



**RETURN OFFERS TO:  
RETOURNER LES SOUMISSIONS A:**

Bid Receiving/Réception des sousmissions  
Procurement & Contracting Services  
73 Leikin Drive,  
Visitor Center - Building M1  
Mailstop # \_15  
Ottawa, ON K1A 0R2  
Attn: Shannon Plunkett

**REQUEST FOR  
STANDING OFFER**

**Regional Individual Standing Offer (RISO)**

**DEMANDE D'OFFRE A  
COMMANDES**

**Offre à Commandes Individuelle et  
Régionale (OCIR)**

Offer to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

<b>Title – Sujet</b> Performance of Pre-employment Polygraph (PEP) Examinations – Quebec City, QC		<b>Date</b> July 19, 2016
<b>Solicitation No. – N° de l'invitation</b> 201605653		
<b>Client Reference No. - No. De Référence du Client</b>		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 PM	EDT (Eastern Daylight Time) HAE (Heure avancée de l'Est)
<b>On / le :</b>	August 30, 2016	
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Robyn Dagg, Contracting Officer		
<b>Telephone No. – No. de téléphone</b> 613-843-3872	<b>Facsimile No. – No. de télécopieur</b> 613-825-0082	

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



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

The Royal Canadian Mounted Police (RCMP) is seeking to establish Standing Offer Agreement to perform polygraph examination services on an 'as and when required' basis in accordance with established protocol and procedures as per the Statement of Work attached at Annex "A".

This Request for Standing Offer (RFSO) is intended to issue one (1) Standing Offer Agreement with bilingual (English and French) resource to the responsive Offeror for the following location; Quebec City, QC identified in the Statement of Work.

The resulting Standing Offer Agreement will be one (1) year from Standing Offer Agreement issue date with an irrevocable option to extend for up to two (2) additional one (1) year periods.

Offerors may submit more than one (1) offer per solicitation; however multiple offers must be submitted in separate offer packages.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and



the Agreement on Internal Trade (AIT) and World Trade Organization Agreement on Government Procurement – WTO-AGP.

### **3. Statement of Work**

The Offeror will be required to provide performance of Pre-employment Polygraph (PEP) Examination services per the Statement of Work attached at Annex A.

Quebec City, QC – Requires one (1) Bilingual (English and French) Resource

### **4. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### **5. Debriefings**

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

### **6. Procurement Ombudsman**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

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

The 2006 (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.



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

Delete: sixty (60) days  
Insert: one hundred twenty (120) days

## **2. Submission of Offers**

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

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

### **PLEASE NOTE:**

**Offerors may submit more than one (1) offer; however you must only submit one (1) resource per offer.**

## **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 Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## **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 Quebec.

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.

## **5. Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few



exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

### **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 (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

- c) 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
- d) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

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



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

### 3.1.1 Exchange Rate Fluctuation

C3011T 2013-11-06 – Exchange Rate Fluctuation

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory and Point-Rated Technical Evaluation Criteria

### MANDATORY CRITERIA

#### Interpretation of Personnel Requirement by the Evaluation Team

- 1. The statements and requirements in this article apply to the Mandatory and Point-Rated personnel information.
- 2. To demonstrate the experience of personnel (i.e. resources), the Offeror must provide complete project details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. The Offeror is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
- 3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months/ years are stated to indicate when the work experience was obtained, then the experience will not be considered.
- 4. The Offeror is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 5. The Offeror is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:





- (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
  - (b). "2004-2005", then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
  - (c). "2003-2005", then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFSO". In the event that the RFSO closing date is changed after the initial publication of the RFSO, the Offeror may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFSO amendment.
  7. Phrases such as "experience working as a Manager" (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFSO.
  8. Phrases such as "experience ... dealing with matters related to the Statement of Work" mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

**Instructions to Offeror for responding to mandatory criteria:**

- a. From the dates in month/year; Offeror is encouraged to calculate the number of months and insert the total number of months in brackets. (For example: January 2006 to March 2006 (3 months)).
- b. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.

The following are the Mandatory requirements that must be met by each Offeror/Proposed Resource.

**MANDATORY CRITERIA:**

Criterion	Description	Met/Not Met	Substantiation
M1	The proposed resource must possess a valid Canadian Association of Police Polygraphists' (CAPP) membership.  <b>Must provide a copy of membership at time of offer submission.</b>		
M2	The proposed resource must possess a certification obtained upon the successful completion of a polygraph training program provided by either the Canadian Police College Polygraph School or an Accredited Polygraph Association.  <b>Must provide a copy of certificate at time of offer submission.</b>		



Criterion	Description	Met/Not Met	Substantiation
<b>M3</b>	The proposed resource must possess a minimum of twenty-four (24) months demonstrated experience conducting polygraph examinations as a certified polygraph examiner.		
<b>M4</b>	<p>The proposed resource must have demonstrated experience conducting a minimum of twenty-five (25) Pre-Employment Polygraph (PEP) tests using *Reverse Control Interviewing Technique as taught during the Polygraph Examiners Course at the Canadian Police College since 1997.</p> <p>*A special investigative interviewing technique designed to ferret out previously undisclosed information.</p> <p>OR</p> <p>A well justifiable **equivalent PEP test, utilizing similar techniques as the Reverse Control Technique.</p> <p>**A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.</p>		

**1.1.2 Point Rated Technical Criteria**

Each Technical Offer that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

In addressing the point rated evaluation criteria, the proposed resource should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.

The proposed resource must obtain a minimum score of 70% to be considered compliant. Offers resulting in the resource not meeting the minimum score will be considered non-responsive.



**POINT RATED CRITERIA:**

Item	Description	Maximum Score	Score	Substantiation
R1	<p>The proposed resource has demonstrated experience conducting polygraph examinations (which includes PEP examinations or Forensic examinations) as a certified polygraph examiner.</p> <ul style="list-style-type: none"> <li>➤ ≤ 25 PEP or Forensic exams = 0 points</li> <li>➤ ≥ 26 to 100 PEP or Forensic exams = 5 points</li> <li>➤ ≥ 101 to 200 PEP or Forensic exams = 10 points</li> <li>➤ ≥ 201 to 300 PEP or Forensic exams = 15 points</li> <li>➤ ≥ 301 to 400 PEP or Forensic exams = 20 points</li> <li>➤ ≥ 401 to 500 PEP or Forensic exams = 25 points</li> </ul>	<b>25</b>		
R2	<p>The proposed resource has demonstrated experience conducting PEP examinations using the *Reverse Control Interviewing Technique <b>OR</b> a well **justifiable equivalent PEP examination, utilizing similar techniques as the 'Reverse Control Technique'.</p> <ul style="list-style-type: none"> <li>➤ ≤ 25 PEP exams = 0 points</li> <li>➤ ≥ 26 to 100 PEP exams = 5 points</li> <li>➤ ≥ 101 to 200 PEP exams = 10 points</li> <li>➤ ≥ 201 to 300 PEP exams = 15 points</li> </ul>	<b>25</b>		



	<p>points</p> <ul style="list-style-type: none"> <li>➤ ≥ 301 to 400 PEP exams = 20 points</li> <li>➤ ≥ 401 to 500 PEP exams = 25 points</li> </ul> <p>*A special investigative interviewing technique designed to ferret out previously undisclosed information.</p> <p>**A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.</p>			
Maximum Points Available		<b>50</b>		
Minimum Pass Score (70%)		<b>35</b>		

## 2. Basis of Selection

### 2.1 Basis of Selection – Highest Rated Within Budget

2.1.1 To be declared responsive, an offer must:

- a. comply with all the requirements of the offer solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 70% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.

2.1.2 Offers not meeting (a), (b) and (c) will be declared non responsive.

2.1.3 The one (1) responsive offer with bilingual (English and French) resource with the highest number of points for the following location; Quebec City, QC will be recommended for issuance of a standing offer Agreement, provided that the total evaluated price does not exceed the budget available for this requirement and that the language requirements are met.

2.1.4 In the event of a tie on points, the Offeror with the lowest price will be recommended for issuance of a standing offer, provided that the total evaluated price does not exceed the budget available for this requirement.

2.1.5 In the event of a tie on points and on lowest price, additional points will be given based on the following;



**POINT RATED CRITERIA IN A TIE:**

Item	Description	Maximum Score	Score	Substantiation
RT1	<p>The proposed resource has demonstrated experience greater than R1 conducting polygraph examinations (which includes PEP examinations or Forensic examinations) as a certified polygraph examiner.</p> <ul style="list-style-type: none"> <li>➤ Each additional 50 PEP or Forensic examinations = 10 points (up to a maximum of 1000 additional PEP or Forensic exams)</li> </ul>	<b>200</b>		
RT2	<p>The proposed resource has demonstrated experience greater than R2 conducting PEP examinations using the *Reverse Control Interviewing Technique <b>OR</b> a well **justifiable equivalent PEP examination, utilizing similar techniques as the 'Reverse Control Technique'.</p> <ul style="list-style-type: none"> <li>➤ Each additional 50 PEP exams = 10 points (up to a maximum of 1000 additional PEP exams)</li> </ul> <p>*A special investigative interviewing technique designed to ferret out previously undisclosed information.</p> <p>**A request for equivalency must be submitted for review to the Standing Offer Authority a minimum of ten (10) calendar days prior to closing for evaluation. Any equivalency request received after this date will not be considered.</p>	<b>200</b>		
<b>Maximum Points Available</b>		<b>400</b>		

The Offeror who scores the highest out of the maximum points of 400 will be awarded the Standing Offer Agreement.



## 2.2 Maximum Funding

The Standing Offer resulting from this RFSO for Quebec City, QC has a maximum of \$36,000.00/year for a total maximum of \$108,000.00 for three (3) years, (Goods and Services Tax or Harmonized Sales Tax extra, as appropriate). Offers valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

## PART 5 – CERTIFICATIONS

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

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

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

### 1. Mandatory Certifications Required Precedent to Standing Offer Issuance

#### 1.1 Integrity Provisions

In accordance with the *Ineligibility and Suspension Policy* (<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:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 1.2 Federal Contractors Program for Employment Equity - 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](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-Labour's](#) website.

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

### 2. Additional Certifications Precedent to Standing Offer Issuance

The certifications listed below should be completed and submitted with the offer but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Offeror and provide the Offeror with a time frame within which to



meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the offer non-responsive.

## 2.1 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, the Offeror must provide the information required below before standing offer issuance. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of the offer is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

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



By providing this information, the Offeror agrees that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Offeror must provide the following information:

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

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

### **2.2 Status and Availability of Resources**

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

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

### **2.3 Education and Experience**





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

**2.4 Certifications of Language – Bilingual Essential**

By submitting a offer, the Offeror certifies that, should it be awarded a contract as result of the request for standing offer:

- (a) the individual proposed in its offer will be fluent in both official languages of Canada (English and French). The individual proposed must be able to communicate orally and in writing in English and French without any assistance and with minimal errors.

**Certification**

Compliance with the certifications Offeror provides to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after standing offer issuance. The Contracting Authority will have the right to ask for additional information to verify Offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the offer non-responsive.

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

\_\_\_\_\_  
**Name and Title**

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

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

**PART 6 - SECURITY REQUIREMENT**

**1. Security Requirement**

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

- (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2. 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.



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

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

**2.1** The Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract, EACH hold a valid RELIABILITY STATUS clearance, granted or approved by the Personnel Security Unit of the Royal Canadian Mounted Police.

Offeror personnel will be escorted in specific areas of the facility or site as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by RCMP to do so on its behalf.

The Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex "C", and forming part of this contract.

The Offeror SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

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

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

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### **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 Non-Disclosure Agreement**

The Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Standing Offer *Authority before they are given access to information by or on behalf of Canada in connection with the Work.*

##### **3.3 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.



The Offeror must provide this data in accordance with the template in Annex "D" which is to be provided at Standing Offer award. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

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

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

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to one year later.

##### **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 an additional two (2) one-year periods, under the same conditions and at the rates or prices specified in the Standing Offer.

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

#### **5. Authorities**

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

The Standing Offer Authority is

Name: Robyn Dagg  
Title: Contracting Officer  
Organization: Royal Canadian Mounted Police  
Address: 73 Leikin Drive, Bldg. M1, 4<sup>th</sup> Floor, Mailstop #15, Ottawa, ON K1A 0R2

Telephone: 613-843-3872  
Facsimile: 613-825-0082  
E-mail address: robyn.dagg@rcmp-grc.gc.ca

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



**5.2 Project Authority**

The Project Authority for the Standing Offer is:

*(To be provided upon award of Standing Offer)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

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

**5.3 Offeror's Representative**

The Offeror's Representative for the Contract is: *(To be provided upon award of Standing Offer)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Offeror's Representative is the resource at the Offeror's management level who can be contacted concerning technical and/or administrative issues under the Contract.

**6. Proactive Disclosure of Contracts with Former Public Servants**

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

**7. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is the Project Authority.

**8. Call-up Procedures**



8.1 Only authorized Call-ups to be accepted.

8.2 Any call-up for Work against this Standing Offer will be processed as follows:

- a) The Project Authority will provide the Offeror with the following information:
  - i. the name and coordinates of each participant, if applicable
  - ii. the schedule deemed acceptable by the identified User, if applicable.
- b) The Firm price per examination will be established in accordance with the Basis of Payment, attached hereto as Annex "B"
- c) The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a 942 form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

8.3 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

## 9. Call-up Instrument

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

## 10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included). Individual Call-ups against this Standing Offer exceeding \$10,000.00 (applicable taxes included) must be sent to the Standing Offer Authority for processing and must not exceed \$25,000.00 (applicable taxes included).

## 11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer(s) must not exceed the sum of \$ tbd . CAD (Goods and Services Tax or Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

## 12. Priority of Documents



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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List
- h) Annex D, Standing Offer Reporting Requirements
- i) Annex E, Non-Disclosure Agreement
- j) the Offeror's offer dated (   tbd   )

### **13. Procurement Ombudsman**

#### **13.1 Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

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

#### **13.2 Contract Administration**

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

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

### **14. Foreign Nationals (Canadian Offeror)**

The Offeror must comply with all standing orders or other rules, instructions and directives in force on the site where the Work is performed.

The Offeror must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Offeror wishes to hire a foreign national to work in Canada to fulfill the Contract, the Offeror should immediately contact the nearest Service Canada



regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Offeror is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**Or**

#### **14. Foreign Nationals (Foreign Offeror)**

The Offeror must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Offeror wishes to hire a foreign national to work in Canada to fulfill the Contract, the Offeror should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Offeror's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Offeror is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Offeror is responsible for all costs incurred as a result of non-compliance with immigration requirements.

#### **15. Insurance**

The Offeror 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 Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Contract.

#### **16. Certifications - Compliance**

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

#### **17. 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 Quebec.

#### **18. Non-Disclosure Agreement**

The Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Standing Offer *Authority before they are given access to information by or on behalf of Canada in connection with the Work.*

### **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. Statement of Work**



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

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

### **2.1 General Conditions**

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

### **2.2 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Standing Offer Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## **3. Term of Contract**

### **3.1 Period of the Contract**

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

## **4. Proactive Disclosure of Contracts with Former Public Servants**

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

## **5. Payment**

### **5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "Firm All-Inclusive Rate Per Test" as specified in Annex 'B' – Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **5.2 Limitation of Price**

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

### **5.3 Method of Payment – Single Payment**

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





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

#### **5.4 Travel**

a) 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 outside of a radius of 50 kilometres of the work location shall be reimbursed with prior authorization from the Project Authority.

All payments are subject to government audit.

- b) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of any resulting Standing Offer and (or) Call-up.
- c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any travel expenses for travel between the Contractor's and/or its proposed resource's place of business.
- d) Canada will not accept any expenses for time spent travelling.
- e) Only original receipts will be accepted from contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

#### **5.5 Disbursement**

Disbursements (photocopying, office expenses, Telephone calls, etc.) are included in the above costs.

### **6. Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract (if applicable);
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses



**6.2** Invoices must be distributed as follows:

- (a) The original must be forwarded to the Project Authority for certification and payment and one (1) copy must be forwarded to the Standing Offer Authority.

**7. 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.

**8. Cancellation**

A cancellation fee of two hundred fifty dollars (\$250.00) will apply for each examination canceled by the RCMP on day scheduled, or if justification exists that the applicant is deemed 'unsuitable' for testing during interview.



## **ANNEX A STATEMENT OF WORK**

### **1. PROJECT TITLE**

Performance of Pre-employment Polygraph (PEP) Examinations

### **2. BACKGROUND**

The Royal Canadian Mounted Police (RCMP) Technical Operations Directorate provides direct operational support, management, advice and policy in technical and specialized areas of policing for the purpose of enabling front-line police officers and their respective partners to maintain the peace, order and safety of Canadian citizens against criminal and terrorist activity.

### **3. OBJECTIVE**

To obtain the services of eligible polygraph examiners who are capable of meeting the standards and the requirements of the RCMP. The work of the Offeror, upon receiving direction from the RCMP Project Authority and/or the provincial designate, will be to ensure all Regular Member applicants are polygraph tested in accordance with the RCMP protocol and procedures outlined in the Truth Verification Section (TVS) Standard Operating Guidelines (SOGs), PEP Manual and Directed Lie Screening Test Examiner Guidelines. These will be provided after standing offer issuance.

### **4. OUTPUT/DELIVERABLES**

As directed by the RCMP Project Authority and/or the provincial designate, on an 'as and when required' basis, the Offeror will perform polygraph examination services in accordance with the established protocol and procedures. In providing these services, the Offeror shall:

- a) Contact the applicant to set up an interview and examination
- b) Attend the specified Work Location in accordance with the direction received from the RCMP Project Authority and/or the provincial designate and review the applicants file;

At time of interview, the Offeror shall:

- c) Determine the suitability of the applicant to undergo a polygraph examination. Medical questions to be provided by the RCMP;
- d) Perform a pre-test interview with the applicant. These interviews will include a specific range of pre-established and approved questions and utilize the 'reverse control technique';
- e) Administer the polygraph examination;
- f) Evaluate the results of the examination and perform a post-test interview if the results are considered uncertain and require clarification; and
- g) Complete a report on the results of the pre-test and post-test results immediately and thereafter submit to the RCMP Project Authority. Report template to be provided by the RCMP.



- h) Follow and consistently meet existing RCMP Standard Operating Guidelines for Pre-Employment Polygraph testing - copy to be provided by RCMP Project Authority upon issuance of standing offer. Regular Quality Assurance Reviews will be conducted to verify that work output meets the existing RCMP Standard Operating Guidelines for Pre-Employment Polygraph testing.
- i) Conduct the Pre-Employment polygraph test using the 'Reverse Control Technique' and utilize the Directed Lie Screening Test format. Must consistently meet the Standard Operating guideline threshold for Pre-Employment Polygraph Testing as determined through regular Quality Assurance Reviews conducted by the Project authority or his designate.

## 5. LANGUAGE/LOCATION REQUIREMENTS

Quebec City, QC location – one (1) Bilingual (English and French) Resource

## 6. SERVICE LEVELS

Quality assurance (QA) reviews of randomly selected PEP tests will be conducted by an independent reviewer contracted by the RCMP. Approximately 25% of the PEP examinations will be reviewed for quality assurance. The PEP examinations sent for review will be selected by the OIC Truth Verification or his/her delegate. The purpose of the QA is to insure that the Offeror is following the PEP examination procedures as set out in the TVS Standard Operating Guidelines (SOGs) the Directed Lie Screening Test-Examiner Guidelines and RCMP PEP manual.

The QA reviews will be evaluated against criteria contained within the TVS Standard Operating Guidelines (SOGs). The QA reviewer will prepare a detailed report outlining any issues (positive and negative) which have been identified during the review. The QA review will consist of a review of all aspects of the PEP examination and will be based on the following:

- a) Review of the recorded video of the entire PEP examination which includes the interaction and conversation between the examiner and the applicant.
- b) Review of the written report prepared by the examiner.
- c) Review of the polygraph charts of the PEP examination.
- d) Review of the various forms completed by the examiner.
- e) Review of the time spent by the examiner conducting the PEP examination.
- f) Review of the questioning techniques used by the examiner during the PEP examination.

The QA reviewers report will be assessed based on a numeric score out of a total 100 points. (I.e. if there were no negative issues identified by the QA reviewer, then the score would be 100) 75 and above out of 100 will be considered a passing score.

Remediation will be provided throughout the process however if an Offeror receives a total of three (3) QA reviews with a score of less than 75% (0% to 74%), the RCMP Project Authority reserves the right to no longer issue future call-ups to that Offeror. **(Scores will range from "0" to the stated maximum score for each issue).**

### NOTE:

**The Consent Forms, General questions, Applicant Examiner Question Booklet and Polygraph Report template to be provided to the Offeror by the RCMP.**



<b><u>PEP Quality Assurance Review Template</u></b>		
<b>Issue</b>	<b>Description</b>	<b><u>Score (Max)</u></b>
<b>A</b>	Introduction: Examiners must follow the structured RCMP PEP pre-examination.	<b><u>/3</u></b>
<b>B</b>	Consent Forms: Examiners must present/explain all PEP consent forms during the appropriate stages of the pre-examination.	<b><u>/2</u></b>
<b>C</b>	Background: General questions	<b><u>/3</u></b>
<b>D</b>	Explanation of Instrument: All examiners should present the Chocolate Crumb Analogy (as outlined in the SOG's) prior to developing the questions in the Examiner's Question Booklet.	<b><u>/2</u></b>
<b>E</b>	Development of Applicant Examiner Question Booklet: All examiners must properly develop the questions in the applicant's question booklet utilizing the reverse control technique.	<b><u>/30</u></b>
<b>F</b>	Question Review/Test Procedure: Thoroughly review all relevant questions as outlined in the RCMP PEP manual. Present directed lie control questions as outlined in the RCMP PEP manual. Follow review order as outlined in the RCMP PEP manual. Relevant question formulation/wording for Subtest A, B, and C must follow the guidelines as set out in the RCMP PEP manual.	<b><u>/15</u></b>
<b>G</b>	Double Verification Test (DVT) (Demonstration Test): Conduct the directed lie acquaintance / demonstration test using numbers on paper as outlined in the RCMP PEP manual.	<b><u>/5</u></b>
<b>H</b>	In-Test Procedure: Includes total time spent conducting the PEP examination.	<b><u>/5</u></b>
<b>I</b>	Scoring: Utilize the Empirical Scoring System (ESS) scoring system as outlined in the Directed Lie Screening Test – Examiner Guide 2012-07-05.	<b><u>/10</u></b>
<b>J</b>	All examiners must follow the structured Directed Lie Screening Test (DLST) format as outlined in the RCMP PEP manual.	<b><u>/5</u></b>
<b>K</b>	Post Examination Interview: Post examination interviews should be non-accusatory/non-confrontational. Post examination interviews should serve as a means of flushing out deliberately concealed information.	<b><u>/10</u></b>
<b>L</b>	Polygraph Report: Examiners must complete an accurate, detailed polygraph report written in narrative format.	<b><u>/10</u></b>



	Total Score	/100

**7. TIME LIMITS**

Once assigned by the RCMP Project Authority, the Offeror will conduct each PEP test within a four (4) week period.

**8. WORK LOCATION**

The PEP examinations shall be performed at the following RCMP headquarters or sub-division facilities located at:

- **Quebec**
  - **Quebec City: 925 9e rue de l'aéroport**

**9. DESIGNATED WORK LOCATION**

The RCMP Project Authority and/or the provincial designate shall identify at least one Work Location within the respective province as the Designated Work Location. The number of Designated Work Locations will be contingent upon the geographic size of the respective province and the anticipated demand for examinations required to be performed. The purpose of this designation is to ensure that the Offeror and the RCMP understand that the Offeror will be expected to incur any and all meal and travel expenses associated with performing the PEP examinations at this particular Location (*i.e., the Designated Work Location for an Offeror residing and/or conducting business at or near Ottawa, would in fact be Ottawa and as a result the Offeror would be expected to incur all meal and travel expenses associated with performing work at this location. Any and all expenses incurred by the Offeror in responding to directed travel to other specified Work Locations within the province would be subject to compensation specified in the following provision*).



**ANNEX B  
BASIS OF PAYMENT**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

The financial proposal shall be a Firm Per Examination Rate determined in accordance with the Basis of Payment detailed below.

**Note:** Offerors may submit more than one (1) offer; however you must only submit one (1) resource per offer.

Period of Contract	Proposed Resource	Total Estimated number of Examinations (A)	Per Examination Rate (B)	Total Price (C) = (A) X (B)
Year 1: standing offer issuance to one year later.		60	\$	\$
Option Year 1: (Period to be entered at standing offer issuance).		60	\$	\$
Option Year 2: (Period to be entered at standing offer issuance).		60	\$	\$
<b>Total Estimated cost for Evaluation Purposes:</b>				\$





ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

NARMS

Contract Number / Numéro du contrat <b>201603289</b>
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Royal Canadian Mounted Police</b>	2. Branch or Directorate / Direction générale ou Direction <b>Tech Ops/CPCMEC/BSB - Truth Verification Section</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Standing Offer to conduct RCMP Pre-Employment polygraph tests in Ottawa, Ontario, Montreal, Quebec, Quebec City, Quebec, Toronto, Ontario, Surrey, British Columbia, Victoria, British Columbia, Moncton, New Brunswick.</i>		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité







Government of Canada / Gouvernement du Canada

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

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :  No / Non  Yes / Oui

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat <b>201603289</b>
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**ANNEX "D"**  
**STANDING OFFER REPORTING REQUIREMENTS**

In accordance with Article 3.2 of the Standing Offer, the Offeror must report on a quarterly basis by electronic means the following information:

<b>The Offeror must complete all of the data fields identified below, as applicable.</b>			
<b>Standing Offer Number:</b>			
Reporting Period: _____ to: _____			
Call-up number	Date of Call-up and amendment(s) (if applicable)	Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable)	GST/HST



**ANNEX E  
Non-Disclosure Agreement**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of The RCMP, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of the Royal Canadian Mounted Police, \_\_\_\_\_ and Consultants, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Offeror as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Offeror by or on behalf of Canada must be used solely for the purpose of the Standing Offer and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing Offer No: \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date