



## RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Department of Justice  
Finance and Procurement Branch  
attention: Steve Gbaguidi  
284 Wellington Street, EMB1221  
Ottawa Ontario, K1A 0H8  
Bids Receiving Unit: 613-724-1521

Ministère de la Justice  
Direction générale, finances et approvisionnement  
attention: Steve Gbaguidi  
284, rue Wellington, EMB 1209  
Ottawa, Ontario, K1A 0H8  
service de réception des soumissions : 613-724-1521

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Comments - Commentaires

### Proposal To: Department of Justice

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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

### Proposition à : Ministère de la Justice

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s). En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

<b>Title – Sujet</b>	
Provision of services to maintain security devices and equipment for access control and CCVE at Justice Canada in the National Capital Region	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000019964	August 4, 2016
<b>Client Reference No. – N° référence du client</b>	
1000019964	
<b>GETS Reference No. – N° de référence de SEAG</b>	
PW-16-00742749	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> <b>02 :00 PM – 14h00</b>	Eastern Day Light Time (EDT) Heure Normale de l'Est (HNE)
<b>on – le</b> September 14, 2016	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/>	<b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Steve Gbaguidi	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
	Steve.Gbaguidi@rogers.com
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	

**Instructions:** See Herein

**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</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>



**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION**.....

1.1 Introduction.....

1.2 Summary.....

1.3 Security Requirement.....

1.4 Debriefing.....

**PART 2 - BIDDER INSTRUCTIONS**.....

2.1 Standard Instructions, Clauses and Conditions.....

2.2 Submission of Bids.....

2.3 Enquiries - Bid Solicitation.....

2.4 Applicable Laws.....

**PART 3 - BID PREPARATION INSTRUCTIONS**.....

3.1 Bid Preparation Instructions.....

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

4.1 Evaluation Procedures.....

4.2 Basis of Selection.....

Attachment 1 to Part 4 : Technical Evaluation Criteria.....

Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.....

**PART 5 - CERTIFICATIONS**.....

5.1 Certifications Required with the Bid.....

Attachment 1 to Part 5 : Information on Former Canadian Public Servant.....

**PART 6 - SECURITY REQUIREMENT**.....

6.1 Security Requirement.....

**PART 7 - RESULTING CONTRACT CLAUSES**.....

1. Statement of Work.....

2. Standard Clauses and Conditions.....

3. Security Requirement.....

4. Term of Contract.....

5. Authorities.....

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

7. Payment.....

8. Invoicing Instructions.....

9. Certifications.....

10. Applicable Laws.....

11. Priority of Documents.....

12. Environmental Considerations.....

**List of Annexes:**

Annex A Statement of Work.....

Annex B Basis of Payment.....

Annex C Security Requirements Check List.....

Annex D Direct Deposit Form.....

Annex E Integrity Regime Verification Form.....



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

**PART 1 - GENERAL INFORMATION:**

provides a general description of the requirement;

**PART 2 - BIDDER INSTRUCTIONS:**

provides the instructions, clauses and conditions applicable to the bid solicitation;

**PART 3 - BID PREPARATION INSTRUCTIONS:**

provides bidders with instructions on how to prepare their bid;

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

indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION:**

includes the certifications and additional information to be provided;

**PART 6 – SECURITY REQUIREMENTS:**

includes specific requirements that must be addressed by bidders; and

**PART 7 - RESULTING CONTRACT CLAUSES:**

includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

Statement of Work,

Basis of Payment,

Security Requirements Checklist,

Recipient Electronic Payment Registration Request Form

### **1.2 Summary**

The Department of Justice requires the services of a Contractor to ensure that the security system infrastructure (National Capital Region) and each of its components and software modules operates and functions without error. The Contractor must carry out all maintenance support and installation services in a professional manner in accordance with manufacturers and industry standards and in such a way that does not create any additional errors.

### **1.3 Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 6 - Security Requirement and Basis of Selection, and Part 7 - Resulting Contract Clauses.

### **1.4 Debriefings**

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



---

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions \(SACC\) 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.

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

The 2003 (2016-04-04) [Standard Instructions](#) - Goods or Services - Competitive Requirements

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>) are incorporated by reference into and form part of the bid solicitation.

### 2.2 Enquiries - Bid Solicitation

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

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

### 2.3 Applicable Laws

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

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



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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

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

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

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

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

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

#### Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

No prices must be indicated in the technical proposal.

**Résumés for Proposed Resources:** Where the experience, education or other qualifications (including professional designation or membership requirements) of proposed individuals will be evaluated, the résumé of each proposed individual should be included in the technical bid.

**Personnel Security:** Where there is a personnel security requirement, résumés should state the current level of personnel security held by the proposed individual(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

**Education:** Where the education of a proposed individual will be evaluated, Canada will only consider academic credentials obtained from a recognized\* Canadian university, college or high school, or the equivalent for credentials obtained outside Canada, as established by a recognized\* Canadian academic credentials assessment service. (\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/2/home.canada>.)

Attachment 1 to Part 4 : Technical Evaluation Criteria, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- II1 Bidders must submit their financial bid in accordance with Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule as indicated in Part 4 - Evaluation Procedures And Basis Of Selection. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately,



as applicable.

- II2 Bidders must submit their price FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- II3 When preparing their financial bid, bidders should the basis of payment in Annex B – Basis of Payment and clause 4.1.2, Financial Evaluation, of Part 4.
- II4 All prices included in the pricing schedule detailed in Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule exclude taxes.
- II5 Bidders should include the following information in their financial bid:
  - 1) Their legal name;
  - 2) Their Procurement Business Number (PBN); and
  - 3) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
    - a) their bid; and
    - b) any contract that may result from their bid.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5, including the attachments to Part 5.

Bidders must also submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).



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

### **4.1 EVALUATION PROCEDURES**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria (Step 1)**

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

##### **4.1.1.2 Point Rated Technical Criteria (Step 2)**

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

Point-rated technical criteria not addressed will be given a score of zero.

##### **4.1.2 Financial Evaluation (Step 3)**

Refer to Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Only compliant proposals meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Request for Proposal (RFP).

Failure or refusal to provide a price or rate for any item in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the Bidder's proposal shall be given no further consideration.

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

4.1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.1.2.3 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

### **4.2 BASIS OF SELECTION**

#### **4.2.1 Minimum Point Rating**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. "obtain the required minimum of 60% of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

4.2.2 In the event two or more responsive bids have the same Minimum Point Rating of technical merit and price, these bids will be ranked: in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.



**ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION CRITERIA**

**1 Mandatory Technical Criteria (MTC)**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Criteria	Mandatory Criteria	Reference
<b>MTC1</b>	The Bidder must be able to respond to client requests on an urgent basis with a capacity for on- site response time of 30 minutes from time of call. The Bidder must be available to respond on a 24 hour/ 7days a week basis. The Bidder must have the physical resources and vehicles necessary to respond to the client requirements.	
<b>MTC2</b>	The Bidder’s personnel (resources) named to work on the resulting contract must hold a minimum valid secret security clearance issued by Public Services and Procurement Canada (PSPC) Formally PWGSC. <b>Note: The Bidder will supply the names of each resource including Date of Birth and security clearance number at bid closing.</b>	
<b>MTC3</b>	The Bidder must be able to provide a minimum of eight (8) resources that have a valid Top Secret clearance issued by PSPC. <b>Note: The Bidder will supply the names of each resource including Date of Birth and security clearance number at bid closing.</b>	
<b>MTC4</b>	The Bidder must hold a valid Secret Facility Clearance issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada	
<b>MTC5</b>	The Bidder’s resources (minimum 10) must possess valid certification on the Honeywell Win-Pak Pro PE software platform. The Bidder must provide a copy of valid certifications for these resources at bid closing.	
<b>MTC6</b>	The Bidder must be an authorized dealer of Honeywell, DSC and Pelco products. Bidder must provide authorization copy.	
<b>MTC7</b>	The Bidder’s resources (Minimum 5) must possess a valid Pelco CCTV/CCVE Professional Certification. The Bidder must provide a copy of valid certifications for these resources at bid closing.	
<b>MTC8</b>	The Bidder must have worked in a Government of Canada Security environment and completed at least five (5) projects of similar nature or scope for the Government of Canada in the past 10years at the bid closing date. Bidder must list project name, client, start/end date, description of work etc. Note: Government of Canada is defined as a Crown Corporation, Agency, and Hospital, University or large corporation.	
<b>MTC9</b>	The Bidder’s resources must have significant and in depth knowledge of servers, fibre optics, networks including NETGEAR switches and must possess certifications including Corning Fibre Installation Certification and Belden Manufacturer Certification. The Bidder must provide a copy of valid certifications at the bid closing date.	
<b>MTC10</b>	The Bidder must have an inventory control and asset management system that is capable of identifying and tracking client devices, including bar coding each device in order record service history and product and warranty information for client security system infrastructure. The Project/Technical Authority and their authorized officials must have access to this information via web portal.  Note: In order to evaluate this mandatory criterion the Bidder must provide a link to the web portal for verification purposes at bid closing.	

**2 Point Rated Technical Criteria (PRTC)**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.



Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Technical proposals will be assessed separately against the evaluation criteria identified below. Point rated criteria not addressed in the bidder's proposal will result in a score of zero being assigned against that particular criterion.

Requirement		Points Breakdown	Minimum Points	Maximum Points Available
PRTC1	<p>Technician Experience (Five Resources)</p> <p>The Bidder should provide names of 5 technician resources. For each technician resource, the Bidder should provide description of relevant work experience and certifications.</p>	<p>Technician with certification and training in access control, intrusion detection and CCTV systems with 3 to 12 months of similar work experience as described in the Statement of Work. <b>1Point</b></p> <p>Technician with certification and training in access control, intrusion detection and CCTV systems with 1 year or greater but less than 2 years of similar work experience as described in the Statement of Work <b>2 Points</b></p> <p>Technician with certification and training in access control, intrusion detection and CCTV systems with 2 to 4 years of similar work experience as described in the Statement of Work <b>5 Points</b></p> <p>Technician with certification and training in access control, intrusion detection and CCTV systems with 5 to 9 years of similar work experience as described in the Statement of Work <b>8 Points</b></p> <p>Technician with certification and training in access control, intrusion detection and CCTV systems with 10 or greater years of similar work experience as described in the Statement of Work <b>10 Points</b></p>	25	50
PRTC2	<p>Bidder Experience</p> <p>The Bidder should provide five projects that demonstrate the capacity to complete complex networked security installations including Access Control intrusion detection and CCTV systems integration</p>	<p>Points will be awarded for:</p> <ol style="list-style-type: none"> <li>1) Defining each Project (size, scope and complexity) - <b>5 points</b></li> <li>2) Defined Access Control component in each project - <b>5 points</b></li> <li>3) Defined Intrusion Detection component in each project - <b>5 points</b></li> <li>4) Defined CCTV systems component in each project - <b>5 points</b></li> </ol>	50	100



**ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid. **All fields must be completed.**

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

The prices and rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#docCont>
- (b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- (d) The evaluated price (EP) will be based on the lowest responsive combined price of maintenance and service call repair price. The ratio will be 90% for system devices maintenance and 10% for the service calls and repairs.

**\* All pricing field must be completed with priced item to comply with the financial evaluation**

<b>INITIAL CONTRACT PERIOD – AWARD DATE TO AUGUST 31, 2017</b>				
<b>ITEM</b>		<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
		<b>A</b>	<b>B</b>	<b>C=AXB</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Access Controllers	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	1	\$ _____	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	1	\$ _____	\$ _____
	Card Readers (Honeywell, HID proximity only)	1	\$ _____	\$ _____
	CCTV Monitors – 22 inch	1	\$ _____	\$ _____
	CCTV Monitors – 55 inch	1	\$ _____	\$ _____
	PTZ Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - Analog	1	\$ _____	\$ _____



	Fixed Cameras - IP	1	\$ _____	\$ _____
	Pelco DSSRV – 6 Terabyte	1	\$ _____	\$ _____
	Pelco DSSRV – 18 Terabyte	1	\$ _____	\$ _____
	Pelco 16 Channel encoder	1	\$ _____	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	1	\$ _____	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	1	\$ _____	\$ _____
	Intercom Master Station	1	\$ _____	\$ _____
	Intercom Sub Stations	1	\$ _____	\$ _____
	Workstations includes CPU and 22 inch Monitor	1	\$ _____	\$ _____
	DSC 1832 Intrusion Detection Kit with PK5500 Alpha Key pad Hess 1006 U12 Electric strike	1	\$ _____	\$ _____
<b>SYSTEM DEVICES PRICING TOTAL (T1)</b>				\$ _____
<b>MONTHLY FOR REPAIRS AND SERVICE CALLS (T2)</b>				\$ _____

<b>CONTRACT OPTION PERIOD 1 – SEPTEMBER 1, 2017 AUGUST 31, 2018</b>				
	ITEM	QUANTITY	UNIT PRICE	TOTAL
		A	B	C=AXB
<b>SYSTEM DEVICES</b>	Access Control System Server	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Access Controllers	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	1	\$ _____	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	1	\$ _____	\$ _____



	Card Readers (Honeywell, HID proximity only)	1	\$ _____	\$ _____
	CCTV Monitors – 22 inch	1	\$ _____	\$ _____
	CCTV Monitors – 55 inch	1	\$ _____	\$ _____
	PTZ Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - IP	1	\$ _____	\$ _____
	Pelco DSSRV – 6 Terabyte	1	\$ _____	\$ _____
	Pelco DSSRV – 18 Terabyte	1	\$ _____	\$ _____
	Pelco 16 Channel encoder	1	\$ _____	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	1	\$ _____	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	1	\$ _____	\$ _____
	Intercom Master Station	1	\$ _____	\$ _____
	Intercom Sub Stations	1	\$ _____	\$ _____
	Workstations includes CPU and 22 inch Monitor	1	\$ _____	\$ _____
	DSC 1832 Intrusion Detection Kit with PK5500 Alpha Key pad Hess 1006 U12 Electric strike	1	\$ _____	\$ _____
<b>SYSTEM DEVICES PRICING TOTAL (T3)</b>				\$ _____
<b>MONTHLY FOR REPAIRS AND SERVICE CALLS (T4)</b>				\$ _____

<b>CONTRACT OPTION PERIOD 2 – SEPTEMBER 01,2018 TO AUGUST 31, 2019</b>				
	ITEM	QUANTITY	UNIT PRICE	TOTAL
		A	B	C=AXB
<b>SYSTEM DEVICE</b>	Access Control System Server	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Access Controllers	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	1	\$ _____	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	1	\$ _____	\$ _____



	Card Readers (Honeywell, HID proximity only)	1	\$ _____	\$ _____
	CCTV Monitors – 22 inch	1	\$ _____	\$ _____
	CCTV Monitors – 55 inch	1	\$ _____	\$ _____
	PTZ Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - IP	1	\$ _____	\$ _____
	Pelco DSSRV – 6 Terabyte	1	\$ _____	\$ _____
	Pelco DSSRV – 18 Terabyte	1	\$ _____	\$ _____
	Pelco 16 Channel encoder	1	\$ _____	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	1	\$ _____	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	1	\$ _____	\$ _____
	Intercom Master Station	1	\$ _____	\$ _____
	Intercom Sub Stations	1	\$ _____	\$ _____
	Workstations includes CPU and 22 inch Monitor	1	\$ _____	\$ _____
	DSC 1832 Intrusion Detection Kit with PK5500 Alpha Key pad Hess 1006 U12 Electric strike	1	\$ _____	\$ _____
<b>SYSTEM DEVICE PRICING TOTAL (T5)</b>				\$ _____
<b>MONTHLY FOR REPAIRS AND SERVICE CALLS (T6)</b>				\$ _____

<b>CONTRACT OPTION PERIOD 3 – SEPTEMBER 1, 2019 TO AUGUST 31, 2020</b>				
<b>ITEM</b>		<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
		<b>A</b>	<b>B</b>	<b>C=AXB</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Access Controllers	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	1	\$ _____	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	1	\$ _____	\$ _____



	Card Readers (Honeywell, HID proximity only)	1	\$ _____	\$ _____
	CCTV Monitors – 22 inch	1	\$ _____	\$ _____
	CCTV Monitors – 55 inch	1	\$ _____	\$ _____
	PTZ Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - Analog	1	\$ _____	\$ _____
	Fixed Cameras - IP	1	\$ _____	\$ _____
	Pelco DSSRV – 6 Terabyte	1	\$ _____	\$ _____
	Pelco DSSRV – 18 Terabyte	1	\$ _____	\$ _____
	Pelco 16 Channel encoder	1	\$ _____	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	1	\$ _____	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	1	\$ _____	\$ _____
	Intercom Master Station	1	\$ _____	\$ _____
	Intercom Sub Stations	1	\$ _____	\$ _____
	Workstations includes CPU and 22 inch Monitor	1	\$ _____	\$ _____
DSC 1832 Intrusion Detection Kit with PK5500 Alpha Key pad Hess 1006 U12 Electric strike	1	\$ _____	\$ _____	
<b>SYSTEM DEVICES PRICING TOTAL (T7)</b>				\$ _____
<b>MONTHLY FOR REPAIRS AND SERVICE CALLS (T8)</b>				\$ _____

<b>CONTRACT OPTION PERIOD 4 – SEPTEMBER 01, 2020 TO AUGUST 31, 2021</b>				
	<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
		<b>A</b>	<b>B</b>	<b>C=AXB</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Access Controllers	1	\$ _____	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	1	\$ _____	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	1	\$ _____	\$ _____



Card Readers (Honeywell, HID proximity only)	1	\$ _____	\$ _____
CCTV Monitors – 22 inch	1	\$ _____	\$ _____
CCTV Monitors – 55 inch	1	\$ _____	\$ _____
PTZ Cameras - Analog	1	\$ _____	\$ _____
Fixed Cameras - Analog	1	\$ _____	\$ _____
Fixed Cameras - IP	1	\$ _____	\$ _____
Pelco DSSRV – 6 Terabyte	1	\$ _____	\$ _____
Pelco DSSRV – 18 Terabyte	1	\$ _____	\$ _____
Pelco 16 Channel encoder	1	\$ _____	\$ _____
Netgear GS728TP 28-port POE Smart Switch	1	\$ _____	\$ _____
Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	1	\$ _____	\$ _____
Intercom Master Station	1	\$ _____	\$ _____
Intercom Sub Stations	1	\$ _____	\$ _____
Workstations includes CPU and 22 inch Monitor	1	\$ _____	\$ _____
DSC 1832 Intrusion Detection Kit with PK5500 Alpha Key pad Hess 1006 U12 Electric strike	1	\$ _____	\$ _____
<b>SYSTEM DEVICES PRICING TOTAL (T9)</b>			\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS TOTAL (T10)</b>			\$ _____
<b>UNIT PRICING TOTAL (T11=T1+T3+T5+T7+T9)</b>			\$ _____
<b>MONTHLY RATE FOR REPAIRS / SERVICE CALLS (T12=T2 +T4+T6+T8+T10)</b>			\$ _____
<b>EVALUATED PRICE (EP)</b>			\$ _____
<p>This represent the sum of the unit pricing total (T11) and price for repairs/service calls (T12) on a ratio of 90/10 for the initial and option period. <math>90\% \times T11</math> (services unit price) + <math>10\% \times T12</math> (maintenance hourly rate).</p>			

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a



bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

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

## 5.1 Certifications Required with the Bid

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.1.2 **Former Public Servant**

The Bidder must submit a duly completed **Attachment 1 to Part 5 – Information on Former Canadian Public Servant**, as part of their bid.

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 **Federal Contractors Program for Employment Equity**

The Bidder must submit a duly completed **Attachment 2 to Part 5 – Federal Contractors Program for Employment Equity - Certification**, as part of their bid.

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

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

### 5.1.4 **Additional Certifications**

Bidders must submit **Attachment 4 to Part 5 – Additional Certifications** as part of their bid.



## ATTACHMENT 1 TO PART 5 – INFORMATION ON FORMER CANADIAN PUBLIC SERVANT

### Former Public Servant

The Bidder must submit a duly completed **Attachment 1 to Part 5 - Information on Former Canadian Public Servant**, as part of their bid.

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 with FPS, bidders must provide the information required below before contract award.

#### A. 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.

#### B. Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder'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.

#### C. Work Force Adjustment Directive

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

If so, the Bidder 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.



## ATTACHMENT 2 TO PART 5 – ADDITIONAL CERTIFICATIONS

### Additional Certifications

Bidders must submit **Attachment 4 to Part 5 - Additional Certifications** as part of their bid.

#### A. Status and Availability of Resources

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

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

#### B. Education and Experience

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

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



---

## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirement

At the date of bid closing, the following conditions must be met:

- (a) 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 **TOP SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) 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, SECRET** or **TOP SECRET** as required, granted or approved by CISD/PWGSC.
- (c) 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.
- (d) (e) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) 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).

6.1.2 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### 2. Standard Clauses and Conditions

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

#### 2.1 General Conditions

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

### 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract. See appendix C.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from Date of award, 2016 to August 31, 2017 inclusive

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) Additional four (4) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 4.3 Termination on Thirty Days Notice

4.3.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

4.3.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Steve Gbaguidi

Title: Senior Contracting Officer

Department of Justice Canada

Finance and Procurement Branch

Address: 284 Wellington Street, Ottawa, ON, K1A 0H2

E-mail address: Steve.Gbaguidi@justice.gc.ca

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

#### 5.2 Project Authority

The Project Authority for the Contract is:

( Will be provided upon award )

The Project Authority is the representative of the department or agency for whom the Work is being carried out



under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

( Will be provided upon award )

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

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

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

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

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

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

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

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

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

7. **Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

all such documents have been verified by Canada;

the Work performed has been accepted by Canada

7.1 **Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) and firm monthly rates as specified in Annex B Customs duties are excluded and Applicable Taxes are extra.

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

7.2 **Limitation of Expenditure**

7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ **(to be determined)**. Customs duties are excluded and Applicable Taxes are extra.

7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

a. when it is 75 percent committed, or

b. four (4) months before the contract expiry date, or

c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.2.4 Cost Submission



If requested by the Contracting Authority or auditor designated by the Contracting Authority, the Contractor must submit to the Contracting Authority or the auditor as applicable, a cost submission, upon completion of the Contract or annually for multi-year contracts spanning more than one contractor fiscal year.

The cost submission must contain a breakdown of all applicable cost elements as detailed in the Contract and must be signed and certified accurate by the Contractor's Senior Financial Officer, unless stated otherwise in writing.

Supporting information for each cost element must be available in sufficient detail to allow for an in-depth audit.

### 7.3 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

### 7.4 Time Verification

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

### 7.5 Method of Payment

#### 7.5.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

#### 7.5.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in in [2035](#) General Conditions – Higher Complexity, Services (2016-04-04) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in [2035](#) General Conditions – Higher Complexity, Services (2016-04-04) forming



part of this Contract will not apply, until the Contractor corrects the matter.

## 8 Invoicing Instructions

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

Each claim must be supported by the following, where applicable:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d) a copy of the monthly progress report.

8.2 Claims must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 9. Certifications

### 9.1 Compliance

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

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex B, Security Requirements Check List
- (f) the Contractor's bid dated \_\_\_\_\_,

## 12. Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.

### 12.1 Environmental Properties Behavior Recommended

#### 12.1.1 Paper consumption:

- Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

#### 12.1.2 Travel requirements:



- Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: [2012 Accomodations Search \(http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx\)](http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx).
- Use of public/green transit where feasible.



## ANNEX A STATEMENT OF WORK

### 1 TITLE

Provision of services required to maintain, repair and replace devices or equipment in regards to the access control, intrusion detection and CCVE equipment that is used at the Department of Justice in the National Capital Region.

### 2 OBJECTIVE

The Department of Justice requires the services of a Contractor to ensure that the security system infrastructure (National Capital Region) and each of its components and software modules operates and functions without error. The Contractor must carry out all maintenance support and installation services in a professional manner in accordance with manufacturers and industry standards and in such a way that does not create any additional errors.

### 3 BACKGROUND STATEMENT

The Security System at the Department of Justice Canada consists of an access control and alarm monitoring system (Honeywell WIN-PAK), CCTV system (Pelco) and a security intercom system (TOA).

While these systems are controlled and managed at 284 Wellington, the Department of Justice Canada has implemented the system at its offices located in the National Capital Region as follows: East Memorial Building (EMB) (284 Wellington Street), St. Andrew's Tower (275 Sparks Street), 100 Metcalfe, 350 Albert Street, 360 Albert Street, and the SunLife Complex at 99 Bank Street and 50 O'Connor Street.

#### Access Control:

The Department of Justice Canada has implemented a Honeywell WIN-PAK PE build 633.2 access control software utilizing Windows XP Pro and MSSQL Server 7.0. The networked security panels used to manage and administer the WIN-PAK PE system are located as follows:

1. **East Memorial Building Security Control Centre - Security Desk Security Workstation:** Query Access Database, Issue Temporary Cards, Verify ID;
2. **St. Andrews Tower Lobby Security Workstation:** Query Access Database, Issue Temporary Cards, Verify ID;
3. **East Memorial Building North/West Desk Entrance - Security Workstation:** Query Access Database, Issue Temporary Cards, Verify ID;
4. **East Memorial Building Room 1099 Photo ID Office Security Workstation:** Access Database Administration Generate Cards, Reports;
5. **East Memorial Building Room 1082 - Security Office Workstation:** Access Database Administration, Reports;
6. **East Memorial Building Security Control Centre - Security Console Security Workstation:** Alarm Management
7. **East Memorial Building Security Control Centre - Security Console Security Workstation:** Report Generation, Administration
8. **East Memorial Building Security Control Centre - Rack Security Server:** System & Database Management
9. **East Memorial Building Security Operations Unit – Workstations 1088, 1086, 1082:** Report Generation, Administration
10. **SunLife Building 50 O'Connor:** Query Access Database, Issue Temporary Cards, Verify ID;

All computers are connected to a dedicated security network. The Access Control System Server connects to ACS panels (PRO3200, N-1000 or PW-2000-4X or NS2+) via RS-232 communication. Remote sites are connected via dedicated, leased-line modems. All of the Access Control System equipment is connected to UPS-supplied power. These are also emergency-powered circuits. In summary, the total count for all Access Control Systems (ACS) panels and readers are as follows: 125 panels and 327 readers. There are also 281 additional alarm input points and 76 auxiliary output points.

#### Closed-Circuit Television System

The Closed – Circuit Television System (CCTV) at the Department of Justice Canada consists of a Pelco DSSRV system that controls a variety of fixed and PTZ cameras (Analog and IP). CCTV Monitors include four 55 inch CCTV and four 22.5 inch CCTV monitors. Recording of all cameras is performed on a motion-activated basis on two Pelco DSSRV DVRs. DVR 1 has an expansion array of drives totalling 6TB and provides video recording for up to 6 months. DVR 2 has an expansion array of drives totalling 18 TB and provides video recording for up to 12



months.

The cameras are a mixture of Honeywell and Pelco models, but all PTZ cameras are Pelco Spectra Domes. Most cameras are connected using RG-59U w/ 95% copper braid, but there are some cameras that connect via UTP cable to an NVT passive transceiver and are converted to coaxial and into the matrix. The total camera count: 50 fixed and 11 PTZ cameras.

**Security Intercom System**

The Security Intercom System is made up of a TOA IC-100 Main Controller Unit and the Master Station is an AS-100A. There are 13 substations, each of which are TOA RS-170 units.

Table 1: Security Systems Overview

Item/Description	Quantity
Access Control System Server	1
Honeywell PRO3200 2 door Access Controllers	36
Honeywell PRO3200 2 door Intelligent Controllers	10
Honeywell Panel N-1000, PW-2000-4X or NS2+	89
Card Readers (Honeywell, HID proximity only)	327
CCTV Monitors – 22 inch	4
CCTV Monitors – 55 inch	4
PTZ Cameras - Analog	7
Fixed Cameras - Analog	48
Fixed Cameras - IP	2
Pelco DSSRV – 6 Terabyte	2
Pelco DSSRV – 18 Terabyte	1
Pelco 16 Channel encoder	4
Netgear GS728TP 28-port POE Smart Switch	17
Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3 Managed stackable fibre switch	1
Intercom Master Station	1
Intercom Sub Stations	13
Workstations includes CPU and 22 inch Monitor	7
DSC 1832 Intrusion Detection Kit	10
PK5500 Alpha Key pad	15
Hess 1006 U12 Electric strike	100

**5 REQUIREMENT DESCRIPTION**

The Department of Justice authorizes and empowers the Contractor to perform or cause to be performed the work described in this Statement of Work, including but not limited to service, remediation, maintenance, installation, inspection, testing, and repair of the security systems on Justice premises. This includes: making repairs to system components ensuring all components are functional and operating as intended; performing necessary programming when requested by Justice; and, maintaining updated system architecture and as built drawings for the access control, intrusion detection and CCVE systems.

**5.1 Scope**

The Contractor is required to perform the following services related to the access control, intrusion detection and CCTV systems utilized at the Department of Justice in the National Capital Region: Remediation/Maintenance/ Installation/Inspection/Training/Testing and Repair.

**5.2 Tasks / Detailed Services**

The Contractor will be required to complete the following tasks:

5.2.1 Provide maintenance and remediation services on the security systems infrastructure to maintain, correct



or remedy any deficiencies or to address any system anomalies.

- The Contractor will provide installation services as requested by the Project Authority (PA) , including hardware and software installations when and where applicable.
- The Contractor must be available to provide Security System Maintenance Support & Installation Services on an on-call basis, 7 days a week, 24 hours a day, including holidays and weekends.
- The Contractor will provide the Project Authority (PA) with all after-hour contact information (phone and email etc.) so that services requests can be responded to in the timeframes outlined in the statement of work.
- The Contractor must provide response by telephone to any service request. On-site response must be provided within the time prescribed below following receipt of a service request. The service request will be placed by the PA or authorized personnel.
- The Contractor must ensure that PA or authorized personnel receives priority response at all times. Service requests shall be responded within the timeframe as prescribed below.

### 5.2.2 Telephone Support

The Contractor must provide ad hoc software support upon request by the PA or authorized personnel. . Such software support shall include complete telephone access to the Contractor service support technicians for any questions or software issues.

The Contractor must offer from 9:00 a.m. to 5:00 p.m. local time in the NCR.

The Contractor must have minimum of three technicians available during the stated Telephone Support period to ensure that service requests received in this manner are met.

Telephone support requests may include (but not be limited to): questions regarding the function of any element of the security system, questions regarding the service request process, questions regarding the proper format for the input of configuration data, questions regarding steps to improve the efficiency of operation of the security system, questions regarding the interfaces or integration of the security system with other building systems, or questions regarding the documentation of the security system.

The Contractor is responsible for all costs associated with the maintenance, repair and replacement of any and all components of the system(s) including all labor cost. All parts required to provide a fully functioning security system are covered as part of this Statement of Work. All labour required to provide prompt, professional and reliable preventative maintenance and remedial support services must be provided within this Statement of Work. .

### 5.2.3 On-site spare parts

Contractor must maintain an on-site spare parts inventory for the duration of the Contract. . The inventory must be stored in a location approved by the PA and must be readily available to the Contractor's personnel as required. The provision and replenishment of such on-site spare parts inventory is the responsibility of the Contractor.

Component	Quantity
Indoor Fixed Camera	1
Outdoor PTZ Camera	1
Indoor PTZ Camera	1
Security Panel	1
Card Reader	2



Electric Strike	2
Electric Strike Repair Kit	4
Door Contact	2
Request to Exit Device	2
Intercom Substation	1

#### 5.2.4 Error Log

The Contractor must provide a detailed Error Log and written analysis of the cause of each error including all steps taken to resolve the error. This Error Log shall be created by the Contractor and maintained in the Security Control Centre at Justice. The Error Log must also be available to the PA at any time, as requested and determined by the PA.

#### 5.2.5 Monthly report

The Contractor must provide a monthly written report to the PA recording Justice personnel who have contacted the Contractor for support, a summary of the Error Log, a description of the errors by error class, a listing of all open and closed case dates, and a correction plan for all open errors at the date of the report, including the estimated time to correct the open error.

#### 5.2.6 Software and Firmware updates

The Contractor must install all software and firmware updates, bug fixes and maintenance releases provided by the relevant system manufacturers during the term of the contract.

**5.2.7** The Contractor must update all system configurations and supporting documentation within one month from when the Contractor initiates or manages any change to the system. This includes the creation and updating of as built drawings.

#### 5.2.8 Cooperation with third party

The Contractor must cooperate with any third party employed by Justice to assist with installation or support of security and life-safety systems. The Contractor must supply the third party with whatever information they may require. Such information shall not be unreasonably withheld and shall be provided in a timely manner.

#### 5.2.9 Preventive Maintenance

The Contractor must carry out the preventative maintenance activities with trained and certified technicians. As described in this section, the Contractor must perform inspections and device-by-device system operational tests to verify proper operation of every aspect of the security system and all of its components. Such tests must be carried out in the frequencies as described in this section. Test reports must be provided to document test and corrective procedures and results.

The Contractor must schedule all Preventative Maintenance Services at least one month in advance of the provision of such services.

#### **The Contractor must complete the following tasks each MONTH:**

- Perform visual inspections and verify operation of all computer equipment, monitors and printers;
- Clean outer surfaces and vacuum rear compartments of all computer equipment, video recorders, monitors and printers;
- Perform hard disk de-fragmentation, if required;
- Check backups; perform backups if required;
- Check system error logs; provide system error reports;



- Review service requests from previous month and address recurring problems or alarm issues;
- Validate operation of high traffic devices (e.g., turnstiles, main access points);
- Validate health of all video hard drives;
- Verify intercom master functionality & operation;
- Address any reoccurring issues and anomalies;

**The Contractor must complete the following tasks each QUARTER:**

Quarterly Operational Tests	Tasks
Access Control System Head End Server & Software Systems	<ul style="list-style-type: none"> <li>• Verify Software Loads, Versions</li> <li>• Review Event &amp; Error Logs</li> <li>• Review Operator, Administrator Access Profiles</li> <li>• Validate Virus Protection &amp; Firewalls (if applicable)</li> <li>• Verify Communications with all workstations, panels</li> <li>• Validate Backups</li> <li>• Physically Clean Servers &amp; Keyboards, Monitors, Racks</li> <li>• Perform UPS Operational Test (5 minutes)</li> <li>• Perform Printer Test (Report, Event)</li> <li>• Verify Backup &amp; Restore Facilities</li> </ul>
Workstations	<ul style="list-style-type: none"> <li>• Verify Software Loads, Versions</li> <li>• Review Event &amp; Error Logs</li> <li>• Review Operator, Administrator Access Profiles</li> <li>• Validate Virus Protection &amp; Firewalls (if applicable)</li> <li>• Perform Printer Test (Report, Event, Badge – as appropriate)</li> <li>• Physically Clean Servers &amp; Keyboards, Monitors, Racks</li> </ul>
Security Panels	<ul style="list-style-type: none"> <li>• Verify Location, Firmware Version</li> <li>• Verify Voltages, Power, &amp; Battery Backup Load Test</li> <li>• Validate Tamper Operation</li> <li>• Clean Cabinet</li> <li>• Verify Terminations – clean and neat</li> </ul>
Access Control Portals	<ul style="list-style-type: none"> <li>• Verify Cleanliness, Neatness of Read Head</li> <li>• Verify Operation of Reader &amp; Portal for Various Scenarios</li> </ul>
Alarm Points	<ul style="list-style-type: none"> <li>• Test and Verify Operation</li> <li>• Ensure Cleanliness, alignment</li> </ul>
Digital Output Points (e.g., Strobe)	<ul style="list-style-type: none"> <li>• Test and Verify Operation</li> <li>• Ensure Cleanliness, alignment</li> </ul>
Interfaces to Subsystems	<ul style="list-style-type: none"> <li>• Test and Verify Operation</li> <li>• Check Event Logs for Errors</li> </ul>
CCTV Head End Server & Software Systems	<ul style="list-style-type: none"> <li>• Verify Software Loads, Versions</li> <li>• Verify Camera Keyboard Operation               <ul style="list-style-type: none"> <li>o Verify Camera Call-up and Display</li> <li>o Verify Stored Video Call-up and Display</li> <li>o Verify Alarm Integration</li> <li>o Verify Event linkage to Stored Video – ability to retrieve</li> </ul> </li> <li>• Review Event &amp; Error Logs</li> <li>• Review Operator, Administrator Access Profiles</li> <li>• Validate Virus Protection &amp; Firewalls (if applicable)</li> </ul>



	<ul style="list-style-type: none"> <li>• Verify Communications with all workstations</li> <li>• Validate Backups</li> <li>• Physically Clean Servers &amp; Keyboards, Monitors, Racks</li> <li>• Perform UPS Operational Test (5 minutes)</li> <li>• Verify Backup &amp; Restore Facilities</li> </ul>
Cameras	<ul style="list-style-type: none"> <li>• Clean Housing and Lens</li> <li>• Adjust focus, field of view, presets</li> <li>• Verify Heater/Blower, as applicable</li> </ul>
Security Intercom System	<p>a) Master Station</p> <ul style="list-style-type: none"> <li>• Clean, Adjust User Interfaces</li> <li>• Test and Validate Audio Quality, Station-by-Station &amp; All-Call Features</li> <li>• Verify Hands Free Operation</li> <li>• Verify Power – cleanliness and amount</li> </ul> <p>b) Substations</p> <ul style="list-style-type: none"> <li>• Test and Validate Audio Quality, Call-Button Operation</li> <li>• Test and Verify Volume, Treble and Switching Threshold</li> <li>• Verify Cleanliness, Neatness of Substation</li> <li>• Verify Operation of Substation &amp; Alarm Linking</li> <li>• Verify Power</li> </ul>

### 5.2.9 Training

The Contractor must provide training on the operation of the equipment in the following manner:

At the request of the Project Authority or designated Department of Justice official, the Contractor must provide up to two (2) training sessions to a maximum total of 8 people (in both sessions combined) no later than eight (8) weeks after the contract is signed. The session shall include an overview of the Hardware Documentation and a demonstration of software and equipment functions. Training curriculum must be approved by the Project Authority or DoJ official after consultation with the Contractor.

### 5.2.10 Security Systems Technology Roadmap

The Contractor will prepare and submit to the Project/Technical Authority within six (6) months of the contract award a security systems technology roadmap that includes: i) A electronic security (access control, intrusion detection and CCTV systems) management lifecycle strategy (i.e implementing new technology systems including software, hardware that utilizes current or up-to date technologies including IP based systems; and ii) An implementation strategy that includes detailed project plan, cost, timeline, cost-benefit analysis and risk assessment. The Security Systems Technology Roadmap must be reviewed and approved by the Project/Technical Authority.

The Contractor will be required to maintain updated security system architecture and as built drawings for the access control, intrusion detection and CCVE systems. This will be provided to the Project/Technical Authority within 21 calendar days after contract award. The Contractor must keep further as built drawings current after each resultant change.

## 5.3 Deliverables and Acceptance Criteria

The Contractor will be required to deliver service, maintenance, support or repair activities at all Justice sites and/or locations in the National Capital Region.

The Contractor must complete all tasks in the timeframe prescribed in this Statement of Work or by the Technical Authority or authorized Department of Justice official.

The following table provides a guideline as to the deliverables required based on the Error Priority for service requests to the Contractor. The Project/Technical Authority expects a response to each service request in a



prompt, professional manner. The Project/Technical Authority will provide a log book for the Contractor to document nature and corrective take for each service request. This log book must be completed by the Contractor's technician after each service call. The Contractor will also provide email correspondence to the Project/Technical Authority outlining the nature of the service call and corrective measures taken to resolve the service request.

**Deliverables for each Error Priority classification can be found in the table below:**

Error Priority	Error Types and Examples	Expected Response/Deliverable
CRITICAL	Central equipment failures; software failures; communication failures; More than 20% of the system field devices inoperable; Video Recording failure on at least 16 cameras	<b>Call-back within 10 minutes; 2 hour on-site response</b>
HIGH PRIORITY	System monitoring is disabled; cardholder database is not accessible More than 10% of system field devices inoperable; Video Recording failure on at least 2 cameras	<b>Call-back within 1 hour; 4 hour on-site response</b>
LOW PRIORITY	Up to four (4) end-of-line device failures or intermittent communication problems	<b>Call-back within 1 hour; 4 hour on-site response; if call is after 4pm – on-site response by 9am the following day</b>

All work including the installation modification maintenance and repair of the Customers Security system infrastructure must be completed in accordance with manufacturer instructions, industry standards and best practices. The Project/Technical Authority will not accept any substandard work and the customer will verify to ensure all work is completed in a satisfactory manner.

**5.4 Constraints**

The Contractor will not be permitted to use 3<sup>rd</sup> party resources to complete any work unless it is authorized by the Technical Authority or other Department of Justice Security Official.

**5.4.1 Access to Client's Premises and Systems / Access Restrictions**

The Project/Technical Authority will provide the Contractor complete access to all Department facilities and locations within the NCR. The Contractor's technicians will require the appropriate security clearance when accessing security or high security zones.



**ANNEX B  
BASIS OF PAYMENT**

B1 The Contractor shall be paid the following firm all-inclusive firm unit price and hourly rate(s) in Canadian funds, GST or HST extra as applicable, for each resource category listed below, for work and services performed pursuant to this Contract.

<b>INITIAL CONTRACT PERIOD – AWARD DATE TO AUGUST 31, 2017</b>		
	<b>ITEM</b>	<b>UNIT PRICE</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	\$ _____
	Honeywell PRO3200 2 door Access Controllers	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	\$ _____
	Card Readers (Honeywell, HID proximity only)	\$ _____
	CCTV Monitors – 22 inch	\$ _____
	CCTV Monitors – 55 inch	\$ _____
	PTZ Cameras – Analog	\$ _____
	Fixed Cameras - Analog	\$ _____
	Fixed Cameras - IP	\$ _____
	Pelco DSSRV – 6 Terabyte	\$ _____
	Pelco DSSRV – 18 Terabyte	\$ _____
	Pelco 16 Channel encoder	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	\$ _____
	Intercom Master Station	\$ _____
	Intercom Sub Stations	\$ _____
	Workstations includes CPU and 22 inch Monitor	\$ _____
DSC 1832 Intrusion Detection Kit	\$ _____	



	PK5500 Alpha Key pad	\$ _____
	Hess 1006 U12 Electric strike	\$ _____
<b>UNIT PRICING TOTAL</b>		\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS</b>		\$ _____

<b>CONTRACT OPTION PERIOD 1 – SEPTEMBER 01,2017 TO AUGUST 31, 2018</b>		
	<b>ITEM</b>	<b>UNIT PRICE</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	\$ _____
	Honeywell PRO3200 2 door Access Controllers	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	\$ _____
	HoneywellPanel N-1000, PW-2000-4X or NS2+	\$ _____
	Card Readers (Honeywell, HID proximity only)	\$ _____
	CCTV Monitors – 22 inch	\$ _____
	CCTV Monitors – 55 inch	\$ _____
	PTZ Cameras – Analog	\$ _____
	Fixed Cameras - Analog	\$ _____
	Fixed Cameras - IP	\$ _____
	Pelco DSSRV – 6 Terabyte	\$ _____
	Pelco DSSRV – 18 Terabyte	\$ _____
	Pelco 16 Channel encoder	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	\$ _____
	Intercom Master Station	\$ _____
	Intercom Sub Stations	\$ _____
	Workstations includes CPU and 22 inch Monitor	\$ _____
DSC 1832 Intrusion Detection Kit	\$ _____	



	PK5500 Alpha Key pad	\$ _____
	Hess 1006 U12 Electric strike	\$ _____
<b>UNIT PRICING TOTAL</b>		\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS</b>		\$ _____

<b>CONTRACT OPTION PERIOD 2 – SEPTEMBER 01,2018 TO AUGUST 31, 2019</b>		
	<b>ITEM</b>	<b>UNIT PRICE</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	\$ _____
	Honeywell PRO3200 2 door Access Controllers f	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	\$ _____
	Card Readers (Honeywell, HID proximity only)	\$ _____
	CCTV Monitors – 22 inch	\$ _____
	CCTV Monitors – 55 inch	\$ _____
	PTZ Cameras – Analog	\$ _____
	Fixed Cameras - Analog	\$ _____
	Fixed Cameras - IP	\$ _____
	Pelco DSSRV – 6 Terabyte	\$ _____
	Pelco DSSRV – 18 Terabyte	\$ _____
	Pelco 16 Channel encoder	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	\$ _____
	Intercom Master Station	\$ _____
	Intercom Sub Stations	\$ _____
Workstations includes CPU and 22 inch Monitor	\$ _____	



	DSC 1832 Intrusion Detection Kit	\$ _____
	PK5500 Alpha Key pad	\$ _____
	Hess 1006 U12 Electric strike	\$ _____
<b>UNIT PRICING TOTAL</b>		\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS</b>		\$ _____

<b>CONTRACT OPTION PERIOD 3 – SEPTEMBER 01,2019 TO AUGUST 31, 2020</b>		
	<b>ITEM</b>	<b>UNIT PRICE</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	\$ _____
	Honeywell PRO3200 2 door Access Controllers	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	\$ _____
	HoneywellPanel N-1000, PW-2000-4X or NS2+	\$ _____
	Card Readers (Honeywell, HID proximity only)	\$ _____
	CCTV Monitors – 22 inch	\$ _____
	CCTV Monitors – 55 inch	\$ _____
	PTZ Cameras – Analog	\$ _____
	Fixed Cameras - Analog	\$ _____
	Fixed Cameras - IP	\$ _____
	Pelco DSSRV – 6 Terabyte	\$ _____
	Pelco DSSRV – 18 Terabyte	\$ _____
	Pelco 16 Channel encoder	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	\$ _____
	Intercom Master Station	\$ _____
	Intercom Sub Stations	\$ _____



	Workstations includes CPU and 22 inch Monitor	\$ _____
	DSC 1832 Intrusion Detection Kit	\$ _____
	PK5500 Alpha Key pad	\$ _____
	Hess 1006 U12 Electric strike	\$ _____
<b>UNIT PRICING TOTAL</b>		\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS</b>		\$ _____

<b>CONTRACT OPTION PERIOD 4 – SEPTEMBER 01,2020 TO AUGUST 31, 2021</b>		
	<b>ITEM</b>	<b>UNIT PRICE</b>
<b>SYSTEM DEVICES</b>	Access Control System Server	\$ _____
	Honeywell PRO3200 2 door Access Controllers	\$ _____
	Honeywell PRO3200 2 door Intelligent Controllers	\$ _____
	Honeywell Panel N-1000, PW-2000-4X or NS2+	\$ _____
	Card Readers (Honeywell, HID proximity only)	\$ _____
	CCTV Monitors – 22 inch	\$ _____
	CCTV Monitors – 55 inch	\$ _____
	PTZ Cameras – Analog	\$ _____
	Fixed Cameras - Analog	\$ _____
	Fixed Cameras - IP	\$ _____
	Pelco DSSRV – 6 Terabyte	\$ _____
	Pelco DSSRV – 18 Terabyte	\$ _____
	Pelco 16 Channel encoder	\$ _____
	Netgear GS728TP 28-port POE Smart Switch	\$ _____
	Netgear GSM7329FS ProSafe 24 SFP + 4 Gigabit L3	\$ _____
	Intercom Master Station	\$ _____
Intercom Sub Stations	\$ _____	



	Workstations includes CPU and 22 inch Monitor	\$ _____
	DSC 1832 Intrusion Detection Kit	\$ _____
	PK5500 Alpha Key pad	\$ _____
	Hess 1006 U12 Electric strike	\$ _____
<b>UNIT PRICING TOTAL</b>		\$ _____
<b>MONTHLY RATE FOR REPAIRS AND SERVICE CALLS</b>		\$ _____

Total Estimated Price: \$ **(To be determined)**

B2 Subject to the exercise of the Contract option to extend the Contract period, the Contractor shall be paid the following firm all-inclusive hourly rate(s) in Canadian funds, GST or HST extra as applicable, for each resource category listed below, to complete all work and services required to be performed in relation to the Contract extension.

Total Estimated Price: \$ Unfunded

All payments are subject to Government Audit.

Total Estimated Price: \$ **(insert total estimated price for T&L)**

B3 Discretionary Audit - Commercial Goods and/or Services

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

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

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

B4 Any Contractor or Contractor's resources that are required to work on site during non-business hours under this Contract must obtain pre-authorization in writing by the Project Authority prior to commencing work.

B5 All payments are subject to Government audit.



## ANNEX C SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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>Department of Justice</b>	2. Branch or Directorate / Direction générale ou Direction <b>SSEMD</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 Department of Justice is seeking a qualified contractor to maintain, repair, install and replace security system software, hardware and security devices that comprise the access control, intrusion detection and CCTV systems of the DOJ security platform.	
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. 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 type="checkbox"/> No / Non <input checked="" 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	
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>
<b>Foreign / Étranger</b> <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"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

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

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input checked="" 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 : Contractor will require Top Secret to access HIGH SECURITY areas within the Department

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
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 CLASSIFIÉ		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 CONFIDENTIEL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Scott Hebner		Senior Security and Emergency Analyst	
Telephone No. - N° de téléphone 613-957-4537	Facsimile No. - N° de télécopieur 613-957-7968	E-mail address - Adresse courriel Scott.Hebner@Justice.gc.ca	Date 2016-05-18
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Françoise Beaudoin		Deputy Departmental Security Officer	
Telephone No. - N° de téléphone 613-957-8941	Facsimile No. - N° de télécopieur 613-957-7968	E-mail address - Adresse courriel Francoise.Beaudoin@Justice.gc.ca	Date 2016-05-18
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Steve Gbaguidi		Senior Contracting Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





## ANNEX D RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice  
Canada

Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BÉNÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B  
Protected B

### Guideline on Completing the Recipient Electronic Payment Registration Request Form

#### INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

#### **Changes to bank account used**

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

#### COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

#### 1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

##### **New request**

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

##### **Change**

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

##### **Cancellation**

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

#### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

##### **If the recipient is an individual**

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

##### **If the recipient is an organization**

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

### 3 - BANKING INFORMATION

#### *If you attach a void cheque*

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de	"Void" «Nul»	\$ _____ Dollars
		Signature _____
"000"	"00000"000	000000"0
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

#### *If you do not attach a void cheque*

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

### 4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

#### SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with **original signature(s)** to the following address:

Chief, Accounting Services  
Room 1263, East Memorial Building  
Department of Justice Canada  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8

Please write the following on the envelope: **"To be opened by addressee only".**



Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

**IMPORTANT** → Must be a Canadian recipient holding a bank account in Canadian \$.  
→ For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.  
→ Note that Direct Deposit payments carry no stub information.

**1 - TYPE OF REQUEST**

New request →  Direct Deposit (DD)  Electronic Data Interchange (EDI)

Change →  to banking information (provide a new blank cheque)  
→  from Direct Deposit (DD) to **Electronic Data Interchange (EDI)**  from Electronic Data Interchange (EDI) to **Direct Deposit (DD)**

Cancel electronic payment and **revert to cheques**

**2 - RECIPIENT INFORMATION AND AUTHORIZATION**

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

\_\_\_\_\_  
Signature Date Signature

**3 - BANKING INFORMATION**

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

<b>1</b> Branch Number (transit)	<b>2</b> Financial Institution Number	<b>4</b> Name(s) of Account Holder(s)
<b>3</b> Account Number		

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

<b>5</b> Financial Institution Name, Address and Telephone Number	<b>7</b> Financial Institution Stamp
<b>6</b> Signature of Financial Institution Representative	

**4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY**

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 778e-4 (2012/12) p. 3

Date



