to payments made by credit cards at point of sale.

#### **2.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
<a href="#">B1501C</a>	Electrical Equipment	2006-06-16
<a href="#">B7500C</a>	Excess Goods	2006-06-16

### **3. Period of the Contract / Delivery Date**

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

### **4. Payment**

#### **4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm hourly rates and/or discounted unit prices (based on firm discounts) specified in the standing offer in Canadian dollars. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

If extra costs apply, as per Part A, section 10, the Contractor will prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading. The Contractor will be reimbursed for the authorized transportation at cost, without any allowance for profit and/or administrative overhead.

All payments are subject to government audit.

**(End of page)**

#### 4.2 SACC Manual Clauses

SACC Reference	Section	Date
<a href="#">G1005C</a>	Insurance	2008-05-12
<a href="#">H1001C</a>	Multiple Payments	2008-05-12
<a href="#">C6000C</a>	Limitation of Price	2011-05-16
<a href="#">C0100C</a>	Discretionary Audit - Commercial Goods and/or Services	2010-01-11

#### 4.3 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### 5. Invoicing Instructions

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

Each invoices that includes services, as per Annex "C", must be supported by:

- i. a copy of time sheets to support the time claimed;
- ii. a copy of the sign-in sheet;
- iii. a certified copy of the prepaid transportation bill of lading (if applicable);
- iv. a copy of the shipping invoice

Invoices must be distributed as per the detailed instructions in the standing offer

#### 6. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid – DDP– (as per call-up) Incoterms 2000 for shipments from a commercial contractor.

**(End of page)**

### ANNEX "A" – Requirement

There are many different Intrusion Detection and Access Control Systems (IDACS) currently in use by client departments within the Federal Government. Clients will be able to choose vendors who offer products compatible with the systems in place and may already be managing the warranty for the existing systems.

Clients will be required to make a note to file as to the reason for their choice and will be subject to Audits conducted by the Standing Offer Authority.

This Standing Offer (SO) is for the repair, minor upgrade and/or expansion of Intrusion Detection and Access Control Systems (IDACS).

Offerors must submit MSRPs for all sub-categories listed in Annex "C" for which they are submitting an offer as well as a percentage discount for each. Canada reserves the right to reject any MSRP list in whole or in part that does not fall under IDACS

The following equipment, although related to IDACS, are not included in this SO as they are available on other PWGSC and/or SSC procurement tools:

- IT equipment : Desktop, laptops, tablets, PC accessories and peripherals, monitors
- Servers
- CCTV
- LAN/WAN devices: Network switches, modems, routers...

The SO will be separated under three (3) scenarios:

#### 1- Purchase of goods/equipment only, as listed under Category 1 – Goods of Annex "C".

#### 2- IDACS Services, as listed under Category 2 – Services of Annex "C"

Examples of services available under this SO, but not limited to:

- Repair/installation of a broken card reader
- Investigation of a broken alarm
- Creation of drawings

#### 3- A combination of both categories.

When sending information to Standing Offer Holders, clients **MUST** send the identical information to all in order to obtain an accurate quote.

For example, the purchase and installation of a card readers.

Requirement: replacement of 5 card readers on the 3<sup>rd</sup> floor of Building ABC.

Address: 11 Laurier St., Gatineau QC.

Security Requirement: Reliability (CLIENTS WOULD HAVE TO CHOOSE THE APPROPRIATE SRCL AND THE CLAUSES – SEE ANNEX D –TO BE INSERTED INTO THE CALL-UP AND VERIFY THAT THE VENDOR STILL HAS A VALID SECURITY CLEARANCE.)

Product(s): Card reader XYZ

\$Unit price – MSRP discount = \$ Note 1 x Qty 5 = \$ \_\_\_\_\_

Installation:

Note 1 hours x \$ hourly rate \$ \_\_\_\_\_

Installation material:

\$ Note 1 x Mark-up \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Note 1: Information would be provided by the standing offer holder.

**Annex "B" – Standing Offer Holder Information**

**Streams:**

- Procurement Strategy for Aboriginal Business (PSAB)
- Non-PSAB

**Security Clearance:**

None  Reliability  Secret

**Regional Contact Information**

Region	General enquiries	Delivery follow-up	Region	General enquiries	Delivery follow-up
<input type="checkbox"/> British-Columbia			<input type="checkbox"/> Yukon		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Prairies (AB, SK, MB)			<input type="checkbox"/> Northwest Territories		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Ontario (excl. NCR)			<input type="checkbox"/> National Capital Region (NCR)		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> Québec (excl. NCR)			<input type="checkbox"/> Nunavut		
Name:			Name:		
Telephone:			Telephone:		
E-mail:			E-mail:		
<input type="checkbox"/> East Coast (NS, PEI, NB, NL)					
Name:					
Telephone:					
E-mail:					

**Annex "C" Price List**

<b>Category 1 – Goods</b>					
Goods considered allowable must be Intrusion Detection and Access Control System (IDACS) devices or proprietary accessory equipment, designed and marketed for IDACS specific uses, approved by PWGSC. List every MSRP that you are representing along with its name and/or number, the date and discount %.					
Item	Description	Sub-category	MSRP	Date	Discount %
01	Card Access Control Panels And Associated Components (I.E. Communication And Other Related Modules);	Controllers			
		Downstream boards			
		Communication Devices			
02	System/Card Access Software Head End	Software			
		Badge Stations			
03	Turnstiles	Replacement parts			
		Barriers			
04	Edge devices	Proximity Readers & keypads			
		Biometric Readers & Keypads			
		Request-to-exit devices			
		Door contacts			
		Audible Alarms			
05	Door locking devices	Electric strikes			
		Mag locks			
		Specialized locks			
06	Badging equipment and consumables	Printers			
		Readers			
		Lanyards			
		Auxiliary devices			
		Cards			
		Keyfobs			
		Ribbons			
07	Burglar Alarm Control Panels And Associated Components	Control panels			
		Zone expanders			
		Keypads			
		Communicators			
08	Burglar Alarm Edge Devices/Sensors	Motion Detectors			
		Glass Break Detectors			
		Emergency Devices (Panic Alarms)			
		Door Contacts			
		Environmental devices (vibration sensors, heat/smoke detectors)			
09	Intercom Equipment	Door			
		Master			
		Sub-Master Stations			

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Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

<b>Category 2 - Services</b>									
<b>SUBMIT ONE CATEGORY 2-SERVICES TABLE FOR EVERY REGION YOU WISH TO SUBMIT AN OFFER FOR.</b>									
Region	( )	British-Columbia	( )	Prairies (AB, SK, MB)					
	( )	Ontario (excl. NCR)	( )	Québec (excl. NCR)					
	( )	NCR	( )	Eastern (NS, PEI, NB, NL)					
	( )	Yukon	( )	Northwest Territories					
	( )	Nunavut							
	Year 1		Option 1		Option 2		Option 3		
Labour Type	Business hourly rate	Non-Business hourly rate	Business hourly rate	Non-Business hourly rate	Business hourly rate	Non-Business hourly rate	Business hourly rate	Non-Business hourly rate	
General Labour									
Field Technician (Installation / Service Labour)									
Systems Programming/Network Technician									
Project Manager									
Systems CAD Drawings									
Installation Material	Mark-up Year 1		Mark-up Option 1		Mark-up Option 2		Mark-up Option 3		
EX: Cable, Conduit, Wiring, Mounting hardware, pipes, flanges, electrical boxes etc.									

Business hourly rate	Monday – Friday 8h-17h
Non-business hourly rate	After hours, weekends, statutory holidays
<b>All hourly rates include travel time, parking. For all service calls, time will start when vendor signs in at client location.</b>	

### ANNEX "D" – Security Requirement Check List

If a requirement contains security requirements, one of the following SRCL must be attached to the call-up as well as the appropriate security clauses.

Clients are to choose the SRCL that corresponds to their security needs as well as the security clauses associated with the SRCL. The security clauses are listed below.

<u>SRCL Contract #</u>	<u>Supplier / Personnel Security Screening</u>	<u>Supplier and its personnel</u>	<u>Access to controlled goods?</u>	<u>Document Safeguarding?</u>
<a href="#">CommonPS SRCL #1</a>	Reliability	Commercial Courier only	No	No
<a href="#">CommonPS SRCL #2</a>	Reliability	Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets	No	No
<a href="#">CommonPS SRCL #4</a>	Secret	Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets	No	No
<a href="#">CommonPS SRCL #6</a>	Reliability	Access to PROTECTED and CLASSIFIED information or assets up to PROTECTED B.	No	No
<a href="#">CommonPS SRCL #13</a>	Reliability	Access to PROTECTED and CLASSIFIED information or assets up to PROTECTED C.	No	No
<a href="#">CommonPS SRCL #19</a>	Secret	Access to PROTECTED and CLASSIFIED information or assets up to SECRET.	No	No

#### SRCL #1

##### Summary

- Commercial courier or delivery requirement with no overnight storage (Block 6c)
- Personnel Security level – RELIABILITY (Block 10a);

##### Clauses

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror may remove PROTECTED information or assets from the work site(s) as required by this Contract/Standing Offer/Supply Arrangement, but is NOT AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “ – ”;
  - b. *Industrial Security Manual* (Latest Edition).

## SRCL #2

### Summary

- Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets (Block 6b);
- Personnel Security level – RELIABILITY (Block 10a);

### Clauses:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “ – ”
  - b. *Industrial Security Manual* (Latest Edition).

## SRCL #4

### Summary

- Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

### Clauses:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”
  - b. *Industrial Security Manual* (Latest Edition).

#### **SRCL #6 Summary**

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A and B (Block 7c);
- Personnel Security level – RELIABILITY STATUS (Block 10a);

#### **Clauses**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

#### **SRCL #13 Summary**

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A, B and C (Block 7c);
- Personnel Security level – RELIABILITY STATUS (Block 10a);

#### **Clauses**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the

Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

#### SRCL #19 Summary

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A, B, C, CONFIDENTIAL and SECRET (Block 7c);
- Personnel Security level – RELIABILITY STATUS, CONFIDENTIAL and SECRET (Block 10a);

#### Clauses

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

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E60HN-160ACS

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460.E60HN-160ACS

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

## **Annex "E" – Quarterly Usage Reports**

Solicitation No. - N° de l'invitation  
E60HN-160ACS/B  
Client Ref. No. - N° de réf. du client  
E60HN-160ACS

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn460.E60HN-160ACS

Buyer ID - Id de l'acheteur  
hn460  
CCC No./N° CCC - FMS No/ N° VME

### Annex "F" – Manufacturer Authorization Letters

Department of Public Works and  
Government Services Canada  
Place du Portage Phase III,  
11 Laurier St., 7B3  
Gatineau, Quebec  
K1A 1C9

Date

Attention: Benoit Guertin

Reference: E60HN-160ACS

This letter certifies that: (check applicable box(es))

( ) 1) Offerors Company Name is an authorized dealer of Manufacturers Company Name products and is approved to supply the Government of Canada with Security Hardware products, under MSRP list List number;

and/or

( ) 2) Offerors Company Name is an authorized installer of Manufacturers Company Name products and is approved to provide installation services;

through the standing offer E60HN-160ACS.

The offeror named above is authorized to sell, deliver and provide post-sales service support for the manufacturer named above.

Best Regards,  
[Signature]

Name of Authorized OEM Representative:	
Title:	
Phone number:	
E-mail address:	