

SHARED SERVICES CANADA

Invitation to Qualify (ITQ)

for the Procurement Process for the Correctional Service of Canada (CSC)

Inmate Telephone System (ITS)

ITQ Invitation No.	16-46721/A	Date	November 23, 2016
Client Ref. No.	16-46721-0	GETS Reference No.	PW-16-

Issuing Office	Shared Services Canada 180 Kent Street, 13th Floor, 13-146 P. O. Box 9808 Station T CSC Ottawa, Ontario K1G 4A8		
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Closing Date	December 22, 2016 5:00 PM		
Time Zone	Eastern Time (ET)		
Destination of Goods/Services	Not applicable – Pre-Qualification Process Only		
Email Address for Submitting your Response by the Closing Date	john.campbell@canada.ca		

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Inmate Telephone System (ITS)

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NOTE: For reference and informational purposes only SSC is also posting the following documents:

DRAFT Annex A Inmate Telephone System Statement of Work including Appendices A-H

Data Table: Peak Time Call Report June 2015-May 2016

Data Table: Off-Peak Time Call Report June 2015-May 2016

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Invitation to Qualify (ITQ)

for the Procurement Process for the Correctional Service of Canada

Inmate Telephone System (ITS)

1. GENERAL INFORMATION

1.1 Introduction

- a) **Phase 1 of Procurement Process:** This Invitation to Qualify (ITQ) is the first phase of a procurement process by Shared Services Canada (SSC) for the Correctional Service of Canada (CSC) Inmate Telephone System (the "**Project**"). Suppliers are invited to pre-qualify in accordance with the terms and conditions of this ITQ in order to become "**Qualified Respondents**" for any later phases of the procurement process. Only Qualified Respondents will be permitted to bid on any subsequent solicitation issued as part of the procurement process.
- b) **Further Evaluation of Qualified Respondents:** Even though certain suppliers may be pre-qualified by Canada as a result of this ITQ, Canada reserves the right to re-evaluate any aspect of the qualification of any Qualified Respondent at any time during the procurement process.
- c) **ITQ is not a Bid Solicitation:** This ITQ process is not a solicitation of bids or tenders. No contract will be awarded as a result of the activities during the ITQ phase. Canada reserves the right to cancel any of the preliminary requirements included as part of the Project at any time during the ITQ phase or any other phase of the procurement process. Given that the ITQ process may be partially or completely cancelled by Canada, it may not result in any of the subsequent procurement processes described in this document. Respondents and Qualified Respondents may withdraw from the procurement process at any time. Therefore, suppliers who submit a response can choose not to bid on any subsequent solicitation.

1.2 Overview of the Project

- a) **Overview of Project:** The Project involves the provision of a telephone system service at the Correctional Service of Canada (CSC) institutions that will allow inmates to have audio communications, in a secure environment under the supervision of CSC, within the public switched telecommunications networks (PSTN).
- b) **Scope of Anticipated Procurement:**
 - i. **Potential Client Users:** This ITQ is being issued by SSC. It is intended that the contract resulting from any subsequent solicitation would be used by SSC to provide services to its Partner Department CSC for whom SSC's services are mandatory at any point during the life of any resulting contract.
 - ii. **Number of Contracts:** Any subsequent solicitation process will result in the award of one (1) contract.
 - iii. **Term of Contract:** SSC is currently contemplating a contract period of six (6) years, plus six (6) option periods of one (1) year each.
- c) **Data Sovereignty:** All infrastructure components storing data for CSC Inmate Telephone System must reside within the Geographic Boundaries of Canada including:
 - i. All servers and data repositories;

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- ii. Stored media, for purposes of backup and recovery, or historical archiving, or any other purpose will be housed at approved location(s). This includes billing systems which do contain CSC Inmate Telephone System specific data and/or personal information. The location of the billing systems must be approved by Canada.
 - iii. The CSC Inmate Telephone System must contain access controls and monitors on data repositories and other computer systems, such that Canada may, at its discretion, monitor, audit and restrict access to Canada's data. These activities must include a logging, audit trails and reporting mechanism that identifies all individuals that have accessed all Inmate Telephone Services system components for purposes of operation and maintenance.
- d) **Comprehensive Land Claims Agreements:** This requirement is for delivery across all regions of Canada. This procurement is not subject to a Comprehensive Land Claims Agreement (CLCA).

1.3 Overview of Anticipated Procurement Process

This ITQ is the first phase in the procurement process for the Project. Although the procurement process remains subject to change (and even to cancellation, in accordance with SSC's Standard Instructions), Canada currently anticipates that the procurement process will be conducted in the following phases:

- a) **ITQ Phase:** This ITQ will be used to qualify Respondents to participate in any subsequent phases of the procurement process.
- b) **Review and Refine Requirements (RRR) Phase:** The RRR process with the Qualified Respondents will follow the ITQ phase. The objective of the RRR phase is to obtain feedback from Qualified Respondents on Canada's preliminary requirements for the Project. It is intended to be a collaborative process and may involve interactions such as workshops, one-on-one sessions, and written questions and answers. Canada will consider the feedback provided by Qualified Respondents when refining the requirements and preparing its procurement documents for the Project. Further details regarding the RRR phase will be provided to those Respondents who qualify as a result of this ITQ phase.
- c) **Request for Proposals (RFP) Phase:** Canada anticipates releasing a RFP to those Qualified Respondents who remain qualified at the time the RFP is released.
- d) **SCSI Assessment:** Qualified Respondents who choose to bid on any resulting solicitation will be required to submit "Supply Chain Security Information" (SCSI) for assessment by Canada in relation to supply chain integrity. Further details regarding the SCI Assessment will be provided to Qualified Respondents at a later stage.

1.4 Conflict of Interest or Unfair Advantage

As set out in SSC's Standard Instructions, a response can be rejected due to an actual or apparent conflict of interest or unfair advantage.

2. INSTRUCTIONS FOR RESPONDENTS

2.1 Standard Instructions, Clauses and Conditions

- a) SSC's Standard Instructions for Procurement Document No. 1.0 ("SSC's Standard Instructions") are incorporated by reference into and form part of the ITQ as though they were expressly set out here in full. If there is a conflict between the provisions of SSC's Standard Instructions and this document, this document shall prevail. SSC's Standard Instructions are provided with the ITQ.
- b) All other instructions, clauses and conditions identified in this document or any of its attachments by number, date and title are set in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Services and Procurement Canada. These instructions, clauses and conditions are incorporated by reference and they form part of this document as though they were expressly set out here in full.
- c) If there is a conflict between the provisions of this document and any documents that are incorporated into it by reference as set out above, this document shall prevail.
- d) With respect to SSC's Standard Instructions, during the ITQ phase:
 - i. There will not be a conference for interested suppliers.
 - ii. There will not be a site visit. (However, the subsequent RRR phase will include a mandatory site visit.)
- e) By submitting a response, the Respondent is confirming that it agrees to be bound by all the instructions, clauses and conditions of the ITQ.

2.2 Questions and Comments

Questions and comments about this ITQ can be submitted in accordance with the Section of SSC's Standard Instructions entitled "**Communications**" up until the deadline specified in those Standard Instructions, i.e. 10 calendar days before the Closing Date.

2.3 Submission of Only One Response

- a) A Respondent can be an individual, a sole proprietorship, a corporation, a partnership, or a joint venture.
- b) Each Respondent (including related entities) will be permitted to qualify only once. If a Respondent or any related entities participate in more than one response (participating means being part of the Respondent, not being a subcontractor), Canada will provide those Respondents with 2 working days to identify the single response to be considered by Canada. Failure to meet this deadline may result in all the affected responses being disqualified or in Canada choosing, in its discretion, which of the responses to evaluate.
- c) For the purposes of this article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is an individual, corporation, partnership, etc.) an entity will be considered to be "related" to a Respondent if:
 - i. they are the same legal entity as the Respondent (i.e. the same individual, corporation, partnership, limited liability partnership, etc.);
 - ii. the entity and the Respondent are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

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- iii. the entity and the Respondent have now or in the two years before the ITQ closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - iv. the entity and the Respondent otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third.
- d) A Respondent may act as a subcontractor to another Respondent. However, subcontractors may not be permitted to participate in the Review and Refine Requirements phase with the Qualified Respondent for whom they will be doing subcontracting work.
 - e) Any individual, sole proprietorship, corporation, or partnership that is a Respondent as part of a joint venture cannot submit another response on its own or as part of another joint venture.

Example 1: Supplier A does not itself have all the experience required by the ITQ. However, Supplier B has the experience that Supplier A lacks. If Supplier A and Supplier B decide to team up to submit a response together as a joint venture, both entities are together considered the Respondent. Neither Supplier A nor Supplier B can team up with another supplier to submit a separate response, because each is already part of a Respondent.

Example 2: Supplier X is a Respondent. Supplier X's subsidiary, Supplier Y, decides to team up with Supplier Z to submit a response as a joint venture. Supplier Y and Z, as well as Supplier X, will all be asked to determine which one of the two responses will be considered by Canada. Both responses cannot be submitted, because Supplier Y is related to Supplier X as an affiliate.

- f) By submitting a response, the Respondent is certifying that it does not consider itself to be related to any other Respondent.

2.4 Security Clearance Requirement

- a) A preliminary version of the Security Requirements Checklist (SRCL) has been included as an annex to this ITQ. These requirements are subject to change and are provided for information purposes. However, any supplier that does not have the security clearances described in the preliminary SRCL may wish to initiate the process to ensure they meet the requirements. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. PREPARING AND SUBMITTING A RESPONSE

3.1 General Instructions

SSC's Standard Instructions include instructions with respect to responses, which apply in addition to those described in this document.

3.2 Language for Future Communications

Each Respondent is requested to identify, in its Response Submission Form, which of Canada's two official languages it chooses to use for future communications with Canada regarding this ITQ and any subsequent phases of the procurement process.

3.3 Content of Response

A complete response to this ITQ consists of **all** of the following:

- a) **Response Submission Form (Requested at ITQ Closing)**: Respondents are requested to include the Response Submission Form with their responses. It provides a common form in which the Respondents can provide information required for evaluation, such as a contact name, the Respondent's Procurement Business Number, the language for future communications with Canada about this procurement process, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information requested by the Response Submission Form is incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the additional information or make the correction. Providing the information when requested during the evaluation period is mandatory.
- b) **Specific Responses to the Corporate Experience Qualification Requirement at Annex A (Mandatory at ITQ Closing)**: The response must include all the information required by Annex A.
- c) **No Financial Response**: No pricing is required at the ITQ stage.
- d) **Certifications**:
 - i. **Certifications that are mandatory at ITQ closing (Mandatory at ITQ Closing)**: In order to qualify, each Respondent must submit the following certifications at ITQ closing (the form of the certification is not mandatory, but the content is mandatory):

Mandatory Coverage Locations in Canada Certification	Mandatory at ITQ Closing – see Annex B
Telecommunications Act Certification	Mandatory at ITQ Closing – see Annex C

- ii. **Certifications that are requested at ITQ closing (Requested at ITQ Closing)**: If the table below indicates that a certification is required, the Respondent is required to provide the following certifications described in SSC's Standard Instructions. Although all these certifications are requested at ITQ closing, if Canada determines that any certification is missing, incomplete or requires correction, Canada will provide the Respondent with an opportunity to provide the required information. Providing the certification when requested during the evaluation period is mandatory.

Federal Contractors Program for Employment Equity Certification	Required – please provide the information in the Response Submission Form
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Former Public Servant Certification	Required – please provide the information in the Response Submission Form
Regulatory Certifications set out in Regulatory Forms A, B, C and D and SSC's Standard Instructions	Not required at ITQ stage

Respondents should note that certain certifications that are not required at the ITQ stage may be required at a later stage of the procurement process.

3.4 Electronic Submission of Response

- a) **Email Submission of Response:** Subject to Subsection (j), Respondents must submit their responses by email in accordance with this Section by the date and time of closing to the email address identified on the cover page of this document as the "Email Address for Response Submission".
- b) **Format of Email Attachments:** The approved formats for email attachments are any combination of:
 - i. PDF attachments; and
 - ii. Documents that can be opened with either Microsoft Word or Microsoft Excel

Respondents that submit attachments in other formats do so at their own risk.

- c) **Email Size:** Respondents should ensure that they submit their response in multiple emails if any single email, including attachments, will exceed 15 MB. Except as expressly provided below, only emails that are received at the Email Address for Response Submission by the closing date and time will be considered part of the response.
- d) **Email Title:** Respondents are requested to include the ITQ No. identified on the cover page of this document in the "subject" line of each email forming part of the response.
- e) **Time of Receipt:** All emails received at the Email Address for Response Submission showing a "received" time before the response closing date and time will be considered timely. In the case of a dispute regarding the time at which an email arrived at SSC, the time at which the response is received by SSC will be determined:
 - i. By the delivery time stamp received by the Respondent if the Respondent has turned on Delivery Status Notification for the sent email in accordance with RFC 1891 established by the Internet Engineering Group (SMTP Service Extension for Delivery Status Notification); or
 - ii. In accordance with the date and time stamp on the SMTP headers showing the time of first arrival on a server used to provide the Government of Canada with email services, if the Respondent has not turned on Delivery Status Notification for the sent email.
- f) **Availability of Contracting Authority:** During the two hours leading up to the closing date and time, a SSC representative will monitor the Email Address for Response Submission and will be available by telephone at the Contracting Authority's telephone number shown on the cover page of this document (although the SSC representative may not be the Contracting Authority). If the Respondent is experiencing difficulties transmitting the email to the Email Address for Response Submission, the Respondent should contact SSC immediately at the Contracting Authority's coordinates provided on the cover page of this document.

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- g) **Email Acknowledgement of Receipt by SSC:** On the closing date, a SSC representative will send an email acknowledging receipt of each response (and each email forming part of that response, if multiple emails are received) that was received by the closing date and time at SSC's Email Address for Response Submission.
- h) **Delayed Email Bids:** SSC will accept an email response received in the first 24 hours after the closing date and time only if the Respondent can demonstrate that any delay in delivering the email to the SSC Email Address for Response Submission is due to Canada's systems. Responses received by email more than 24 hours after the closing date and time will not be accepted under any circumstances. As a result, Respondents who have tried to submit a response, but have not received an email acknowledging receipt from SSC shortly thereafter should contact the Contracting Authority so that they can determine whether or not the response arrived at the SSC Email Address for Response Submission on time.
- i) **Responsibility for Technical Problems:** Canada will not be responsible for:
- i. Any technical problems experienced by the Respondent in submitting its response, including emails that fail to arrive because they exceed the maximum email size of 15 MB or that are rejected or quarantined because they contain malware or other code that is screened out by SSC's security services; or
 - ii. Any technical problems that prevent SSC from opening the attachments to the email(s). For example, if an attachment is corrupted or otherwise cannot be opened or cannot be read, it will be evaluated accordingly. Respondents will not be permitted to submit substitute attachments to replace any that corrupt or empty or submitted in an unapproved format.
- j) **Hand-Delivered Responses:** All Respondents must attempt to submit their responses electronically. However, SSC will accept a hand-delivered response (either instead of, or as a back-up in addition to, the email response), in which case the following applies:
- i. The hand-delivered response can be:
 - A. A soft copy on CD-ROM or DVD;
 - B. A hard copy (i.e. printed on paper); or
 - C. A combination of soft and hard copies,provided that any pricing tables that were provided by SSC to be completed by the Respondents are submitted as a soft copy.
 - ii. The hand-delivered response must be delivered by a representative of the Respondent in person or by a courier. SSC will not accept any bids delivered by regular mail.
 - iii. The hand-delivered response must be received by an SSC representative before the closing date and time at the address shown on the covert page of this document (or an alternate location arranged with the Contracting Authority in writing).
 - iv. SSC will only accept a hand-delivered copy of the response if the respondent has coordinated delivery of that response with the Contracting Authority. As indicated above, a SSC representative will be available at the Contracting Authority's telephone number during the two hours before the closing date and time, including for the purpose of coordinating the receipt of hand-delivered responses (the Contracting Authority may also agree, at SSC's discretion, to be available at another time before the closing date and time to receive the response).
 - v. The only circumstances in which SSC will accept a hand-delivered response after the closing date and time is if the Respondent can show that the SSC representative was unavailable to

receive the hand-delivered response at the coordinated time, or that no SSC representative was available at the Contracting Authority's telephone number (and no SSC representative responded to voicemail messages left at that telephone number) during the two hours leading up to the closing date and time.

- vi. SSC will refer to the hand-delivered response only if there are problems with all or a portion of the response submitted by email by the closing date and time or if no email response is received by the closing date and time. If SSC refers to the hand-delivered response, it will prevail over the electronically submitted response.

4. PROCESS FOR EVALUATING RESPONSES

4.1 Evaluation of Respondent Qualifications

Canada will evaluate whether each response satisfies all the mandatory requirements described in this ITQ (including information that this ITQ indicates is required, but the ITQ specifically states that it may be submitted upon request after the closing date). The provisions of SSC's Standard Instructions that relate to evaluation also apply. A response must comply with all the requirements of the ITQ in order to be declared compliant.

4.2 Reference Checks

- a) The Standard Instructions apply to reference checks. See, in particular, Section 1.17 (Evaluation Procedures for Customer Reference Checks).
- b) As indicated in the Standard Instructions, whether or not to conduct reference checks is discretionary. However, if SSC chooses to conduct reference checks for a mandatory requirement, it will check the references for that requirement for all Respondents.
- c) It is the sole responsibility of the Respondent to ensure that it provides a contact who is knowledgeable about the services the Respondent has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

4.3 Basis of Qualification

- a) Each Respondent whose response meets all the requirements of this ITQ will become a Qualified Respondent for the next stage of the procurement process.
- b) Canada reserves the right to re-evaluate the qualification of any Qualified Respondent at any time during the procurement process. For example, if a particular security clearance is a requirement for this ITQ and the Respondent's security clearance changes or lapses, so that the Respondent no longer meets the requirements of this ITQ, Canada may disqualify that Qualified Respondent. Similarly, if new information comes to the attention of Canada that calls into question any of the Qualified Respondent's qualifications under this ITQ, Canada may re-evaluate that Qualified Respondent. If Canada re-evaluates the qualification of any Qualified Respondent, Canada may request further information and, if the Qualified Respondent fails to provide it within 5 working days (or a longer period provided by the Contracting Authority), Canada may disqualify the Qualified Respondent.
- c) Unsuccessful Respondents will not be given another opportunity to participate or be re-evaluated for the subsequent phases of the procurement process, unless Canada determines in its sole discretion to conduct a second qualification round.
- d) All respondents will be notified in writing regarding whether or not they have qualified.

4.4 ITQ Phase Second Qualification Round

- a) Canada reserves the right, in its sole discretion, to conduct a second qualification round among the unsuccessful Respondents if, in Canada's opinion, the first qualification round results in an insufficient number of Qualified Respondents.
- b) If Canada determines that unsuccessful Respondents will be given a second opportunity to qualify, Canada will provide written information to all unsuccessful Respondents on the same day regarding the reasons they were unsuccessful during the first qualifications round.

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- c) Any Respondent who does not qualify as a result of any second qualification round conducted by Canada will not be given another opportunity to participate or be re-evaluated for any subsequent phases of this procurement process.

ANNEX A – CORPORATE EXPERIENCE QUALIFICATION REQUIREMENT

Response Form for Mandatory Experience

The Respondent must have operated, for a minimum of three (3) contiguous years, one (1) project in which they provided a direct-dial telephone service used to make outgoing local and long-distance calls. The service must have been delivered in a correctional environment for inmates*.

This reference project must demonstrate service duration of a minimum of three (3) years to a single client organization within ten (10) years prior to the ITQ Closing Date and must have included all of the following:

1. The ability to monitor, control and report on Inmate Telephone use:
 - a) by individual inmate telephone;
 - b) by Inmate;
 - c) by Institution;
 - d) by Province;
 - e) by Region (a group or subset of all institutions);
 - f) by National/All Institutions.
2. The provision of Inmate telephones, Inmate telephone enclosures and Inmate Telephone Workstations.
3. A Database tool.
4. Reporting capabilities.

Reference Project for Mandatory Experience Requirement

Name of Respondent	
Project Name	
Name of Customer/Client Organization	
The dates/duration of the Project	
Description of the project including scope, timelines and outcomes	
A description of the Inmate Telephone solution provided	

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CCC No./N° CCC - FMS No./N° VME

Primary Customer/Client Organization Contact Name	
Primary Customer/Client Organization Contact Telephone	
Primary Customer/Client Organization Contact Email	
Backup Customer/Client Organization Contact Name	
Backup Customer/Client Organization Contact Telephone	
Backup Customer/Client Organization Contact Email	
<p>*Correctional environment for inmates in which offenders are incarcerated are defined as Canadian provincial jails, youth corrections facilities, remand centres, and/or federal correctional facilities.</p>	

ANNEX B – MANDATORY CERTIFICATION AT ITQ CLOSING

1 of 2: Mandatory Coverage Locations in Canada

The Respondent certifies that, on the date it submits its response to the Inmate Telephone System ITQ No. 16-46721/A:

- (1) It is providing telephone service coverage in the locations identified below; and
- (2) it has, at a minimum, one local exchange number in the locations identified below

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Region	Institution/Site	Address
NHQ	National Headquarters	340 Laurier Ave. West, Ottawa, ON, K1A 0P9
Atlantic	Regional Headquarters	1045 Main Street, 2nd Floor, Moncton, NB, E1C 1H1
	Atlantic Institution	13175 Route 8, PO Box 102, Renous, NB, E9E 2E1
	Dorchester Penitentiary (Dorchester)	4902 Main Street, Dorchester, NB, E4K 2Y9
	Nova Institution for Women	180 James Street, Truro, NS, B2N 6R8
	Springhill Institution	330 McGee Street, PO Box 2140, Springhill, NS, B0M 1X0
	Westmorland Institution (Dorchester-Min.)	4902 A Main Street, Dorchester, NB, E4K 2Y9
Québec	Regional Headquarters	3 Place Laval , Suite 200, Laval, QC, H7N 1A2
	Archambault Institution (Archambault)	242 Montée Gagnon, Sainte-Anne-des-Plaines, QC, J0N 1H0
	Cowansville Institution	400 Fordyce Avenue, Cowansville, QC, J2K 3G6
	Donnacona Institution	1537 Highway 138, Donnacona, QC, G3M 1C9
	Drummond Institution	2025 Jean-de-Brébeuf Boulevard, Drummondville, QC, J2B 7Z6
	Federal Training Centre (FTC)	6099 Levesque Boulevard East, Laval, QC, H7C 1P1
	Joliette Institution	400 Marsolais Street, Joliette, QC, J6E 8V4
	La Macaza Institution	321 Chemin de L'Aéroport, La Macaza, QC, J0T 1R0
	Regional Reception Centre	246 Montée Gagnon, Sainte-Anne-des-Plaines, QC, J0N 1H0
	Montée Saint-François Institution (FTC-Min.)	600 Montée Saint-François, Laval, QC, H7C 1S5
	Port-Cartier Institution	Chemin de L'Aéroport, PO Box 7070, Port-Cartier, QC, G5B 2W2 (Lat. 50.0558; Long. -66.8874)
	Sainte-Anne-des-Plaines Institution (Archambault-Min.)	244 Montée Gagnon, Sainte-Anne-des-Plaines, QC, J0N 1H0
Ontario	Regional Headquarters	440 King Street West, PO Box 1174, Kingston, ON, K7L 4Y8

	Bath Institution	5775 Bath Road, PO Box 1500, Bath, ON, K0H 1G0
	Beaver Creek Institution (Beaver Creek-Min.)	Beaver Creek Drive, PO Box 1240, Gravenhurst, ON, P1P 1Y2 (Lat. 44.9636; Long. -79.2994)
	Collins Bay Institution (Collins Bay)	1455 Bath Road, PO Box 190, Kingston, ON, K7L 4V9
	Fenbrook Institution (Beaver Creek)	2000 Beaver Creek Drive, PO Box 5000, Gravenhurst, ON, P1P 1Y2
	Frontenac Institution (Collins Bay-Min.)	1455 Bath Road, PO Box 7500, Kingston, ON, K7L 5E6
	Grand Valley Institution for Women	1575 Homer Watson Boulevard, Kitchener, ON, N2P 2C5
	Joyceville Institution (Joyceville)	Highway 15, PO Box 880, Kingston, ON, K7L 4X9 (Lat. 44.3584; Long. -76.352)
	Millhaven Institution	Highway 33, PO Box 280, Bath, ON, K0H 1G0 (Lat. 44.1975; Long. -76.752)
	Pittsburgh Institution (Joyceville-Min.)	3766 Highway 15, PO Box 4510, Kingston, ON, K7L 5E5
	Warkworth Institution	County Road 29, PO Box 760, Campbellford, ON, K0L 1L0 (Lat. 44.2122; Long. -77.8075)
Prairie	Regional Headquarters	2313 Hanselman Place, PO Box 9223, Saskatoon, SK, S7K 3X5
	Bowden Institution	Highway 2, PO Box 6000, Innisfail, AB, T4G 1V1 (Lat. 51.9761; Long. -114.008)
	Drumheller Institution	Highway 9, PO Box 3000, Drumheller, AB, T0J 0Y0
	Edmonton Institution	21611 Meridian Street, PO Box 2290, Edmonton, AB, T5J 3H7
	Edmonton Institution for Women	11151, 178th Street, Edmonton, AB, T5S 2H9
	Grand Cache Institution	Hoppe Avenue, PO Box 4000, Grande Cache, AB, T0E 0Y0 (Lat. 53.8637; Long. -119.143)
	Grierson Institution	9530, 101st Avenue, Edmonton, AB, T5H 0B3
	Okimaw Ohci Healing Lodge	PO Box 1929, Maple Creek, SK, S0N 1N0 (Lat. 49.7582; Long. -109.265)
	Pê Sâkâstêw Healing Lodge	Highway 2A, PO Box 1500, Hobbema, AB, T0C 1N0 (Lat. 52.8159; Long. -113.472)
	Regional Psychiatric Centre	2520 Central Avenue North, PO Box 9243, Saskatoon, SK, S7K 3X5
	Riverbend Institution (Sask. Pen.-Min.)	15th Street West, PO Box 850, Prince Albert, SK, S6V 5S4
	Rockwood Institution (Stony Mountain-Min.)	Highway 7, PO Box 72, Stony Mountain, MB, R0C 3A0
	Saskatchewan Penitentiary (Sask. Pen.)	15th Street West, PO Box 1600, Prince Albert, SK, S6V 5R6 (Lat. 53.1979; Long. -105.815)
	Stony Mountain Institution (Stony Mountain)	Highway 7, PO Box 4500, Stony Mountain, MB, R3C 3W8 (Lat. 50.0819; Long. -97.2253)
	Willow Cree Healing Centre	PO Box 520, Duck Lake, SK, S0K 1J0 (Lat. 52.8256; Long. -106.297)
Pacific	Regional Headquarters	100-33991 Gladys Avenue, Abbotsford, BC, V2S 2E8
	Ferndale Institution (Mission-Min.)	33737 Dewdney Trunk Road, PO Box 50, Mission, BC, V2V 4L8

	Fraser Valley Institution	33344 King Road, Abbotsford, BC, V2S 6J5
	Kent Institution	4732 Cemetery Road, PO Box 1500, Agassiz, BC, V0M 1A0
	Kwikwexwelhp Healing Village	Morris Valley Road, PO Box 110, Harrison Mills, BC, V0M 1L0 (Lat. 49.289; Long. -121.96)
	Matsqui Institution	33344 King Road, PO Box 2500, Abbotsford, BC, V2S 4P3
	Mission Institution (Mission)	8751 Stave Lake Street, PO Box 60, Mission, BC, V2V 4L8
	Mountain Institution	4732 Cemetery Road, PO Box 1600, Agassiz, BC, V0M 1A0
	Regional Treatment Centre	33344 King Road, PO Box 3000, Abbotsford, BC, V2S 4P4
	William Head Institution	6000 William Head Road, Victoria, BC, V9C 0B5
Name of Respondent		
Signature of Authorized Representative of Respondent		

2 of 2: Telecommunications Act Certification	
<p>By submitting a bid, the Bidder certifies that it's ITS is compliant with the Telecommunications Act, specifically Part II, Eligibility to Operate: http://laws-lois.justice.gc.ca/eng/acts/T-3.4/page-5.html#h-8.</p> <p>By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.</p>	
Name of Respondent	
Signature of Authorized Representative of Respondent	

Solicitation No. - N° de l'invitation
16-46721/a

Amd. No. - N° de la modif.
000

Buyer ID - Id de l'acheteur
C32

Client Ref. No. - N° de réf. du client
RAS 16-46721-0

File No. - N° du dossier
C32.CSC.46721

CCC No./N° CCC - FMS No./N° VME

ANNEX C – PRELIMINARY SECURITY REQUIREMENTS CHECKLIST (SRCL)

Attached as a separate document

FORM 1 – RESPONSE SUBMISSION FORM

Invitation to Qualify No. 16-46721/A Response Submission Form			
Respondent's full legal name <i>In the case of a joint venture, please identify all members</i>			
Authorized Representative of Respondent for evaluation purposes (e.g. clarifications)	Name		
	Title		
	Address		
	Telephone #		
	Fax #		
	Email		
Respondent's Procurement Business Number (PBN) <i>Please see SSC's Standard Instructions. Please make sure that your PBN matches the legal name under which you have submitted your response. If it does not, the Respondent will be determined based on the legal name provided, not based on the PBN, and the Respondent will be required to submit the PBN that matches the legal name of the Respondent.</i>			
Former Public Servants <i>Please see the Section of SSC's Standard Instructions entitled "Former Public Servants" for more information.</i> <i>If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	Is the Respondent a Former Public Servant in receipt of a pension as defined in SSC's Standard Instructions? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
	Is the Respondent a Former Public Servant who received a lump sum payment under the terms of the work force adjustment directive? If yes, provide the information required by the Section in SSC's Standard Instructions entitled "Former Public Servant"	Yes	
		No	
Federal Contractors Program for Employment Equity Certification <i>Please see the Section of SSC's Standard Instructions entitled "Federal Contractors Program for Employment Equity" for more information.</i> <i>Please check one of the boxes or provide the required information. If you are submitting a response as a joint venture, please provide this information for each member of the joint venture.</i>	The Respondent certifies having no work force in Canada.		
	The Respondent certifies being a public sector employer.		
	The Respondent certifies being a federally regulated employer subject to the <i>Employment Equity Act</i> .		
	The Respondent certifies having a combined work force in Canada of fewer than 100 permanent full-time, part-time and temporary employees.		
	The Respondent certifies having a combined work force in Canada of 100 or more permanent full-time, part-time and temporary employees.		
	Valid and current Certificate number.		
	The Respondent certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour.		
Requested language for future communications regarding this procurement process – <i>please indicate either English or French</i>			

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Requested Canadian province or territory for applicable laws		
Respondent's Proposed Site or Premises Requiring Safeguard Measures and document safeguarding security level	Street Address with Unit/Apartment, if applicable	
	City	
	Province/Territory	
	Postal Code	
Security Clearance Level of Respondent <i>Please ensure that the security clearance matches the legal name of the Respondent. If it does not, the security clearance is not valid for the Respondent.</i>	Country	
	Clearance Level	
	Date Granted	
	Issuing Entity (PWGSC, RCMP, etc.)	
	Legal name of entity to which clearance issued	
<p>On behalf of the Respondent, by signing below, I confirm that I have read the entire ITQ, including the documents incorporated by reference into the ITQ, and I certify and agree that:</p> <ol style="list-style-type: none"> 1. The Respondent considers itself and its products and services able to meet all the mandatory requirements described in the ITQ; 2. All the information provided in the response is complete, true and accurate; and 3. The Respondent agrees to be bound by all the terms and conditions of this ITQ, including the documents incorporated by reference into it. 		
Signature of Authorized Representative of Respondent		