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Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau

**Québec
K1A 0S5
Bid Fax: (819) 997-9776**

Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

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

Comments - Commentaires

This document contains a security requirement.

Ce document contient une condition de sécurité.

Vendor/Firm Name and Address**Raison sociale et adresse du fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet SMART BUILDING SERVICES	
Solicitation No. - N° de l'invitation EN438-170958/A	Date 2016-10-20
Client Reference No. - N° de référence du client 20170958	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-289-71747
File No. - N° de dossier fk289.EN438-170958	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-30	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Maquiling(fk div), Amalia O.	Buyer Id - Id de l'acheteur fk289
Telephone No. - N° de téléphone (873)469-4886 ()	FAX No. - N° de FAX (819)956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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IMPORTANT NOTICE TO OFFERORS

SECURITY

This notice is to advise ALL interested Offerors that in order to be awarded a standing offer which contains a security requirement, all Offerors MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the Offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the Offeror. Please submit your written request with the following information to Amalia Maquiling by facsimile 819-956-3600 or by e-mail to Amalia.Maquiling@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website: <http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, 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 Offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Annex A - Statement of Requirement, the Financial Offer, the Security Requirements Check List, the Virtual Call-up, the List of potential buildings, the Quarterly Usage Report Form, the Cost Estimate Form "Additional Work" and the Non-disclosure Agreement (NDA).

1.2 Summary

Request for Standing Offer

This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit PWGSC to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

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Requirement

Public Works and Government Services Canada (PWGSC) invites interested Offerors to respond to this Request for Standing Offer (RFSO) to provide building energy performance analytics and off-site monitoring in order to realize operational efficiencies, reductions in Greenhouse Gas emissions, and energy savings associated with Smart Building technologies in accordance with the Statement of Requirements in **Annex A**. This requirement is for multiple buildings owned and managed by PWGSC located across Canada as listed in Annex E and may include buildings owned and managed by other government departments (OGDs).

1.2.1 Period

This RFSO will result in three (3) National Individual Standing Offers (NISO) valid for five (5) years.

1.2.2 Trade Agreements

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

1.2.3 Non-disclosure Requirement

A non-disclosure requirement as detailed at Articles 3.2 and 7B.2.2 herein applies to this procurement in order to access the Data Room for background documentation related to this solicitation.

1.3 Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

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

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PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: One Hundred and Eighty (180) days

2.2 Submission of Offers

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

Due to the nature of the solicitation, **transmission of offers by facsimile** to Public Works and Government Services Canada is not considered to be practical and therefore **will not be accepted**.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information, for all 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

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

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

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2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

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

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PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (6 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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.

3.2 Section I: Technical Offer

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

Offerors will be provided access to Background Information reference documents upon signing a Non-disclosure Agreement identified at 1.2.3. Access to the Data Room will be provided through an FTP site or equivalent. Offerors can request access by completing Annex H and sending an e-mail to the Standing Offer Authority. Access will be provided to one identified contact for each Offeror.

3.2.1 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under Part 4 is thirty (30) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Declaration/Certifications Forms
- Integrity Provisions – Associated Information
- Front page of the Request for Proposal document
- Front page of revision(s) to the Request for Proposal document
- Price Proposal Form (Annex B)
- CVs of personnel (3 pages maximum per CV)
- Certifications and licences

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Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

3.3 Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B – Financial Offer. The total amount of Applicable Taxes must be shown separately.

The Financial Offer must be sealed in a separate envelope.

3.4 Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Submission of Evidence

Submission of Evidence as described at **4.3.1 to 4.3.2** must be included with the Offeror's offer at time of solicitation closing. Failure by the Offeror to provide the required evidence will result in the offer being disqualified and no further consideration will be given to the Offeror and the offer will be deemed non responsive.

The evidence provided by the Offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contacts named in the offer, the offer will be considered non-responsive and no further consideration will be given to the Offeror.

4.3 Technical Evaluation

4.3.1 Mandatory Technical Criteria

Each offer will be reviewed for compliance with the Mandatory Technical Criteria. Offers that do not meet the mandatory requirements will be deemed non-responsive and will be given no further consideration.

Completed implementation as used in the tables below means an implementation, where the system was successfully installed and the Offeror commenced data collection, analytics and monitoring of the client's infrastructure.

4.3.1.1 Offeror's Experience

The Offeror must demonstrate that they have sufficient experience implementing and providing on-going services by completing the following table:

Item	Description
Brief history of the Offeror and relevant experience in implementing services required by this RFSO	
Brief history of the Offeror and relevant experience in providing on-going services required by this RFSO	

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4.3.1.2 Reference Projects

The Offeror must demonstrate by completing the following table that they have completed implementation of at least three (3) relevant projects in the last five (5) years in at least 5 buildings, and in at least a total of 100,000 m² of managed area, and the systems are interfaced with BAS from at least three different BAS vendors. Use additional space, if required.

Name of client organization or Company	Project Reference 1	Project Reference 2	Project Reference 3	Total
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____	
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	
Number of years since implementation				
Brief description of the scope of service(s) rendered (use additional sheet(s) if space provided is not enough)				
Number of assets (buildings) included in the project <i>(min 5 buildings total for all referenced projects)</i>				
Total area of the assets (buildings) managed under the contract (m ²) <i>(min 100,000 m² total for all referenced projects)</i>				
Number and names of the BAS systems where the solution is used <i>(min 3 different BAS vendors - total for all referenced projects)</i>				

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Savings realized after completed implementation of the system (as an annual value or a percentage of the total energy budget)				
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4.3.1.3 Key Personnel

Provide a list of Project Managers and Subject Matter Experts (SMEs) who will be assigned to work on this project. The list must include at least one Project Manager and one Subject Matter Expert.

Provide detailed information and qualification information regarding personnel to be assigned to this agreement including resumes and certifications.

4.3.1.3.1 Project Manager

The Offeror must complete the following table for each Project Manager that will be performing work on this requirement. The Project Manager must have a diploma related to the field of building automation systems or construction project management and a minimum of three (3) years relevant work experience in the last five (5) years. The Offeror must list two (2) relevant projects, where the individual was the principal project manager. Use additional space as required.

Name of Project Manager:		
Number of years/months of relevant experience: ____ Years ____ Months		
Name of client organization or Company	Project Reference #1:	Project Reference #2:
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____ (year/month) Completion date: _____ (year/month)	Start date: _____ (year/month) Completion date: _____ (year/month)

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<p>Qualifications: degree/diploma/certifications. <i>Valid copies of degree/diploma/certifications should be submitted with the offer. However, if not submitted with the offer by the solicitation closing date, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.</i></p>		
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4.3.1.3.2 Subject Matter Expert

The Offeror must complete the following table for each Subject Matter Expert who will be performing work on this requirement. The SME must have an Engineering degree/diploma related to the field of building automation systems and a minimum of three (3) years relevant experience in the last five (5) years or a SME without a diploma related to the field of building automation systems must have a minimum of five (5) years relevant experience in the last eight (8) years. The Offeror must list two (2) relevant projects, where the individual was the principal Subject Matter Expert for the project. Use additional space as required.

Name of the Subject Matter Expert:		
Number of years/months of relevant experience: _____ Years _____ Months		
Name of client organization or Company	Project Reference #1:	Project Reference #2:
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project (indicate year, month, day)	Start date: _____ (year/month) Completion date: _____ (year/month)	Start date: _____ (year/month) Completion date: _____ (year/month)

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<p>Qualifications: degree/diploma/certifications.</p> <p><i>Valid copies of degree/diploma/certifications should be submitted with the offer. However, if not submitted with the offer by the solicitation closing date, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.</i></p>		
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4.3.1.4 Components and Services

The following table must be completed and included with the offer.

SOR Reference	Mandatory Technical Requirements	Referenced Section/ Page in Offeror's Proposal
3.1	Complete solution (as described in Statement of Requirements, Section 3.1 points A-G)	
3.1.1	Data collection from BAS in at least 1-minute intervals	
3.1.2	Energy metering data collection in at least 15-minute intervals	
3.1.3.1	Automated Fault Detection and Diagnostics using analytics and based on data collected from the BAS system	
3.1.3.2		
3.1.3.3	Work orders generated based on outputs of the FDD system with clear description of recommended actions	
3.1.3.3	Subject Matter Expert review of anomalies and/or flags before work orders are issued	
3.1.3.4.A,B and C	Capability of building optimization including but not limited to operation sequences, set-points, etc. but without direct changes to BAS	
3.1.4		
3.1.5	User interface meeting or exceeding requirements of <i>User Interface</i> (Statement of Requirements, Section 3.1.5)	
3.1.6	Savings estimation on work orders or recommended actions	
3.1.7	Manager dashboards & operator dashboards with information displayed as per <i>Data Visualisation</i> (Statement of Requirements, Section 3.1.7)	
3.1.8	Capability of monitoring building maintenance service providers' performance	
3.1.9	Capability of monthly reporting	
3.3.A	Minimum system availability: 99% during operating hours and 95% during other periods	
3.4.B	Collected data stored and maintained in Canada	
3.5	Collected data remains Canada's Intellectual Property	
3.6	Turn-key solution	

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4.3.2 Point Rated Technical Requirements

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

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

Each offer must obtain a minimum 180 points total in the Point Rated Technical Requirements to be considered responsive.

In order to qualify for the rating process, proposals must respond to the following rated requirements and include the referenced Section/Page contained in the offer.

The following table must be completed and included with the offer.

		Rating of Technical Requirements	Maximum points	Minimum passing points	Referenced Section/ Page in the offer
1	Installation and Deployment:	Installation requirements and limitations: <ul style="list-style-type: none"> • Are there any additional pieces of equipment required? • Are there any special building conditions required/expected? • Are there any special conditions/requirements on the building's BAS? • Is coordination with subcontractors included? • Any additional pre-requisites? 	10	6	
		Deployment plan (based on the virtual call-up), including major milestones <ul style="list-style-type: none"> • Time required to complete first implementation • Completeness of the implementation schedule 	5	3	
2	Platform	Platform: <ul style="list-style-type: none"> • What FDD and/or analytics services are performed by Offeror's staff, and which services are provided by 3rd party suppliers under Offeror's supervision? • What are the names and manufacturers of any products included in the solution? • Is the solution hardware, software, service or a combination of the above? 	25	15	

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		Rating of Technical Requirements	Maximum points	Minimum passing points	Referenced Section/ Page in the offer
		Analytics - Fault Detection and Diagnostics (FDD): <ul style="list-style-type: none"> How the analytics platform performs fault detection and diagnostics? The level of automation of this system, vs. how much is manual? At what point, if at all, the Subject Matter Experts are involved in evaluation of the diagnostics and work orders and in formulating the recommendations/work orders? Is equipment performance analysis and recommendations for continuous commissioning included in the solution? 	40	24	
		Energy Analysis <ul style="list-style-type: none"> type of energy analysis that is carried out and reports produced methodology used to identify anomalies /deviations practices with respect to making recommendations to Canada for any enhancement / changes 	40	24	
		Measurement and Verification <ul style="list-style-type: none"> Verification and reporting on savings achieved Measurement and reporting, with respect to consumption, equipment performance, building comfort etc. Methods used to demonstrate how targeted savings are determined 	20	12	
		Continuous commissioning and building optimization <ul style="list-style-type: none"> Ability of the system to provide actionable recommendations for the building operators 	5	3	
		Content and quality of reporting	5	3	

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		Rating of Technical Requirements	Maximum points	Minimum passing points	Referenced Section/ Page in the offer
3	Integration	System, integration, and connectivity <ul style="list-style-type: none"> Integration with the building's BAS and metering systems Expectations of how the building data provided by Canada will need to be configured and passed to Offeror's system, if any Network architecture Separation from Canada's networks on site Connectivity to the analytics engine Any requirements (pre-requisites) for connectivity between the BAS and the Offeror's analytics engine Security of the connectivity solution Flow chart showing how the proposed solution integrates with existing systems and data sources 	25	15	
		Limitations/exclusions on connectivity and BAS systems. <ul style="list-style-type: none"> Offeror's ability to provide connectivity to all systems listed in Statement of Requirements (p.3.2 Network and Integration) Any additional exclusions or limitations 	15	9	
		Availability of integration and data exchange with 3rd party applications (APIs, web services, access to collected data, access to work orders database)	10	6	
4	Services	Operations: <ul style="list-style-type: none"> service operation capacity of the organization including service call dispatch operations, service call communications with technical personnel, and internal process controls designed to ensure timely and closed loop performance information on systems and procedures for maintaining data integrity (e.g. security, backups, business continuity) 	10	6	
		System's capability to dispatch work orders for specific issues at the equipment and/or device level. <ul style="list-style-type: none"> ability to identify the issue through rule-based engines and analytics ability to document what was discovered clear, actionable advice to Canada facility management team and the service providers tracking of the results of service providers' actions over time 	20	12	
		Service levels and KPIs as proposed by the Offeror	5	3	

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		Rating of Technical Requirements	Maximum points	Minimum passing points	Referenced Section/ Page in the offer
		Command Centre operations and support <ul style="list-style-type: none"> • hours of availability • Subject Matter Expert availability • Readiness to provide services, as required (e.g. facilities and personnel already in place) 	5	3	
		Ability to extend the solution to additional buildings (including integration)	10	6	
		Capability of providing additional services (e.g. customized analytics, dashboards) upon Canada's request.	5	3	
		Customer service <ul style="list-style-type: none"> • standard response time to customer requests • handling of customer complaints • service levels and product quality 	5	3	
		Training availability (information on Offeror-provided initial training to building operation and maintenance staff for the proper maintenance of the system)	5	3	
		TOTAL TECHNICAL POINTS:	265		

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4.3.3 Scoring Guide

		Weak	Inadequate	Adequate	Fully Satisfactory	Strong
	0 points	2 points	4 points	6 points	8 points	10 points
Installation and Deployment	Did not submit information that could be evaluated for installation and deployment or fulfillment of the Installation and Deployment requirement.	Lacks complete or almost complete understanding of the identified requirement. Submitted information does not demonstrate understanding or capability to deliver of the Installation and Deployment requirement.	Demonstrates some understanding of most of the identified requirements. Some features of the solution do not fulfill fully the Installation and Deployment requirements	Demonstrates adequate understanding of most of the identified requirements. Proposed Installation and Deployment solutions conform to the minimum level of satisfaction.	Demonstrates a good understanding of all of the identified requirements. Proposed Installation and Deployment features of the solution satisfy fully Crown's requirements.	Demonstrates an excellent understanding of all of the identified requirements. Proposed Installation and Deployment features of the solution exceed the specification and Crown's requirements
Platform	Did not submit information that could be evaluated to demonstrate an understanding of the fulfillment of the Platform requirement.	Lacks complete or almost complete understanding of the identified platform requirement. Submitted information does not demonstrate understanding or capability to deliver on the platform requirement.	Demonstrates some understanding of most of the identified requirements. Some features of the solution do not fulfill fully the Platform requirements	Demonstrates adequate understanding of most of the identified requirements. Proposed Platform features of the solution conform to the minimum level of satisfaction.	Demonstrates a good understanding of all of the identified requirements. Proposed Platform features of the solution satisfy fully the specification and Crown's requirements.	Demonstrates an excellent understanding of all of the identified requirements. Proposed Platform features of the solution exceed the specification and Crown's requirements
Integration	Did not submit information that could be evaluated to demonstrate an understanding of the fulfillment of the Integration requirement.	Lacks complete or almost complete understanding of the identified requirement. Submitted information does not demonstrate understanding or capability to deliver of the Integration requirement.	Demonstrates some understanding of most of the identified requirements. Some features of the solution do not fulfill fully the Integration requirements	Demonstrates adequate understanding of most of the identified requirements. Proposed Integration features of the solution conform to the minimum level of satisfaction.	Demonstrates a good understanding of all of the identified requirements. Proposed Integration features of the solution satisfy fully the specification and Crown's requirements.	Demonstrates an excellent understanding of all of the identified requirements. Proposed Integration features of the solution exceed the specification and Crown's requirements
Services	Did not submit information that could	Lacks complete or almost complete	Demonstrates some understanding of	Demonstrates adequate	Demonstrates a good understanding of all	Demonstrates an excellent

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	be evaluated to demonstrate an understanding or fulfillment of the Services requirement.	understanding of the identified requirement. Submitted information does not demonstrate understanding or capability to deliver of the Services requirement.	most of the identified requirements. Some features of the solution do not fulfill fully the Services requirements	understanding of most of the identified requirements. Proposed Services features of the solution conform to the minimum level of satisfaction.	of the identified requirements. Proposed Services features of the solution satisfy fully the specification and Crown's requirements.	understanding of all of the identified requirements. Proposed Services features of the solution exceed the specification and Crown's requirements
Limitations/exclusions on connectivity and BAS systems• (Statement of Requirements p.3.2 Network and Integration) See Part 3 Integration in the above table of Rated Technical Requirements	Proposed is unable to fully integrate with five or more of the BAS systems identified in the virtual call-up.	Proposed is unable to fully integrate with four of the BAS systems identified in the virtual call-up.	Proposed is unable to fully integrate with three of the BAS systems identified in the virtual call-up.	Proposed is unable to fully integrate with two of the BAS systems identified in the virtual call-up.	Proposed is unable to fully integrate with one of the BAS systems identified in the virtual call-up.	Proposed solution fully integrates with all of the BAS systems identified in the virtual call-up.

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4.4 Financial Evaluation

Offerors must complete and submit a Financial Offer attached in response to this RFSO (Refer to Annex B). Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

4.5 Basis of selection

To be declared responsive, an offer must:

- (a) comply with all the requirements of the Request for Standing Offer;
- (b) meet all mandatory requirements including mandatory technical requirements 4.3.1;
- (c) obtain the required minimum of 180 points **overall**; and
- (d) obtain the **minimum points for each individual technical criterion** as indicated in Section 4.3.2 for the technical evaluation criteria that are subject to point rating.

Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive.

Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

4.6 Evaluation Procedure

Offers will be selected using the highest compliant combined rating of technical merit and price.

1. 70% of points will be awarded for the Technical proposal received and 30% of the points to cost proposal.
2. Only proposals which receive the three highest Total Points (overall point rating for technical merit and cost) will be recommended for issuance of Standing Offer. The Work will be divided in the following proportion: 50%, 30% and 20% from the highest Total Points to the lowest.
3. The scoring of the financial offer is done using the method outlined in section 4.6.1.

4.6.1 Example of Collective Best Value Determination

The average price (AP) of all responsive bids will be determined by adding together the Total Assessed Proposal Price (from the Annex B Pricing Schedule) of all of the responsive bids and dividing by the number of responsive bids. In order to eliminate high bids from skewing the results, offers with Total Assessed Proposal Prices that are greater than 1.5 times the average responsive bid price will be removed from the average price recalculation.

The Price Point Score (PPS) for each responsive bid will be determined as follows:

$PPS = (AP / P) \times 30$ (to a maximum of 30 points) where P is the Total Assessed Proposal Price of each responsive bid, as identified in the Annex B Pricing Schedule.

In the example below, the initial Average Price Proposal is determined to be \$83,000. Since Offeror 4's price is greater than 1.5 times the Average Price Proposal (\$124,500), Offeror 4's price is no longer included in the recalculation of the Average Price. Therefore, the new Average Price Proposal is \$60,667.

Technical scores are prorated against the total possible score (i.e. 265).

The proposal with the highest Total Points, when adding the Technical Points and the Price Points, is considered as the proposal representing the optimum value to Canada. In this example Offeror 1 with the highest Total Points will be awarded 50% of the Work, Offeror 3, 30% of the Work and Offeror 2, 20% of the Work. See Section 7A.8 for details.

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Highest Combined Rating: Technical Merit (70%) and Price (30%)

Bidders' proposals:

	Offeror 1	Offeror 2	Offeror 3	Offeror 4
Price Quoted	\$80,000	\$75,000	\$27,000	\$150,000
Average price	\$83,000			
cut-off limit (1.5x average price)	\$124,500			
prices to be included in the recalculation of average price	\$80,000	\$75,000	\$27,000	
Recalculated average price	\$60,667			

Calculation of Collective Best Value:

	Offeror 1	Offeror 2	Offeror 3	Offeror 4
Technical Points awarded	250	225	220	260
Technical Points calculation	250/265*70	225/265*70	220/265*70	260/265*70
Technical Points score	66.04	59.43	58.11	68.68
Price Points calculation	60667/80000*30	60667/75000*30	30 (lower than average)	60667/150000*30
Price Points score	22.75	24.27	30.00	12.13
Total Points	88.79	83.70	88.11	80.81
Rank	1	3	2	4
% Division of Work	50%	20%	30%	0%

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources – Offer

SACC Manual Clause - M3020T (2016-01-28)

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PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Offeror should specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD
Project Manager		
Subject Matter Expert		

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PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

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

7A.2 Security Requirements

The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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

7A.3 Standard Clauses and Conditions

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

7A.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services apply to and form part of this Standing Offer.

7A.3.2 Standing Offer Reporting

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

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

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

The quarterly reporting periods are defined as follows: *(to be revised prior to issuance of Standing Offer)*

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

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4th quarter: January 1 to March 31.

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

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

7A.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex E of the Standing Offer.

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Amalia Maquiling
Supply Team Leader
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
Place du Portage, Phase III, 3C2
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: 873-469-4886
Facsimile: 819-956-3600
E-mail address: amalia.maquiling@tpsgc-pwgsc.gc.ca

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

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

_____ (Name of Technical Authority)
_____ (Title)
_____ (Fill in Organization)
_____ (Fill in Address)
Telephone: ()
Facsimile: ()
E-mail address:

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

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7A.5.3 Offeror's Representative

Name: _____
Telephone: () _____
Facsimile: () _____
E-mail address: _____

7A.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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.

7A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Environment, Health and Safety, Real Property Branch, Public Works and Government Services Canada (PWGSC). However, the tool may be extended to other entities as required by Canada.

7A.8 Call-up Procedures

The PWGSC Technical Authority will establish the Scope of Services to be performed under each individual Call-up based on the pre-established rates identified in Annex B – Financial Offer.

1. Services will be called-up as follows:
 - a) For each individual Call-Up, contractors will be considered using a computerized distribution system. This system will track all call-ups assigned to each contractor and will maintain a running total of the dollar value of business distributed. The system will contain for each contractor an ideal business distribution percentage which has been established as follows; 50% of the business dollar value for the top ranked contractor, 30% for the 2nd ranked contractor and 20% for the 3rd ranked contractor. In the event fewer than three (3) contractors are successful, the undistributed % of business dollar value will be redistributed amongst the Offerors being recommended using the following formula:
$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non-distributed \%}} \times 100$$
The Contractor who is furthest under their respective ideal business distribution percentage in relation to the other contractors will be selected for the next call-up.
 - b) The Contractor will be provided the scope of services and will submit an offer to the Technical Authority in accordance with the fixed rates established under the Standing Offer.
2. The Contractor will be authorized in writing by the Technical or Standing Offer Authority to proceed with the services by issuance of a Call-up against the Standing Offer.
3. Any proposed changes to the scope of work are to be discussed with the Technical Authority but any resulting changes can only be authorized by an amendment issued by the Technical or Standing Offer Authority.

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7A.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 944 "Call-up Against Multiple Standing Offers" or other acceptable "Call-up Against Multiple Standing Offers" electronic document.

7A.10 Call-up thresholds

The Identified User will issue individual call-ups against the Standing Offer up to \$400,000.00 (Applicable Taxes, Fees and related disbursements included). The Contracting Authority may issue call-ups above \$400,000.

7A.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2016-04-04), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Requirements;
6. Annex "B" - Financial Offer;
7. Annex "C" - Security Requirements Check List;
8. Annex "D" - Virtual Call-up;
9. Annex "E" - List of potential buildings;
10. the Offeror's offer dated _____ (*insert date of offer*);
11. Annex "F" – Quarterly Usage Report Form;
12. Annex G - Cost Estimate Form "Additional Work"
13. Annex H - Non-disclosure Agreement (NDA)

7A.12 Certifications and Additional Information

7A.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7A.12.2 SACC Manual Clauses

M3020C (2010-01-11) - Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

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Names of qualified resources

The Offeror must provide the names of the qualified resources who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the offer.

Project Managers (first & last name)	Subject Matter Experts (first & last name)

7A.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

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7B. RESULTING CONTRACT CLAUSES

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

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

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

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

7B.2.2 Non-disclosure Agreement (NDA)

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

7B.3 Term of Contract

7B.3.1 Period of Contract

The Work must be completed within the period stipulated and in accordance with the call-up against the Standing Offer. Contracts resulting from each call-up will be valid for 2 years and will also have 1+1+1 option years that may be exercised by Canada in its discretion.

***Remark to Standing Offer Authority:** If the successful Offeror has identified himself as a former public servant, insert in full text SACC Manual clause [A3025C](#), to assist client departments in identifying call-ups with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

7B.4 Proactive Disclosure of Contracts with Former Public Servants

7B.5 Payment

7B.5.1 Basis of Payment

The Contractor will be paid firm price as specified at Annex B, Financial Offer for work performed in accordance with the Contract. Applicable Taxes are extra.

7B.5.2 Method of Payment

- (a) Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.
- (b) Invoices must be submitted in accordance with the instructions contained in the article entitled "Invoicing Instructions".

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7B.5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7B.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2035 General Conditions - Services. Invoices cannot be submitted until all work identified in the invoice is completed.

- 1) The initial invoice must only be submitted once the installation is completed and accepted by the Technical Authority.
- 2) Following the installation, invoices for ongoing monitoring and maintenance must be submitted every six months with supporting documentation indicating that the required monitoring and maintenance has been completed.
- 3) Invoices must be distributed as follows:

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

7B.7 Insurance

7B.7.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the following **articles 7B.7.2 to 7B.7.3**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7B.7.2 Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against

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it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7B.7.3 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7B.8 Canadian Forces Site Regulations

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

7B.9 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7B.10 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

1 Background

The Government of Canada is evaluating ways to improve its building operations and increase energy efficiency throughout its portfolio of properties by implementing Smart Building technologies.

2 Objective

The Government of Canada seeks an experienced Contractor for the purpose of providing building energy performance analytics and off-site monitoring for multiple buildings owned by Canada in order to realize operational efficiencies, reductions in Greenhouse Gas emissions, and energy savings associated with Smart Building technologies.

3 Scope of Work

The Contractor's solution to Canada must include all the service requirements of this SoR.

All the buildings selected for this project currently have Building Automation Systems (BAS) that generate data for use by proposed solutions. Canada will provide the Contractor, at the time of the call-up, information about the target buildings and a list of equipment to be monitored.

The Contractor must verify compatibility of the existing BAS with the Contractor's system and, if selected, will provide all necessary means to connect to the existing BAS. Canada does not guarantee or imply compatibility of any of the existing BAS with the Contractor's solution.

The Contractor must verify availability of adequate power supply in the location where the solution is to be installed and, if necessary, must obtain a cost estimation of installing required power supply and include the cost in the total pricing.

The Contractor must contact the relevant local utilities (electricity and natural gas) to determine the availability of conservation program incentives, rebates or grants that are applicable to this project. If such programs are available, the selected Contractor is required to fulfill all program requirements in order to obtain all applicable utility incentives on behalf of the Crown. This includes, but not limited to, providing the local utility application documents, technical specifications, pictures, supporting calculations, measurement and verification plan, disposal certificates, invoices and proof of payments.

3.1 Components and Services

The solution must include:

- A. All software, middleware, and hardware components necessary to capture, store, analyze and transmit existing building points data;
- B. Application Programming Interfaces (APIs) (usually implemented through Web services) for a third party to access collected energy meter data and all information regarding detected faults (and/or work orders);
- C. Building Data Analytics and Fault Detection and Diagnostics (BDA/FDD) platform and services (detailed in 3.1.3);
- D. Initial installation and configuration of the system that will interface with the Building Automation Systems (BAS);
- E. All software, hardware, and firmware upgrades which may become available during the Contract period, including new modules that include features previously unavailable in the base product.
- F. All support services provided during the period of performance.

The components and services outlined above are described in detail in the subsequent sections.

3.1.1 Building Automation System (BAS) Data Collection

The Contractor must provide a flexible and scalable solution, including all necessary hardware, software, middleware, and technical support, to collect pertinent data from the existing Building Automation System

(BAS) in the target building. This must include any and all connectivity to interface with the existing BAS (including, but not limited to, gateways, routers, wiring etc.) and for transferring collected data to the Contractor's data repository.

The BAS data collection must be on a real-time basis (24 hours per day and 7 days per week) and must be at an interval of 1 minute or less.

3.1.2 Energy Metering Data Collection

The Contractor must provide a solution to capture and analyze energy meter data on a real-time basis. The energy meter data must include all of the following (if present in the building): electrical power, natural gas, steam, hot water, and chilled water. This real time energy consumption data must be stored, analyzed, trended and presented in easily understandable real-time dashboards accessible to Canada stakeholders. The energy metering data collection must be at an interval of 15 minutes or less.

If such energy meter data are available through a database owned by Canada, the Contractor needs to consider the cost for connection to this database. Otherwise, the Contractor must arrange integration of energy meters to the BAS and include the integration cost in the total pricing of the contract as a result of a call-up against the Standing Offer. Canada shall provide the appropriate contacts to get cost estimation for such energy meters integration during the RFP response phase arising from a call-up.

3.1.3 Building Data Analytics and Fault Detection and Diagnostics

3.1.3.1 The Contractor must provide Building Data Analytics and Fault Detection and Diagnostics (BDA/FDD) in conformance with this section.

3.1.3.2 The BDA/FDD must have the ability to mine vast amounts of data quickly and apply software-based algorithms to identify and define trends so that more proactive management of building systems can occur. The BDA/FDD must identify patterns that traditional BAS/BMS systems often overlook, draw conclusions, notify stakeholders and offer corrective measures for issues in building mechanical and control systems via proactive automated maintenance recommendations before they manifest themselves in ways that cause downtime or prolonged periods of inefficient operation.

3.1.3.3 Results of the building data analytics must be reviewed by the Contractor's Subject Matter Expert before being submitted to the building operator as a notification/work order. Such notification must include problem identification and recommended corrective measures and/or potential sources of the anomaly.

3.1.3.4 The BDA/FDD must provide:

- A. Ability to allow building managers to optimize on-going operations through a series of processes including, but not limited to, fault based analysis, continuous evaluation of zones, set points, schedules, competing air handlers, unbalanced airflows, control component degradation, sensor failures, valve leakage, and loose fan belts;
- B. Advanced continuous commissioning strategies capable of taking into account fault detection prior to seasonal weather changes (proactive building maintenance based on geographical and seasonal variables);
- C. A response or notification in a form of email or work order in response to a detected fault, alarm, or operation anomaly;
- D. Management exception reports, trigger alarms, or notifications and automated work orders.
- E. A summary of faults, alarms, or operation anomalies; and recorded distribution of notifications to Property Managers, Senior Property Managers, O&M Contractors, metering Contractors, specialized subject area engineers, and commissioning agents.

3.1.4 Continuous Commissioning and Building Optimization

The Contractor must establish an ongoing process to resolve operating problems, improve occupant comfort, optimize energy use and identify potential retrofits to existing buildings and facilities. The process will ensure that the building, facilities and systems operate optimally to meet the current requirements.

The solution must capture energy consumption/demand data on an ongoing basis and provide 24/7 monitoring of any situation that may lead to excessive energy consumption and carry out real-time data analysis to identify energy savings opportunities.

To ensure building optimization, the Contractor must work with the building operator on-site and remotely to verify and optimize scheduling and system operation to assure optimal performance from the BAS.

The proposed system will not be used for automatic changes to the BAS; rather any recommended changes must be provided, by electronic means, to the building operator, who would implement the changes at his discretion.

3.1.5 User Interface

The Contractor must provide a secure Web based User Interface (UI) in conformance with this Section with no client software required on end user workstations.

The following web browser version (minimum) will be required and have to be supported:

- A. Microsoft Internet Explorer – Version 11
- B. Google Chrome – current version as of September 2016
- C. Firefox – current version as of September 2016

The UI must:

- A. Display building information simultaneously in multiple formats (e.g. AHU graphic, temperatures and trends);
- B. Display all information in both official languages (English and French) and must offer the ability to select the language for the interface;
- C. Use the SI measurement units;
- D. Have tools that allow building engineers and stakeholders to create, analyze, view, and understand building system equipment trends;
- E. Have non-proprietary open protocol communication protocol;
- F. Have Administrative and User privileges based on distinctive user IDs that include the ability to restrict access to individual users to specific functions;
- G. Have the ability to create user defined alerts and notifications (e.g. email, pager, work orders) to building managers, engineers, and O&M Contractors to reinforce analysis discovered by the system;
- H. Have the ability to track and record the above alerts and notifications for future troubleshooting and historical analysis;
- I. Have the ability to identify notifications (work orders) that have been accepted (acknowledged) by the user and record the timestamp of such acknowledgment;
- J. Have the ability to identify notifications (work orders) that have been closed (completed) by the user and record the timestamp of such completion;
- K. Have an audit trail of changes featured under a System Administrators workbench or System Administrator only UI.

3.1.6 Demonstration of Targeted Savings

The system must calculate and make available estimates of the opportunity cost associated with not correcting an identified fault or operational inefficiency. The opportunity cost (or cost savings if fault/operational inefficiency had been corrected) must be reported as that accrued over a one-year period.

3.1.7 Data Visualisation

The Contractor must provide a solution that is able to display building- and energy- related information in the form of dashboards. These dashboards must display information on how well the operations and maintenance of the buildings are being performed. These dashboards must be customised and provide various level of information depending on the audience (building operators, building O&M service providers, property managers, subject area engineers, occupants etc.).

Information displayed must be updated at least once an hour and must include:

- A. Work orders history;
- B. Current open work orders (by priority and by cost/savings), including the time since the work order was created;
- C. Energy consumption (compared to baseline, normalised to weather) in absolute values and as a ratio compared to baseline;
- D. Energy savings per period (e.g. annual, since a specific date) in absolute values and as a ratio compared to baseline;
- E. Work orders priority (according to estimated targeted savings (as described in Section 3.1.6));
- F. Operations and Maintenance events occurring in the building; and
- G. Weather information.

3.1.8 Building Maintenance Service Performance Monitoring

The solution must provide measures to monitor and track the performance of building O&M service providers related to following KPIs (key performance indicators):

- A. A list of all equipment and all control points that are monitored under coverage of the contract resulting from each call-up;
- B. Records of every work order/recommendation issued during the term of the contract;
- C. Service request (or work order) data, including time stamps for receipt of service requests and completion of service requests; and
- D. Service request frequency, time to request acknowledgment, and time to service completion.
- E. The solution must be able to generate reports on the KPIs by a campus (group of buildings in close proximity), an individual building or by type of work order/recommendation (preventive maintenance, emergency service, etc.).
- F. The service performance information must be captured electronically and stored in an electronic data repository for the term of any contract resulting from each call-up. Canada personnel with proper credentials shall have real time access to this service performance information through an Internet portal by use of a web browser.

3.1.9 Reporting

A summary of energy consumption, trends and analysis, building optimisation recommendations and any additional recommendations and inferences must be provided in a monthly report.

The report must include, as a minimum, the following:

- A. A summary of activities for the period covered
- B. A summary of energy savings incurred from activities for the period covered
- C. Pending/recommended actions
- D. Summary of observations (anomalies) discovered

Monthly reporting will begin the month following implementation of the solution in a building and will be produced in the first week of the month providing a report for the previous month.

3.2 Network and Integration

The solution must be capable of integrating with the BAS systems used by Canada in order to retrieve data from the building systems.

Following is the minimum list of the systems with which the solution must be able to integrate:

- A. Alerton
- B. Andover
- C. Automated Logic
- D. Delta
- E. Honeywell
- F. Johnson Controls
- G. Reliable Controls
- H. Schneider Electric
- I. Siemens
- J. Trane
- K. VCI
- L. Walker

The solution must be capable of providing connectivity necessary for transferring building systems' data to the analytics engine for processing.

3.3 System Availability, Scalability, and Interoperability

The solution must:

- A. Have availability at least 99% during building operating hours and at least 95% during other periods, and have no outages for more than 3 consecutive days;
- B. Be scalable to monitor additional devices and meters, integrate additional sensors, and deploy to additional buildings as needed; and
- C. Allow integration with other existing open systems or third party applications.

3.4 System Security, Privacy, and Data Sovereignty

The solution must:

- A. Provide security and protection measures in compliance with Canada's security and privacy policies.
- B. Ensure all data collected from Canada buildings are stored and maintained within the territory of Canada.

3.5 Ownership and Retention of collected data

All data collected from Canada buildings remains Canada's property.

The Contractor must retain all data collected from Canada buildings for the length of the contract and make the data available to Canada at the end of and at any time during the contract in an electronic (machine readable) form, including the complete description of the collected data.

3.6 Turnkey Solution

The Contractor will be completely responsible for providing to Canada a turnkey solution that is appropriately commissioned and operational. This must include all site coordination, electrical installations, network wiring or cellular communication setup, energy meters integration as needed, testing signal strengths, system configuration, etc. The Contractor must establish and ensure stable connectivity between the existing BAS and the Contractor's platform.

3.7 System Maintenance

The Contractor must assure that the installed system is of the most current version and provide the on-going maintenance of the installed system for the duration of the contract. If the Contractor collects a monthly, quarterly or annual maintenance/service fee, the cost of the periodical upgrades of the system must be included in that fee.

3.8 Training

The Contractor must provide and arrange for training of facility managers and operating staff during the implementation to enable the proper operation of the solution, to impart the necessary skills to operate the systems efficiently. Training may be delivered through online applications.

3.9 Additional services

Notwithstanding statements in 3.6 – Turnkey Solution, the Contractor must be able to provide additional services related to the proposed solution as requested from time to time by Canada. Such services may be required, if substantial changes are made to the Canada's building systems or the BAS.

If such services are requested and authorised by Canada, the Contractor must be able to provide these services and will be paid in accordance with hourly rates identified in Annex B.

These additional services must not be considered for continuous maintenance or any system upgrades for the equipment and control points that are monitored under coverage of the proposed solution.

Once implemented, these changes must be included in the existing service contract without additional cost to the annual fees.

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Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates (excluding H.S.T.) in accordance with the information provided in the following tables.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

Name

Title

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The following tables must be completed and submitted with the offer.

The Financial Offer is divided into Part 1 – Pricing Schedule 1 – Firm Price, Part 2 – Pricing Schedule 2- “Additional Services” and Part 3 – Total Assessed Proposal Price.

A call-up may be issued at any time during the period of the Standing Offer. The rates provided in this financial offer apply for call-ups made in the first year of the Standing Offer. The rates for call-ups made in subsequent years of the Standing Offer are subject to an annual inflation adjustment as of April 1. The adjustment shall be 75% of the increase in the National Consumer Price Index (CPI) calculated over the previous calendar year. Any adjustments made in years 2 to 5 of the Standing Offer will be calculated on the most recent previous rates. Where the CPI rate is a negative value, it shall be treated as zero for the purposes of this adjustment.

The adjusted prices will apply to the entire period of the contract resulting from the call-up. Therefore, contracted rates are not subject to price adjustment. See example below in Table 2.

Part 1 – Pricing Schedule 1 – Firm Price

The Contractor must:

1. Provide a turnkey solution pricing for the buildings listed in the Virtual Call-up (Annex D). The firm initial installation cost will be calculated using two elements: a fixed (per building) cost and a cost related to the size of the building (the Total Inside Gross Area of the building) – a per square metre cost. This initial installation cost does not include maintenance, monitoring and service management.
2. Provide an annual monitoring service pricing per square meter for the buildings listed. This cost must also include periodic system updates (hardware and software) and system maintenance.
3. Provide cost estimate for additional services.

Offerors may choose any combination (such as fixed cost per building or cost per square metre or a combination of both for (a) below - initial installation cost) for their financial offer for determining the cost to the crown. In order for the Financial Offer to be accepted, all cells must be completed with a numerical value including \$0 values.

Inside gross area is defined as the total area within the building envelope. This includes, but is not limited to office space, common areas, mechanical rooms, parking, and commercial space.

Provide detailed pricing for the following items:

Table 1: Call-up Made in First Year of Standing Offer

Item	Fixed Cost per building (A)	Cost/m ² (B)	Estimated Total Inside Gross Area for the Virtual Call-up (C)	Extended value for the Virtual Call-up
a) Initial installation cost (for virtual call-up) excluding maintenance, monitoring and service management costs. The same cost will apply to any additional buildings.	\$	\$	437,147 m ²	(A * 12 + B * C) \$
b) Maintenance, monitoring and service management (ongoing) – Call-up Year 1		\$	437,147 m ²	(B * C) \$

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c) Maintenance, monitoring and service management (ongoing) – Call-up Year 2	\$	437,147 m ²	(B * C) \$
(i) Total Cost for 2 firm years = (a+b+c)			\$
d) Maintenance, monitoring and service management (ongoing) – Call-up Year 3 (Option Year 1-contract)	\$	437,147 m ²	(B * C) \$
e) Maintenance, monitoring and service management (ongoing) – Call-up Year 4 (Option Year 2 - contract)	\$	437,147 m ²	(B * C) \$
f) Maintenance, monitoring and service management (ongoing) – Call-up Year 5 (Option Year 3 - contract)	\$	437,147 m ²	(B * C) \$
(ii) Total Cost for 3 option years = (d+e+f)			\$
Total Cost for 5 years= (i) + (ii)			\$

The following example shows how an adjustment would be made to a hypothetical bid, using an increase in the National Consumer Price Index of 2%.

Table 2: Example of Price Adjustment

Item	Call-up Made in First Year of Standing Offer	Call-up Made in Second Year of Standing Offer
a) Initial installation cost (for virtual call-up) excluding maintenance, monitoring and service management costs. The same cost will apply to any additional buildings.	\$100,000	\$101,500
b) Maintenance, monitoring and service management (ongoing) – Call-up Year 1	\$25,000	\$25,375
c) Maintenance, monitoring and service management (ongoing) – Call-up Year 2	\$25,000	\$25,375
d) Maintenance, monitoring and service management (ongoing) – Call-up Year 3 (Option Year 1-contract)	\$25,000	\$25,375
e) Maintenance, monitoring and service management (ongoing) – Call-up Year 4 (Option Year 2 - contract)	\$25,000	\$25,375
f) Maintenance, monitoring and service management (ongoing) – Call-up Year 5 (Option Year 3 - contract)	\$25,000	\$25,375

Please note that the “Maintenance, monitoring and service management fees” for subsequent years for the call-ups made in the first year of Standing Offer remain the same (are not adjusted) for the duration of the contract resulting from the call-up.

Part 2 – Pricing Schedule 2 – Cost Estimate Form for Additional Services

Payments for work performed under this portion of the contract must be approved by the technical authority.

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a) Labour cost

Additional services as described in Annex A - PWGSC Statement of Requirement EN438-170958, will be conducted on an "Additional Services Requested" basis, where charges shall be made for actual labour. When "Additional Services Requested" work is requested during the contract period, the contractor must complete and submit the Table in Annex G - Cost Estimate Form "Additional Services". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

The Contractor shall be paid for work at an hourly rate in accordance with Table 3 and will not be entitled to any additional compensation for any variation between the hours negotiated for the additional services and hours actually worked.

Estimated quantity of hours per year for extra work is for evaluation purposes only.

Submit a Firm All-inclusive Labour Rate (including overhead, travel, parking, profit, and all related costs) in Canadian funds.

LABOUR: Fixed hourly rate per Category will be as follows. Payment will be made for hours actually worked with no provision for annual leave, statutory holidays and sick leave.

Table 3: Labour Rates

Direct Labour		Estimated number of hours (A)	Hourly Rate (B)	Total (AxB)
Regular Working Hours: Monday to Friday 7h30 to 16h30	Project Manager	5	\$	\$
	Subject Matter Expert	15	\$	\$
Sub Total				\$

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

Part 3 – TOTAL ASSESSED PROPOSAL PRICE:

1. Pricing Schedule 1 – Firm Price – Total Cost for 5 years	\$
2. Pricing Schedule 2 – Cost for Additional Services	\$
TOTAL ASSESSED PRICE ((1) + (2))	\$



Government of Canada
Gouvernement du Canada

RECEIVED

JUL 27 2016

Contract Number / Numéro du contrat

EN438-17-0958

Security Classification / Classification de sécurité

UNCLASSIFIED

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 PSPC - Public Services and Procurement Canada		2. Branch or Directorate / Direction générale ou Direction PTSM-NCOE C&C
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 Implementation of a Smart Buildings System with accompanying service contract		
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		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

UNCLASSIFIED



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EN438-17-0958

Security Classification / Classification de sécurité

UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted:

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

Security Classification / Classification de sécurité

UNCLASSIFIED



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 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.

12. b) Will the document 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).

Annex D - Virtual Call-up
EN438-170958

Region	Building Name	Province	City	Inside Gross Area [m ²]	Annual Energy Use [MJ]	Energy Cost [\$]	Cost Intensity [\$/m ²]	BAS Installed
1 Atlantic Region	North West Atlantic Fisheries Centre	NL	St John's	21,301	27,140,989	\$ 750,000	\$ 35	Honeywell
2 Atlantic Region	Daniel MacDonald Building	PE	Charlottetown	16,435	15,687,065	\$ 463,840	\$ 28	Delta
3 Quebec Region	Shawinigan-Sud	QC	Shawinigan-Sud	26,627	24,325,127	\$ 465,240	\$ 17	Système Walker 200
4 National Capital Area	Major-General G. R. Pearkes Building	ON	Ottawa	105,494	112,213,736	\$ 3,243,448	\$ 31	Siemens
5 National Capital Area	National Printing Bureau	QC	Gatineau	87,727	107,925,099	\$ 1,485,831	\$ 16.94	Delta/JCL/Andover
6 National Capital Area	350 King Edward Ave.	ON	Ottawa	11,821	36,099,814	\$ 1,019,132	\$ 86	Siemens
7 National Capital Area	Statistics Canada, Main Building	ON	Ottawa	45,265	69,686,716	\$ 2,045,264	\$ 45	Delta
8 National Capital Area	Langevin Building	ON	Ottawa	11,435	13,994,443	\$ 303,774	\$ 26.57	Siemens
9 National Capital Area	La Promenade	ON	Ottawa	19,236	30,414,460	\$ 619,221	\$ 32	Siemens
10 Ontario Region	Environment Canada Downsview	ON	Toronto	31,861	65,752,109	\$ 1,316,944	\$ 41.33	Delta
11 Western Region	Alvin Hamilton	SK	Regina	24,729	14,477,670	\$ 353,519	\$ 14	Honeywell
12 Pacific Region	Sinclair Centre	BC	Vancouver	35,215	19,842,541	\$ 371,005	\$ 11	JCL

Annex E - List of potential buildings
EN438-170958

	Region	Building Name	Province	City	CHCP	Inside Gross Area [m ²]	Annual Energy Use [MJ]	Energy Cost [\$]	BAS Installed
1	Atlantic Region	Halifax, Dominion Public	NS	Halifax	n/a	14,547	10,035,620	\$ 299,864	Delta
2	Atlantic Region	NWAF	NL	St John's	n/a	21,301	27,140,989	\$ 750,000	Honeywell
3	Atlantic Region	Jean Canfield	PE	Charlottetown	Steam purchased from district heating plant, chillers in the building	13,080	13,098,244	\$ 463,045	Siemens
4	Atlantic Region	Ralston Building	NS	Halifax	n/a	17,226	14,079,752	\$ 422,507	Alerton
5	Atlantic Region	Daniel MacDonald Building	PE	Charlottetown	n/a	16,435	15,687,065	\$ 463,840	Delta
6	Atlantic Region	Nicholas Denys Building	NB	Bathurst	n/a	11,881	12,554,782	\$ 354,428	Alerton
7	Atlantic Region	RCMP B Division	NL	St John's	n/a	15,757	14,532,927	\$ 372,960	Johnson
8	Atlantic Region	NL Data Tax	NL	St John's	n/a	15,130	14,043,399	\$ 349,007	Honeywell
9	Atlantic Region	Moncton, Dominion Public	NB	Moncton	n/a	23,486	24,701,078	\$ 755,816	Delta
10	Atlantic Region	RCMP "H" Division HQs	NS	Dartmouth	n/a	19,410	22,213,891	\$ 638,551	Johnson
11	Atlantic Region	RCMP J Division	NB	Fredericton	n/a	14,547	19,528,909	\$ 518,137	Delta
12	Atlantic Region	Summerside Taxation Centre	PE	Summerside	n/a	20,668	37,460,578	\$ 1,026,815	Siemens
		12 buildings in Atlantic						\$ 6,414,971	Atlantic
1	Quebec Region	Jonquière	QC	Jonquière	n/a	20,035	14,590,008	\$ 307,921	Andover
2	Quebec Region	Shawinigan-Sud	QC	Shawinigan-Sud	n/a	26,627	24,325,127	\$ 465,240	Système Walker 200
3	Quebec Region	Edifice Douanes 400 Place d'Youville/105 N	QC	Montreal	n/a	21,144	66,522,043	\$ 947,542	Siemens
4	Quebec Region	Complexe Guy-Favreau (200 René-Lévesqu	QC	Montreal	n/a	111,769	84,281,071	\$ 1,366,120	VCI
5	Quebec Region	715 Peel St	QC	Montreal	n/a	59,184	93,996,482	\$ 1,350,582	Siemens
		5 buildings in Quebec Region						\$ 4,437,404	Quebec
1	National Capital Area	Jim Flaherty Building	ON	Ottawa	Cliff	69,000	21,080,843	\$ -	Schneider Electric I/A
2	National Capital Area	Booth Administration	ON	Ottawa	Booth	9,721	14,525,261	\$ 483,976	Honeywell Excell and Delta on floors 5 and 6
3	National Capital Area	West Memorial	ON	Ottawa	Cliff	33,621	22,083,513	\$ 522,636	Johnson
4	National Capital Area	East Memorial	ON	Ottawa	Cliff	37,140	32,204,834	\$ 886,326	Johnson Metasys
5	National Capital Area	Place du Centre	QC	Gatineau	n/a	61,945	31,285,440	\$ 756,407	INVENSYS
6	National Capital Area	P.A. Storage	ON	Ottawa	n/a	19,946	12,344,853	\$ 417,220	Niagara 2
7	National Capital Area	Personnel Records Tunneys	ON	Ottawa	Tunney's	21,119	13,483,778	\$ 392,913	VCI Controls
8	National Capital Area	455 Blvd de la Carriere	QC	Gatineau	n/a	45,079	43,878,845	\$ -	Honeywell
9	National Capital Area	Finance Building	ON	Ottawa	Tunney's	7,912	9,562,646	\$ 277,642	Johnson Metasys
10	National Capital Area	Exhibition Commission	ON	Ottawa	n/a	23,545	13,571,985	\$ 284,877	VCI Controls
11	National Capital Area	Sir William Logan	ON	Ottawa	Booth	39,696	35,808,125	\$ 1,272,184	Delta and 2 others
12	National Capital Area	Uniform #2	ON	Ottawa	n/a	4,068	12,947,601	\$ 244,271	Andover
13	National Capital Area	Jean Talon Building	ON	Ottawa	Tunney's	70,971	45,850,005	\$ 1,346,590	Delta Controls
14	National Capital Area	Jackson Building	ON	Ottawa	n/a	25,375	19,248,430	\$ 449,209	Siemens
15	National Capital Area	Jeanne-Mance Building	ON	Ottawa	Tunney's	38,472	33,560,328	\$ 979,019	Andover
16	National Capital Area	Brooke Claxton Building	ON	Ottawa	Tunney's	26,868	30,758,814	\$ 895,414	Alerton
17	National Capital Area	Saint Andrews Tower	ON	Ottawa	Cliff	20,956	26,430,916	\$ 744,079	Johnson Controls
18	National Capital Area	Louis Saint Laurent Building	QC	Gatineau	n/a	63,888	34,854,624	\$ 796,464	Siemens
19	National Capital Area	La Salle Academy	ON	Ottawa	Cliff	14,071	23,452,414	\$ 681,878	VCI Controls
20	National Capital Area	30 Victoria	QC	Gatineau	n/a	69,655	37,950,799	\$ 659,114	Delta/Regulvar
21	National Capital Area	22 Eddy	QC	Gatineau	n/a	65,661	36,586,374	\$ 688,319	Honeywell
22	National Capital Area	Taxation Data Centre	ON	Ottawa	Confed	67,740	82,852,681	\$ 2,563,877	Siemens
23	National Capital Area	Major-General G. R. Pearkes Building	ON	Ottawa	Cliff	105,494	112,213,736	\$ 3,243,448	Siemens Apogee
24	National Capital Area	Nat. Library & Public Archives	ON	Ottawa	Cliff	47,691	53,951,139	\$ 1,330,826	Siemens Apogee
25	National Capital Area	Place du Portage IV	QC	Gatineau	n/a	113,349	65,611,849	\$ 1,293,979	Delta
26	National Capital Area	350 King Edward Ave.	ON	Ottawa	n/a	11,821	36,099,814	\$ 1,019,132	Siemens Apogee
27	National Capital Area	C.D. Howe Building	ON	Ottawa	Cliff	148,410	158,806,751	\$ 4,410,070	Envision BACTalk 2.6
28	National Capital Area	Lester B. Pearson	ON	Ottawa	Cliff	102,524	123,641,626	\$ 3,394,706	Andover
29	National Capital Area	Carling Campus (11 buildings on site)	ON	Ottawa	Carling	250,568	294,212,896	\$ 8,184,816	JCI
30	National Capital Area	111 Sussex Drive (Diefenbaker Building)	ON	Ottawa	n/a	53,587	51,877,532	\$ 1,072,029	Siemens Apogee; GE; And
31	National Capital Area	Supreme Court	ON	Ottawa	Cliff	30,825	37,957,428	\$ 714,148	VCI Controls
32	National Capital Area	MJ Nadon RCMP National Headquarters	ON	Ottawa	n/a	78,411	59,481,519	\$ 801,146	Automated Logic
33	National Capital Area	Les Terrasses de la Chaudière	QC	Gatineau	n/a	176,075	161,570,994	\$ 2,526,510	Johnson Metasys
34	National Capital Area	Place du Portage I & II	QC	Gatineau	n/a	79,018	91,288,733	\$ 1,451,571	Delta
35	National Capital Area	Place du Portage III	QC	Gatineau	n/a	146,097	154,681,073	\$ 2,344,600	Johnson
36	National Capital Area	National Printing Bureau	QC	Gatineau	n/a	87,727	107,925,099	\$ 1,485,831	Regulvar/JCL/Andover
37	National Capital Area	Connaught Building	ON	Ottawa	Cliff	20,466	21,737,166	\$ 593,988	Delta
38	National Capital Area	Health Protection Building	ON	Ottawa	Tunney's	12,432	17,789,078	\$ 436,426	JCI
39	National Capital Area	R.H. Coats Building	ON	Ottawa	Tunney's	48,660	47,483,071	\$ 1,385,254	Delta
40	National Capital Area	Statistics Canada, Main Building	ON	Ottawa	Tunney's	45,265	69,686,716	\$ 2,045,264	Delta
		40 buildings in NCA Region						\$ 48,615,224	NCA
1	National Capital Area	West Block	ON	Ottawa	Cliff	17,353	15,424,841	\$ 408,655	VCI
2	National Capital Area	1170 Algoma Rd	ON	Ottawa	n/a	2,513	8,516,445	\$ 436,426	Automated Logic
3	National Capital Area	Langevin Building	ON	Ottawa	Cliff	11,435	13,994,443	\$ 303,774	Siemens

Region	Building Name	Province	City	CHCP	Inside Gross Area [m ²]	Annual Energy Use [MJ]	Energy Cost [\$]	BAS Installed
4 National Capital Area	Justice Building	ON	Ottawa	Cliff	16,425	15,936,251	\$ 331,714	VCI
5 National Capital Area	Blackburn Building	ON	Ottawa	Cliff	14,191	20,474,855	\$ 498,750	Siemens
6 National Capital Area	East Block	ON	Ottawa	Cliff	16,567	25,554,950	\$ 591,413	Siemens
7 National Capital Area	Valour Building	ON	Ottawa	Cliff	19,236	30,414,460	\$ 619,221	Siemens
8 National Capital Area	Confederation Building	ON	Ottawa	Cliff	27,934	34,555,120	\$ 749,424	Siemens
9 National Capital Area	Centre Block	ON	Ottawa	Cliff	61,985	98,533,576	\$ 1,978,043	Base (West) VCI (East)
9 9 buildings in PPB							\$ 5,917,421	PPB
1 Ontario Region	Canada Centre GOCB	ON	Toronto	n/a	47,348	30,296,667	\$ 801,985	Delta
2 Ontario Region	Arthur Meighen Building	ON	Toronto	n/a	41,086	28,237,833	\$ 718,736	Metasys
3 Ontario Region	London GOCB	ON	London	n/a	29,428	20,600,609	\$ 450,998	VCI
4 Ontario Region	Sudbury Tax Centre	ON	Sudbury	n/a	41,124	30,554,054	\$ 690,183	Honeywell
5 Ontario Region	Hamilton GOCB	ON	Hamilton	n/a	36,997	28,790,051	\$ 535,157	Metasys
6 Ontario Region	Environment Canada Downsview	ON	Toronto	n/a	31,861	65,752,109	\$ 1,316,944	Delta
6 6 buildings in Ontario Region							\$ 4,514,002	Ontario
1 Western Region	Alvin Hamilton	SA	Regina	n/a	24,729	14,477,670	\$ 353,519	Honeywell SymmetrE
2 Western Region	RCMP "K" Division Headquarter	AB	Edmonton	n/a	30,676	63,030,484	\$ 845,650	Reliable Controls
3 Western Region	Winnipeg Taxation Centre	MN	Winnipeg	n/a	31,700	30,672,741	\$ 374,434	Delta Controls
4 Western Region	RCMP "D" Division HQ	MN	Winnipeg	n/a	22,749	29,708,850	\$ 303,047	Honeywell XL 5000
4 4 buildings in Western Region							\$ 1,876,651	Western
1 Pacific Region	Green Timbers RCMP	BC	Surrey	n/a	76,162	49,144,000	\$ 1,225,604	? - New construction
2 Pacific Region	Douglas Jung Building	BC	Vancouver	n/a	29,635	16,347,947	\$ 289,415	Trane
3 Pacific Region	Sinclair Centre	BC	Vancouver	Unknown outside	35,215	19,842,541	\$ 371,005	Johnson
4 Pacific Region	Surrey Taxation Data Centre	BC	Surrey	n/a	34,095	24,713,555	\$ 436,016	Delta
4 4 buildings in Pacific Region							\$ 2,322,040	Pacific

Quarterly Usage Report - Annex F
EN438-170958
GENERAL INSTRUCTIONS

Introduction

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

Quarter	Period to be Covered (to be revised prior to issuance of Standing Offer)	Due on or before (to be revised prior to issuance of Standing Offer)
1st	May 1 to July 31	August 15
2nd	August 1 to October 31	November 15
3rd	November 1 to January 31	February 15
4th	February 1 to April 30	May 15

Returning the Completed Report

Please e-mail the completed report to amalia.maquiling@tpsgc-pwgsc.gc.ca

Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.

Complete All Questions

Contractor must complete all applicable portions of the report.

Currency

Please state all monetary values in Canadian dollars (CDN).

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca

Questions

Should you need further clarification, please forward your question by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca

Summary of Table

Field	Description
Call-up number	Unique number for the contract, as identified on page 1 of the contract.
Call-up Amendment number	The number of the call-up amendment, such as: amendment 1, amendment 2, etc.
Issuance date of the Call-up	Date that the Call-up/amendment is issued to the supplier.
Start date	Date the resource/services started engagement
End date	Date the resource/services ended (or will end) engagement/completion date
Project Description	Brief description of the work contracted.
Client Department/Contact Information	Information should include the contact name, e-mail and telephone number
Call-up Value (or amendment value)	The value of the call-up (Applicable Taxes inc), as identified on page 1 of the call-up. Or the increase or decrease value for the amendment
Notes	Indicate any comments or notes, if necessary

Annex F
Quarterly Usage Report
EN438-170958

SO N°: EN438-170958		Period to be covered: _____						
SO Title : Smart Buildings Services		PWGSC SO Authority: Amalia Maquilung						
Call-up No.	Call-up amend't no.	Issuance date of the Call-up or Amend't (YYYY-MM-DD)	Start date of the Call-up (YYYY-MM-DD)	End date of the Call-up (YYYY-MM-DD)	Project Description	Location/Building Name	Client contact information (name, e-mail and tel.#)	Call-up Value or amend't value (taxes included)
1								\$
2								\$
3								\$
4								\$
5								\$
6								\$
7								\$
8								\$
9								\$
10								\$
11								\$
12								\$
13								\$
14								\$
15								\$
16								\$
17								\$
18								\$
19								\$
20								\$
21								\$
22								\$
23								\$
24								\$
25								\$
26								\$
					Total value of call-up for this quarter (i)			\$
					Cumulative call-ups for previous periods (ii)			\$
					Total value of call-up to date = (i) + (ii)			\$

Prepared by: *(Insert company name and individual's name preparing this report)*

Annex G

Cost Estimate Form “Additional Work”

EN438-170958

Direct Labour: Cost of labour for additional services only; additional services are related to the addition of new or modified services and features of the existing system.

Description of Additional Work:				
(Please attach a separate sheet if required)				
I Direct Costs				
i Direct Labour		No. of Hours	Hourly Rate as per Pricing Schedule 2	Total
Regular Working Hours: Monday to Friday 7h30 to 16h30	Project Manager			
	Subject Matter Expert			
Total Direct Labour				\$ _____ (i)
Add GST/HST if applicable				\$ _____
Total Costs for “Additional Services”				\$ _____

Name: _____
 (Please print)

Signature: _____

Annex H

Non-Disclosure Agreement

EN438-170958

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. **EN438-170958** between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: **EN438-170958**.

Signature

Date