

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Issuing Office - Bureau de distribution
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet RISO - Guard Services	
Solicitation No. - N° de l'invitation M1000-171692/A	Date 2016-11-09
Client Reference No. - N° de référence du client M1000-171692	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-014-5220
File No. - N° de dossier MCT-6-39019 (014)	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 Atlantic Standard Time AST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: MacDonald, Charline	Buyer Id - Id de l'acheteur mct014
Telephone No. - N° de téléphone (506)851-6067 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE Various Locations New Brunswick, Nova Scotia and Newfoundland & Labrador Canada	
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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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, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include:

- | | |
|-----------|---------------------------------|
| Annex A - | Statement of Work |
| Annex B - | Call-up Procedures |
| Annex C - | Basis of Payment |
| Annex D - | Security Requirements Checklist |
| Annex E - | Mandatory Requirements |
| Annex F - | Electronic Payment Instruments |
| Annex G - | Listing of Board of Directors |

1.2 Summary

The Royal Canadian Mounted Police (RCMP), Atlantic Region, have a requirement for a Regional Individual Standing Offer (RISO) for a firm to provide guard services for prisoner detention cells at RCMP detachments in Newfoundland & Labrador, New Brunswick, Nova Scotia & Prince Edward Island; excluding locations that are subject to Comprehensive Land Claim Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas will have to be treated as a separate procurement, outside of the resulting Standing Offer. The period of the RISO will be for a one year period from date of standing offer issuance with the option to extend for up to 2 additional one year periods.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

1.3 Security Requirements

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

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) (<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.

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

Delete: 60 days
Insert: 180 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

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 Request for Standing Offers, **transmission of offers by electronic mail (email) to PWGSC will not be accepted.**

2.3 Former Public Servant

Former Public Servant - Competitive - Offer

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information, for all 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 Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

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 Nova Scotia.

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.

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 (2 copies)
Section II: Financial Offer (1 copy)
Section III: Certifications (1 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.

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

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 Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex "E"

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price – Offer

4.1.2.1 The evaluated cost/total bid price will be based on the aggregate of all the extended prices for all of the line items detailed at Annex C – Basis of Payment.

4.2 Basis of Selection

SACC Manual Clause [M0031T](#) (2007/05/25), Basis of Selection - Mandatory Technical Criteria Only

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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the [Inteligibility 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.

5.1.2 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) 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.

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Canadian Content Certification

5.2.1.3.1.1 SACC Manual clause [A3050T](#) (2014/11/27) Canadian Content Definition

5.2.1.3.1.2 Canadian Content Certification (M3056T – 2014/11/27)

This procurement is limited to Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.

5.2.3.2 Status and Availability of Resources

SACC Reference	Section	Date
M3020T	Status of Availability of Resources – Offer	2016/01/28

5.2.3.3 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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 sites must meet the security requirements 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;

6.2 Financial Capability

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

6.3 Insurance Requirements

Insurance Requirements – Proof of Availability – Prior to issuance of a Standing Offer

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7.

If the information is not provided in the offer, 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

7.3 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.

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

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

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to an additional 2 one year periods under the same conditions and at the rates or prices specified in

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the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Atlantic Canada, excluding locations within Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Charline MacDonald
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, Unit 108
Moncton, New Brunswick
E1C 1H1
Telephone: (506) 851-6067
Facsimile: (506) 851-6759
E-mail address: Charline.MacDonald@pwgsc-tpsgc.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.

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative (Offeror please complete)

Name: _____
Title: _____
Organization: _____

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Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Procurement & Material Management
Atlantic Region Royal Canadian Mounted Police (RCMP)

7.8 Call-up Procedures

Call-up procedures as specified in Annex "B".

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$500,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$5,476,339.36 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016/04/04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2016/04/04), General Conditions - Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Call-up Procedures;
- g) Annex C, Basis of Payment;
- h) Annex D, Security Requirements Check List; and
- i) the Offeror's offer dated _____ .

7.13 Certifications and Additional Information

7.13.1 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.

7.13.2 SACC Manual Clauses

SACC Reference	Section	Date
M3020C	Status and Availability of Resources – Standing Offer	2016/01/28
M3060C	Canadian Content Certification	2008/05/12

7.14 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 Nova Scotia.

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010B (2016/04/04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15, Interest on Overdue Accounts, of 2010B (2016/04/04), General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

Basis of Payment - Firm Price - Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2011/05/16) Limitation of Price

7.5.3 Method of Payment

SACC Reference	Section	Date
H1001C	Multiple Payments	2008/05/12

7.5.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30

7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):
(As identified in Annex “F”)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

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

7.7 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified herein. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(Derived from - Provenant de: G1001C, 2013/11/06)

7.7.1 Commercial General Liability Insurance

1. 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.
2. 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.
 - (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) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - (o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

- (p) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (q) 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 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.

7.7.2 Comprehensive Crime Insurance

1. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
 - a. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$50,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
 - b. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$50,000.00;
2. The Comprehensive Crime insurance must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c.

7.7.3 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$200,000.00. The Government's Property must be insured on Agreed Value (appraisal) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Royal Canadian Mounted Police and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.8 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
C0504C	Overtime – Fixed Time Rate	2014/06/26
C0710C	Time and Contract Price Verification	2007/11/30
C0711C	Time Verification	2008/05/12
W0002D	Delivery Outside Comprehensive Land Claims Settlement Areas – One Solicitation	2016/01/28

Solicitation No. - N° de l'invitation
M1000-171692/A
Client Ref. No. - N° de réf. du client
M1000-171692

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-6-39019

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

ANNEX "A" - STATEMENT OF WORK

(See attached document)

ANNEX "B" – CALL-UP PROCEDURES

(See attached document)

ANNEX "C" – BASIS OF PAYMENT

(See attached document)

ANNEX "D" – SECURITY REQUIREMENTS CHECK LIST

(See attached document)

ANNEX "E" – MANDATORY REQUIREMENTS

(See attached document)

Solicitation No. - N° de l'invitation
M1000-171692/A
Client Ref. No. - N° de réf. du client
M1000-171692

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-6-39019

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

ANNEX “F” to PART 3 OF THE REQUEST FOR STANDING OFFERS - ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Buyer ID - Id de l'acheteur
mct014
CCC No./N° CCC - FMS No./N° VME

[illegible]

ANNEX "A"

STATEMENT OF WORK Detention Guard Services

1.0 Purpose

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of **persons incarcerated in RCMP Detention cells at any location within the Atlantic Region. Exception being Northern Labrador communities of Makkovik, Rigolet, Nain and Hopedale which are not included within this RFSO**

2.0 Background

As part of the Federal Policing Program, the RCMP provides policing services to the federal government, several provinces and territories. These services are provided in several locations that are extremely remote and difficult to access.

In the delivery of the Federal Policing Program, support services are required in order to increase the capacity of the present resources, achieve effective service delivery and enable the RCMP to focus on its primary mandate.

3.0 Scope of Services

The Offeror is responsible for ensuring the safety and well-being of persons incarcerated in RCMP cells **located throughout Atlantic Canada** (for a list of primary locations please see Appendix 1 to Annex "A") through the provision of trained detention guards and supervisors. Detention guards must monitor, assess, safeguard and administer incarcerated persons in accordance with Chapter 19.3 of the RCMP National Policy Operational Manual. A detention guard is primarily responsible for the safety and well being of persons in custody such as:

- Ensuring cellblock keys are tagged and stored safely.
- Monitoring all prisoners to ensure their security and well being.
- Observing or checking prisoners frequently and irregularly. This may include the use of Closed Circuit Television (CCTV).
- As per Unit Supplemental Orders, monitoring prisoners known to have or suspected of having suicidal tendencies.
- Assisting an RCMP member when required to search prisoners.
- Organizing meals for prisoners as required.
- Recording prisoner activity and maintain the prisoner activity logbook.
- Watching prisoners while in hospital when required.
- Maintaining cleanliness and tidiness of cells when vacated or arranging janitor assistance.
- Recording any damages to cells when vacated.
- Conducting searches of cells prior to occupation and when cells are vacated.
- Maintaining cellblock security.
- Ensuring all personnel effects removed from prisoners by RCMP (Members) are properly secured.
- Reporting any damages or repairs of fixtures and fittings within cellblock.
- Monitoring fire safety and be fully conversant with fire orders.
- Performing escort duties as required for specific detachments.
- Handling and dispensing laundry items as required.
- Under the supervision of the RCMP Officer, continuing to make prescription medications available for prisoners where that practice is currently extant.

- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.

In locations where there is more than one (1) detention guard, an on-site contract supervisor **may** be requested by the detachment at RCMP expense. In areas where the Offeror has an on-site supervisor, it is the responsibility of that supervisor to consult with the local Detachment supervisor to determine precise work requirements and to assign work posts, schedule breaks, lunch, on-the-job training and responsibility for the day to day supervision of detention guards and the security and well-being of prisoners in custody such as:

- Assisting the Offeror with the personnel administration of detention guards serving the Detachment.
- Performing detention guard duties as required.
- Ensuring the proper signage is posted in the cell block in accordance with RCMP policies, including the 4 R 's sign, and that all detention guards are familiar with the steps to Assess Responsiveness.
- Ensuring detention guard duties, emergency phone numbers and Fire Orders are posted in the cell block.
- Ensuring callout sheets and/or shift schedules are posted in the cellblock.
- Arranging shift schedules/call outs of detention guards for prisoners with extended stays.
- Verifying time sheets to ensure correctness and accuracy.
- Cataloguing and processing prisoner photographs.
- Ensuring compliance with station or detachment as laid out in the Unit Supplemental Orders.
- Ensuring the Office Manager is kept informed of supplies required to perform cellblock duties.
- Ensuring the cellblock is kept neat and clean at all times and free of fire hazards.
- Ensuring cells are cleaned and maintained to a safe and healthy standard.
- Ensuring the cleaning of prisoner blankets/mattresses, towels, etc....
- Ensuring the ordering of prisoner meals, etc....
- Completing the month end Keep Of Prisoner Report and providing to Office Manager as required.
- Ensuring the Offeror is informed of issues raised/discussed and expected outcomes.
- Act as spokesperson for detention guards to relaying messages to and from Detachment Commander.
- Ensuring CCTV equipment is turned on and recording.
- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.

4.0 Response Time

The offerer will acknowledge a request for detention guard within 30 minutes of receiving the request. The offerer must supply a guard within one hour (60 minutes) of receiving request. It is the offeror's responsibility to ensure a communication system is in place that will reduce and or eliminate shortfall situations (see Annex "C" Basis of Payment for details).

In the event the offerer is unable to provide a guard, the offerer may bring in a guard from a neighbouring unit. All costs associated to travel, meals and accommodations bringing in a guard under such circumstances are the responsibility of the offerer. The replacement must have qualifications and experience that meet or exceed those obtained from the original resource.

5.0 Statement of Qualifications

At a minimum, Guards must meet the following educational and training qualifications prior to commencement of Guard duties:

5.1 Education:

- a) A demonstrated ability to read, write and speak in English or French as appropriate (bilingual Guards may be required for some areas; fluency in a local First Nation's dialect would be an asset in other areas); and
- b) Basic level computer skills, where required.

5.2 Training: The Offeror may be required to provide the following training to all detention guards prior to being assigned to work within a Detachment without supervision. (to be determined at the time of Standing Offer issuance)

- a) Duty-specific Guard training to Guard Training Course CL000007 or (Course content to be provided to successful Offerors;
- b) Refresher training on a semi-annual basis (the RCMP will assist with providing transport and/or training in remote and/or isolated sites where it is not practical for the Offeror to arrange "stand alone" visits to a site that would result in costs being passed back to the RCMP to effect that refresher training).
- c) CGSB Supervisor's Course as necessary for those locations where a detention guard supervisor is present.
- d) Basic qualification in First Aid to the St. John Ambulance Emergency Level (or equivalent). and
- e) Workplace Hazardous Materials Information System (WHMIS) Training.

5.3 Personnel

- a) Vision: Visual standards are RCMP-V4 (eye glasses permitted)
- b) Hearing: Auditory standards are RCMP-H3 (hearing aids which meet RCMP safety standard are permitted) and
- c) Mobility Standards: Able to use both hands, occasionally manipulate/lift up to 20 kg, bend at the waist, and climb stairs without restrictions or the use of assistance devices.

6.0 Guard Service Locations (Relevant to the particular Region.)

On a Divisional Level, there may be individual needs and services that may require adaptation to the those needs. These will be specified in the resulting call-up.

7.0 The precise nature and extent of the services to be provided by the Offeror will be at the discretion of the identified user and as may be agreed to by the Offeror. These services, including services in both official languages, must be provided or supplied by the Offeror pursuant to a call-up made on PWGSC Form 942 by an identified user.

7.1 The Offeror is engaged by Canada as an independent Contractor for the sole purpose of providing these services. Neither the Offeror nor any of its personnel is an employee, servant or agent of Canada. Identified users must be satisfied that an employer-employee relationship will not result when they enter into a contract for security guard services. When in doubt, before entering into a contract for services, identified users must seek the advice of their legal adviser to ensure that there will be no employer-employee relationship in any resulting contract.

7.2 The Offeror will comply with provincial and federal laws applicable to the Master and Servant relationship such as Provincial Employment Standards Acts, Decrees Respecting Security Guards, etc.

7.3 Prior to the commencement date of any call-up, the Offeror must submit in writing to the Detachment the name of one management representative and one alternate who is authorized to act for the Offeror in every detail at all times. These individuals, as agreed upon by both parties will be made available, at no extra cost to Canada, for meetings at the Detachment Divisional Office.

7.4 The Offeror is solely responsible for supervisory duties such as scheduling work in accordance with the period of coverage requested, making final decisions with regard to the promotion and payment of wages, enforcing disciplinary measures, etc.

- a. A "work site" refers to the detachment where detention guards are utilized and "post" refers to the cellblock/detention area within the building.
- b. The services provided must include supervision to review performance of personnel by the Offeror
- c. To this end, the Offeror must ensure that they are thoroughly familiar with the work sites under their jurisdiction excluding physical inspection of remote locations.

7.5 Guard documentation must be submitted to the Detachment for all security personnel assigned to a particular worksite. Documentation may include name, training, site, security clearance etc. New personnel must not be assigned to a worksite until they have received the appropriate training or are working under supervision and possess the required security clearance.

7.6 Changes to this documentation are to be forwarded to the Detachment as necessary and agreed upon by both parties.

8.0 Risk Protection

Where a health or environmental risk has been identified by Canada, detention guards are entitled to any protective measures being provided for RCMP staff, including immunization or the provision of any protective clothing or equipment. The cost of said protective measures will be borne by Canada to the limit extended to RCMP staff. Any protective clothing and/or equipment must remain on the site and is for use by the detention guards while performing their duties.

9.0 Unit Supplements (Post Orders)

9.1 Development

Unit Supplements will be furnished to the Offeror by the Project Authority or the authorized representative. They will be in sufficient detail to permit the Offeror to effectively carry out its duties.

The Offeror must perform all of the work outlined in Unit Supplements and in other instructions relating to security issued by the Project Authority or the authorized representative.

The Offeror must be conversant with Unit supplements as last amended and must perform all the work necessary to ensure the safety and protection of the detainee.

9.2 Revision

Unit Supplements should be reviewed by the Project Authority or authorized representative who may provide updates as required to ensure that detention guards are not adhering to obsolete procedures. The original Unit Supplements must be signed and dated and all amendments to original instructions must also be signed and dated. Detention guards manning these posts must read and sign as having read the Unit Supplements prior to commencement of services.

Canada reserves the right to amend, modify and/or re-issue Unit Supplements as required and the Offeror will respond accordingly to affect their implementation.

Project Authority must discuss with the Offeror or their authorized representative any proposed changes to Unit Supplements to ensure that any revisions or new procedures do not contravene any collective bargaining rights the Offeror has with its detention guards and/or to ensure that the Offeror is in agreement with all proposed changes.

B. SECURITY PERSONNEL SELECTION STANDARDS

1.0 Appearance

The Offeror is responsible for ensuring the appearance of all detention personnel assigned to the Standing Offer is such as to reflect credit on Canada and the Offeror; therefore, detention guards must be personally neat and clean.

2.0 Identification

In some cases, detention personnel may be required to carry government issued and controlled identification cards or security passes.

3.0 Education

The Offer must ensure that all detention personnel have received formal education which will permit them to be able to read and comprehend Post Orders and to write legible reports and entries.

4.0 Citizenship

The Offeror must ensure that all security personnel are Canadian Citizens, landed immigrants or permanent residents of Canada that hold a valid employment authorization document.

5.0 Official Languages

Definition of Requirement: Security personnel must be able to read and speak English and/or French. In addition, some post locations may require personnel to understand, read and speak in both official languages. The requirement to provide bilingual services will be identified in the annex to the call-up (DSS 7170-1). The Project Authority may also specify on the call-up form the hours for which bilingual services are required.

Each time the Project Authority requests bilingual services, the Offeror must be able to provide them. If bilingual services are requested and the bilingual guard must leave a post temporarily, the Offeror must ensure that bilingual services can be provided.

Definition of Oral Bilingual Communications: Effective communications in both official languages means the ability to communicate orally, to clearly understand and be understood in both English and French.

The following is the acceptable level of second language ability for guards in a public environment to ensure effective communications for purposes of meeting the requirements of the call-ups under this Standing Offer:

- A person at this level can sustain a conversation on concrete topics relevant to the duties as
- specified in the call-up. He/she can give factual descriptions of actions taken, give straightforward instructions and directives to the public and visitors to the site, and give straightforward explanations.
- At this level of oral interaction, an individual can handle most telephone and face to face conversations requesting concrete, routine information from members of the public or visitors to the site about services, publications, locations, numbers, times, dates, etc.

6.0 Security Requirement

RCMP Security Requirement:

a) The Contractor's resources must obtain RCMP security clearances in order to work on site or see certain documentation or have access to RCMP systems. The Contractor will have to participate in the following procedures, at its own cost, throughout the Contract period or any extension period.

b) The Contractor will assign a Security Officer, who will:

- (A) Act as the Contractor's security co-ordinator for completion of all RCMP Security forms throughout the contract period or any extension period; and
- (B) Ensure that all forms are properly completed and received by the Technical Authority within the time frames specified by the Technical Authority.

c) The Contractor's Security Officer will ensure that Security Forms for all Contractor personnel and subcontracted personnel are completed and received by the Technical Authority. Each of the Contractor's proposed personnel will be required to be fingerprinted and to attend an individual security interview (that could last up to 2 hours each) at an RCMP designated location and complete a vulnerable sector check.

d) Security Procedures for Resources

- (A) Within ten (10) days of Contract award, the Contractor will provide the RCMP with a) the name of the resource(s) who will be directly liaising with the Project Authorities or who will need access to RCMP facilities on a regular basis, and b) their completed RCMP security clearance forms.
- (B) For resources proposed in any TA, or who will need access to RCMP facilities on a regular basis, the Contractor must provide the following information:
 - (1) Name of individual as it appears on security clearance application form;
 - (2) Date of birth;
 - (3) Level of security clearance obtained;
 - (4) Validity period of security clearance obtained;
 - (5) Security Screening Certificate and Briefing Form file number;
 - (6) Name of the entity under which the security clearance was obtained;
 - (7) Name of Federal Government Department under which security clearance was obtained. If the Federal Government Department is other than PWGSC, provide the name, telephone and fax numbers of the security clearance contact person within that department;
 - (8) If the security clearance is in the process, the date the application was submitted to CISC with the level of security clearance requested.
- (C) For personnel security clearance obtained under another entity or with a Federal Government Department other than PWGSC, the Contractor should contact the CISC security officer as soon as possible to be guided through the process of

completing any paperwork required to request a transfer, or a duplicate of the security clearance or a new application for security clearance as appropriate.

- (D) For both the processing of initial security clearances and for ongoing security clearances during the Contract period and any extension period, the Contractor will have to take the following activities into consideration when proposing new personnel that do not have an RCMP security clearance at the required level.

	Activity
1.	Security Forms Completed by proposed resource (sample forms available upon request)
2.	Review of Security Form by RCMP to ensure completeness
3.	Field Assessment, if necessary
4.	Security Interview with Successful Bidder's proposed resource
5.	Notification of Security Status

C. MATERIAL SPECIFICATIONS

1.0 Material

1.1 Furnished by the Project Authority as indicated below:

- control room communication equipment
- telephone necessary for the conduct of official business
- facilities for detention guard personal belongings; and
- Post or Standing Orders, emergency orders, etc.

It is understood and agreed that the Offeror is responsible for the maintenance of this equipment and must repair and/or replace it in the event of any loss or neglectful damage. The cost of normal maintenance, required as a result of ordinary wear and tear, will be borne by Canada.

D. TOOLS

1.0 THE REQUIREMENTS OF UNIT SUPPLEMENTS (Post Orders) AT THE DETACHMENT LEVEL

The most important document for a company or organization is a clear, concise, up-to-date and complete set of unit supplements, for the following reasons:

- ◆ These unit supplements express the policy of the particular detachment with respect to the duties or functions that are expected of the detention guards.
- ◆ The unit supplements are a summary of the duties required of the detention guard(s) at a particular detachment.
- ◆ The unit supplements avoid a great deal of word-of-mouth and on-the-job training and instructions. There should be some oral instructions and on-the-job training. A new detention guard should be able in an emergency to handle most situations that might arise, with only limited instructions.

2.0 Reporting Forms

2.1 Standardized forms:

2.1.1 The Offeror will supply the following forms unless already provided by the Project Authority or its delegated official:

(a) Detention Guard Documentation:

This form will be used to provide evidence to the Detachment of a detention guard's qualifications, category, etc., prior to assignment to a worksite.

(b) Detention Guard Shift Report/Cell Log Book:

This form will be used to identify significant incidents or performance indicators for either individual detention guards or a detachment.

In addition to instructions contained in the Unit Supplements, all major incidents (i.e., fire, theft, break-ins, significant property damage, etc.) are to be reported.

A Detention Guard Shift Log must be initiated by the detention guard on duty, immediately upon commencement of the shift. The report must then be completed chronologically, immediately following each significant incident or performance.

Distribution of the completed Detention Guard Shift Log is as follows:

Copy 1 - to be provided to the Detachment Commander or representative; and.

Copy 2 - to be retained by the Offeror.

(c) Detention Guard Nominal Roll:

This form will be used to provide the Detachment with the names, and status changes of detention guards being added to or deleted from a offerors' detention guard force.

(d) Security Personnel Time Sheets:

The Offeror may choose to make available to the Project Authority for his examination and approval a series of standardized company forms which could be used in lieu of the above forms which could separate or combine functions.

(e) Security Services Vendor Rating Questionnaire: (provided as a separate document)

The Offeror is to provide the questionnaire to the detachment for completion and transmission to the Standing Offer authority prior to 31 January annually.

Appendix 1 to Annex A

A list of RCMP Detachments and addresses in each province can be found on the following website:
<http://www.rcmp-grc.gc.ca/detach/en> .

Guard services will be required at the following **primary locations**:

Newfound and Labrador

Detachment Location	Estimated Total Hours Per Year
Baie D'Espoir	20
Baie Verte	50
Belle Island	660
Bonavista	7060
Cartwright	50
Chanel	250
Clareville	6500
Deer Lake	2100
Ferryland	10
Flowers Cove	30
Fogo	0
Forteau	0
Gander	10400
Grand Falls Windsor	15300
Harbour Breton	20
Harbour Grace	15160
Holyrood	5150
HVGB	13800
Lewisporte	220
Mary's Harbour	550
Marystown	10500
Natuashish	7270
Placentia	3100
Port Saunders	20
Sheshatshiu	3100
Springdale	100
St. Anthony	700
Stephenville	8000
Wesleyville	0

Nova Scotia

Guards and Matrons Call Ups by Location	Estimated Total Hours Per Year
Annapolis	800
Bible Hill	0
Halifax Dist	100
Pictou	1600
Ingonish	100
Yarmouth Rural	3600
Digby	1500
Enfield	1300
Kingston	1125
Liverpool	500
Meteghan	300
New Minas	2200
Port Hawkesbury	1800
Amherst	1150
Antigonish	2300
Bridgewater	3400
Chester	100
Windsor	1500
Baddeck	550
Eskasoni	2900
Inverness	300

New Brunswick

Guards and Matrons Call Ups by Location	Estimated Total Hours Per Year
Blackville	1250
Bathurst	0
Caraquet	1200
Nackawic	0
Tracadie	2300
Grand Manan	110
Minto	30
Oromocto	2500
Grand Bay - Westfield	110
Grand Falls	1810
Hampton	570
Richibucto	3010
Shediac/Sackville	1910
St. George	1150
Sussex	1300
Woodstock	1600
Campbellton	0
Neguac	70
St-Quentin	130

Locations may be added and/or removed during the period of the standing offer. The Offeror will be provided notice of any change in location requirements.

The estimated number of hours per year per location are based on historical usage data. They are estimates, there is no guarantee that numbers will be used or will not be exceeded.

Annex B

CALL-UP PROCEDURES

1.0 Calling Up Detention Guard Services

1.1 **There are three Regional Master Standing Offers (RMSO) across Canada for the provision of detention guard services, each covering a specific geographic area. The Standing Offer for the Atlantic Region RCMP Detention cells are outside of those other 3 RMSOs and they are not relevant to this region and no calls ups are permitted under those.**

1.2 Detachments are advised that the call-up is to be made in the region in which the detachment is located.

Services provided by the Offeror are limited to the financial limitation specified in the call-up document.

1.3 The following standard forms have been designed for the detachment to call-up detention guard services:

- a. Call-up Against a Standing Offer for Security Guard Services form PWGSC-TPSGC 942 is to be used to provide information about the services required at a detachment;

These forms are available in Adobe Form Client. If the department has access to Form Client and these forms are not included, have your Forms Manager contact PWGSC, Forms Management Division, attention: Sue Fleming (819)956-3153 for a copy.

1.4 **The above call-up form constitute the precise contractual arrangement between the Offeror and Canada. These forms must be fully completed and forwarded to the Offeror without delay.**

1.5 Hours of Duty

The hours of duty for each guard should be stated. Examples are as such:

- i) 2400 hours - 0800 hours - 1 guard
- ii) 0800 hours - 1600 hours - 1 guard
- iii) 1600 hours - 2400 hours - 2 guards

In regards to example iii) above, guard number 2 would patrol and supervise cleaning staff while guard number 1 remains at post.

Guards should report at least 10 minutes prior to commencement of shift for any instructions or information from outgoing guard.

New guards should report for training at least 1 hour prior to commencement of their shift.

1.6 Prior to the issuance of a call-up, the Detachment will contact the Offeror to determine if the latter can fully satisfy the detention guard requirements of the Detachment.

1.7 If the Offeror confirms it can fully satisfy the detention guard requirements, the Detachment will prepare the call-up forms which will provide the following detailed requirements:

- Description of service to be provided
- Period of coverage

- Location of the detachment where services are to be provided
- Level requirements, number of guards and supervisory levels
- Schedule of duties
- Copy of updated Unit Supplements

- 1.8 Detachments may place a call-up via the telephone but must confirm without delay the details of the requirement utilizing the standard Form PWGSC-TPSGC 942.
- 1.9 Detachments will distribute copies of Forms PWGSC-TPSGC 942 as follows :
 - i. Original and Acknowledgment copy will be sent to the Offeror;
 - ii. One copy will be kept by the detachment for his/her records;
 - iii. One copy will be sent to the detachment paying office; and
 - iv. One copy will be sent to the Standing Offer Authority.
- 1.10 The Offeror MUST sign and return the acknowledgement copy to the Identified User.
- 1.11 If any detention guard furnished is, in the opinion of the detachment, incompetent, appears unfit for duty, or has been conducting himself/herself improperly, the Offeror must immediately, upon written notification from the detachment, remove and replace him/her with a detention guard acceptable to the detachment. The Offeror must advise the Standing Offer Authority in writing of the circumstances of all removals and what corrective action was taken.

2.0 Scheduling and Assigning Work

- 2.1 The Project Authority agrees to pay for reasonable lunch breaks and rest periods in accordance with provincial laws with the understanding that all detention guards must remain in the building during these periods in the event they may be called back to work to assist in an emergency situation.

3.0 Suspension, Change

- 3.1 Canada may, by giving notice in writing to the Offeror, suspend or change the scope of the services called up. The Offeror must immediately comply with the requirements of any such notice. Call-up documents must be amended accordingly to reflect the revised scope of services and the revised total estimated expenditure.

ANNEX C

BASIS OF PAYMENT

Offerors must complete the pricing table for all services listed below. Offerors must quote firm, all inclusive rates, including associated overhead, profit and materials required to complete the services as described in the Statement of Work. Prices quoted are exclusive of HST/GST.

The rates set out below will remain firm during the period of the Standing Offer.

Estimated quantities are based on anticipated requirements, provided in good faith, and are estimates only for evaluation purposes and do not mean that quantities will be used or exceeded.

Please note: It is not anticipated that guard services will be required in Prince Edward Island. In the event that a requirement is identified, the rates to be charged for services in the province of Prince Edward Island shall be billed at the same rates of New Brunswick. Overtime rates will be billed in accordance with the applicable provincial laws.

***Definitions:**

Isolated: *above the 60th parallel; or below the 60th parallel but has a population of less than 10,000 and is not accessible by means of an all-weather road*

Remote: *is not accessible by means of an all-weather road and is more than 322 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 50,000.*

YEAR ONE

Detention Guards (Training (if required) provided by RCMP) – Year one **(Date to be determined at award)**

	Hourly Rate (A1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (B1)	Total (A1xB1)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	4,400	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	88,600	\$
Nova Scotia	\$	27,000	\$
New Brunswick	\$	18,500	\$
Total (C1)			\$
	Hourly Rate (Approved Overtime) (A2)	Estimated Hours (B2)	Total (A2xB2)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	2,700	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	4,800	\$
Nova Scotia	\$	10	
New Brunswick	\$	550	\$
Total (C2)			\$
	Hourly Rate (Statutory Holidays) (A3)	Estimated Hours (B3)	Total (A3xB3)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	170	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	1800	\$
Nova Scotia	\$	115	\$
New Brunswick	\$	1	\$
Total (C3)			\$
Evaluated Total Detention Guards Year One (C1+C2+C3=C)			\$

Supervisor – Year One (Date to be determined at award)

Please note: It is not anticipated that supervisor services will be required in New Brunswick, Nova Scotia and Prince Edward Island. In the event that a requirement is identified, the rates to be charged for services in the provinces of New Brunswick, Nova Scotia and Prince Edward Island shall be the same as the rate for the areas of Newfoundland & Labrador that are not remote/isolated/rural areas. Overtime rates will be billed in accordance with the applicable provincial laws.

	Hourly Rate (D1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (E1)	Total (D1xE1)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not including Remote/Isolated areas)	\$	6,300	\$
Total (F1)			\$
	Hourly Rate (Approved Overtime) (D2)	Estimated Hours (E2)	Total (D2xE2)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	1,150	\$
Total (F2)			\$
	Hourly Rate (Statutory Holidays) (D3)	Estimated Hours (E3)	Total (D3xE3)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	200	\$
Total (F3)			\$
Evaluated Total Detention Guards Supervisors Year One (F1+F2+F3=F)			\$
Evaluated Total Year One (C+F=Year 1 Evaluated Total)			\$

OPTION YEAR ONE

Detention Guards (Training (if required) provided by RCMP) – **Option Year One** (Date to be determined at award)

	Hourly Rate (G1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (H1)	Total (G1xH1)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	4,400	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	88,600	\$
Nova Scotia	\$	27,000	\$
New Brunswick	\$	18,500	\$
Total (J1)			\$
	Hourly Rate (Approved Overtime) (G2)	Estimated Hours (H2)	Total (G2xH2)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	2,700	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	4,800	\$
Nova Scotia	\$	10	\$
New Brunswick Prince Edward Island	\$	550	\$
Total (J2)			\$
	Hourly Rate (Statutory Holidays) (G3)	Estimated Hours (H3)	Total (G3xH3)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	170	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	1,800	\$
Nova Scotia	\$	115	\$
New Brunswick	\$	1	\$
Total (J3)			\$
Evaluated Total Detention Guards Option Year One (J1+J2+J3=J)			\$

Supervisor – Option Year One (Date to be determined at award)

Please note: It is not anticipated that supervisor services will be required in New Brunswick, Nova Scotia and Prince Edward Island. In the event that a requirement is identified, the rates to be charged for services in the provinces of New Brunswick, Nova Scotia and Prince Edward Island shall be the same as the rate for the areas of Newfoundland & Labrador that are not remote/isolated/rural areas. Overtime rates will be billed in accordance with the applicable provincial laws.

	Hourly Rate (K1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (L1)	Total (K1xL1)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	6,300	\$
Total (M1)			\$
	Hourly Rate (Approved Overtime) (K2)	Estimated Hours (L2)	Total (K2xL2)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	1,150	\$
Total (M2)			\$
	Hourly Rate (Statutory Holidays) (K3)	Estimated Hours (L3)	Total (K3xL3)
Newfoundland & Labrador (Remote/Isolated areas *see definition below)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	200	\$
Total (M3)			\$
Evaluated Total Detention Guards Supervisors Option Year One (M1+M2+M3=M)			\$
Evaluated Total Option Year One (J+M=Option Year 1 Evaluated Total)			\$

OPTION YEAR TWO

Detention Guards (Training (if required) provided by RCMP) – **Option Year Two** (Date to be determined at award)

	Hourly Rate (N1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (O1)	Total (N1xO1)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	4,400	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	88,600	\$
Nova Scotia	\$	27,000	\$
New Brunswick	\$	18,500	\$
Total (P1)			\$
	Hourly Rate (Approved Overtime) (N2)	Estimated Hours (O2)	Total (N2xO2)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	2,700	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	4,800	\$
Nova Scotia	\$	10	\$
New Brunswick Prince Edward Island	\$	550	\$
Total (P2)			\$
	Hourly Rate (Statutory Holidays) (N3)	Estimated Hours (O3)	Total (N3xO3)
Newfoundland & Labrador <i>(Remote/Isolated areas *see definitions)</i>	\$	170	\$
Newfoundland & Labrador <i>(All other areas in NL not included above)</i>	\$	1,800	\$
Nova Scotia	\$	115	\$
New Brunswick	\$	1	\$
Total (P3)			\$
Evaluated Total Detention Guards Option Year 2 (P1+P2+P3=P)			\$

Supervisor – Option Year Two (Date to be determined at award)

Please note: It is not anticipated that supervisor services will be required in New Brunswick, Nova Scotia and Prince Edward Island. In the event that a requirement is identified, the rates to be charged for services in the provinces of New Brunswick, Nova Scotia and Prince Edward Island shall be the same as the rate for the areas of Newfoundland & Labrador that are not remote/isolated/rural areas. Overtime rates will be billed in accordance with the applicable provincial laws.

	Hourly Rate (Q1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (R1)	Total (Q1xR1)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	6,300	\$
Total (S1)			\$
	Hourly Rate (Approved Overtime) (Q2)	Estimated Hours (R2)	Total (Q2xR2)
Newfoundland & Labrador (Remote/Isolated areas *see definitions)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	1,150	\$
Total (S2)			\$
	Hourly Rate (Statutory Holidays) (Q3)	Estimated Hours (R3)	Total (Q3xR3)
Newfoundland & Labrador (Remote/Isolated areas *see definition below)	\$	1	\$
Newfoundland & Labrador (All other areas in NL not included above)	\$	200	\$
Total (S3)			\$
Evaluated Total Detention Guards Supervisors Option Year Two(S1+S2+S3=S)			\$
Evaluated Total Option Year Two(P+S= Option Year 2 Evaluated Total)			\$

Basis of Payment

1. Shortfall Situations

- a) A shortfall occurs when the required Detention Guard services are not supplied at a post or work site. A shortfall situation also occurs when the Offeror supplies unqualified Detention Guards e.g. failure to provide bilingual personnel would be an example of a shortfall.
- b) The Identified User will pay only for time actually worked.
- c) Overtime rates will not be paid by the Identified User to allow the Offeror to compensate for a shortage of Detention Guards.
- d) It is understood and agreed that where the Identified User provides the Offeror with less than 21 days advance written notice of services required in a new detachment location (new detachment location is defined as a location other than the primary locations in Appendix 1 to Annex "A"), deductions will only be made by the Identified User for shortfalls which occur 21 days after the date of notice. The amount deducted from the invoice by the Identified User must be supported by a breakdown of the deficiency(s) and the applicable deductions.
- e) Deductions claimed by the Identified User for deficiencies occurring in a specific month, will be made the following month, in order to ensure the Offeror and the Identified User have sufficient time to settle any disputes with regard to specific deficiencies
- f) If a Detention Guard arrives late for work, or leaves early for any reason, overtime will not be paid by the Identified User when the Offeror fills the vacancies so created.
- g) In addition, the absence of a Detention Guard at a post or work site without a replacement constitutes a shortfall for a portion of a shift and a proportional deduction from the Identified Users payment to the Offeror will be made.
- h) No deductions for shortfalls will be made for the first two hours where Detention Guard services are not supplied at a post. However, if the post is vacant for more than two hours, deductions will be made for shortfalls for the entire period services were not provided, including the first two hours.
- i) The Identified User will deduct from the Offeror any difference in billing rates for contract guards from another company or the difference in the hourly wages paid to the client department's employees up to a maximum of \$50.00 per hour. In these cases, this can include overtime costs.
- j) The invoiced amounts billed by the Offeror to the client department will be reduced to make reimbursement adjustment provisions for payment deducted.

2. **Overtime**

A detention guard who has been authorized by the detachment to work more than the maximum number of hours permitted in a given period by the applicable provincial laws is in overtime status. When service has been provided by a detention guard in overtime status, the overtime will be billed in accordance with the applicable provincial laws.

3. **Statutory Holidays**

The Offeror may invoice, if applicable, for Statutory Holidays worked on the basis of the applicable provincial laws when the services are authorized by the detachment.

4. **Other Chargeable Time**

The minimum shift requirement must be paid in accordance with provincial laws, currently 4 hours in British Columbia, Nunavut and the Northwest Territories, 2 hours in the Yukon and 3 hours in all other provinces.

5. **Traveling Time/Travel Allowance**

All transportation costs between the detention guard's residence and the detachment is the sole responsibility of the detention guard and the Offeror. In the event the offerer is unable to provide a guard, the offerer in consultation with the detachment commander may agree to bring in a guard from a neighbouring unit. **All costs associated to travel, meals and accommodations bringing in a guard under such circumstances are the responsibility of the offerer**

6. **Hourly Rate Adjustment**

The rates as set out above will remain firm during the period of the standing offer but may be subject to review and adjustment at the discretion of the Standing Offer Authority as a result of any changes in Federal or Provincial Legislation affecting wages and/or employer contributions.

Except as otherwise noted in the herein, for the contract duration and for extension periods the rates above will be increased by:

- a. The increase in the Consumer Price Index all items for Canada (CPI) as established by Statistics Canada, for the month of December of the year the CPI is used and December of the previous year.

The following CPI Index will be used:

The Consumer Price Index (Statistics Canada)
Catalogue No. 62-001 (monthly)
Table-1
The Consumer Price Index and Major Components (not seasonally adjusted)
Canada
all items

Or

- b. The increase in the Average Provincial Weekly Earnings established by Statistics Canada for the month of October year over year.

The following Index will be used:

Payroll Employment, Earnings and Hours
CANSIM Table 281-0023 to 281-0046

The determination of which Index will be used is at the discretion of the Standing Offer Authority based on workplace market analysis for each Region.

Should either or both Indexes indicate a decrease during the specified period, the decrease will result in a zero increase.

7. Cost Reimbursable Expenses

If Detention Guards are required to provide testimony at court in connection with their duties or to attend Critical Incident Debriefings, the time will be covered under the scope of work and be eligible for invoicing under any resulting contract.

The Offerer will be reimbursed its authorized travel and living expenses for the required testimony at court services reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel related to the testimony at court services must have the prior authorization of the Technical Authority.

The authorized travel and living expenses for the testimony at court services will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

M1000-171692

Security Classification / Classification de sécurité
Protected "A"

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 Royal Canadian Mounted Police		2. Branch or Directorate / Direction générale ou Direction Contract Policing	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Detention Guard services at detachment cells blocks throughout the Atlantic Region as per the attached Scope of Work			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? 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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

ANNEX(E) D



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

M1000-171692

Security Classification / Classification de sécurité
Protected "A"

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ 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 : RCMP Status - Reliability

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

ANNEX(E) D



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

M1000-171692

Security Classification / Classification de sécurité

Protected "A"

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☐ No
Non ☒ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☐ No
Non ☒ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Annex E – Mandatory Requirements

Mandatory Evaluation Criteria

1. A Technical Offer MUST meet all of the following mandatory requirements. Offerors must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.

2. The mandatory evaluation criteria are:

ATTENTION OFFERORS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR TECHNICAL OFFER WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.

Item	Description	Page Number Reference
1. Citizenship	Ability to provide personnel who are Canadian Citizens or Permanent Residents of Canada.	
2. Education	Ability to provide personnel that have a minimum of high school completion (or equivalent). Equivalent would be considered a combination of training and experience which would permit personnel to be able to read and comprehend Post Orders and to write legible reports and entries.	
3. Official Languages	<p>Must satisfy the language requirement outlined in the Statement of Work (SOW).</p> <p>The bidder will be deemed to have satisfied the language requirement by indicating their compliance to the requirement outlined in the SOW by checking Yes.</p> <p>Yes “ _____ ”</p>	
4. First Aid Training	Ability to provide personnel that have First Aid and CPR Training.	
5. Experience	<p>The Contractor must demonstrate in its offer a minimum of five (5) years' experience providing similar services (as described in the SOW) to law enforcement agencies ("Clients").</p> <p>This experience must be supported by providing a minimum of three (3) *recent examples (to a maximum of five (5)).</p> <p>A minimum of one example must highlight experience providing services in remote, isolated and rural communities. Clients can include municipal police services, Canada Border Services Agency, but must not include the RCMP.</p> <p><u>Definitions:</u> <u>Isolated:</u> above the 60th parallel; or below the 60th parallel but has a population of less than 10,000 and is not accessible by means of an all-weather road; <u>Remote:</u> is not accessible by means of an all-weather road and is more than 322 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 50,000; <u>Rural:</u> Communities with a population of less than 10 000. * Recent is defined as from within the last two (2) years.</p>	

6. References	<p>The Contractor must provide a name and contact information for three different Clients from those listed in the “Experience” criterion above. References will be contacted to:</p> <ol style="list-style-type: none"> 1) Verify the information provided by the Offeror; 2) Confirm that the services provided were satisfactory to the Client (Y/N). 	
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