



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
7B3, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> CCTV installation at Grierson Insti	
<b>Solicitation No. - N° de l'invitation</b> 21120-172847/A	<b>Date</b> 2017-04-26
<b>Client Reference No. - N° de référence du client</b> 21120-17-2532847	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-461-72848	
<b>File No. - N° de dossier</b> hn461.21120-172847	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-06-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hallman, Patti	<b>Buyer Id - Id de l'acheteur</b> hn461
<b>Telephone No. - N° de téléphone</b> (819) 420-0339 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Technical Requirements, the Basis of Payment, Security Requirements, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

The Electronic Attachments include the specifications and standards, the Institutional Access CPIC Clearance Request form, the Task Authorization Form and any other electronic attachments.

### 1.2 Summary

- 1.2.1** The Correctional Service of Canada (CSC) has a requirement to install new Closed Circuit Television (CCTV) equipment at our Grierson Institution, located in Edmonton Alberta.  
The Grierson Institution is a minimum security institution. Work will have to be accomplished with minimum disruption to the daily operation and security of the institution.

The work includes the design, supply, installation, testing and provision of operational and technical training on the CCTV equipment as described in the Statement of Technical Requirements (STR). Refer to Annex A.

Delivery is requested to be completed within 30 weeks after contract award.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.
- 1.2.3** The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 1.2.4** There is a mandatory bidders' site visit associated with this requirement where personnel security screening is required prior to gaining access to the site.

### 1.3 Debriefings

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04 )Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Bids

Bids 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 bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

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

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

### 2.4 Applicable Laws

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

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

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## 2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fourteen (14) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visits to be held on **May 30, 2017 at 09:00** at the Grierson Institution. Interested Bidders shall meet at the Principal Entrance of the Grierson Institution, 9530-101st Avenue, Edmonton, Alberta T5H 0B3. Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. Bidders arriving late may not be permitted to attend the site visit.

The Bidder must have at least one attendee at the site visit.

It is also a mandatory condition of this requirement that all attendees have a site clearance prior to the site visits. To apply for the site clearance, the Bidders shall complete a CPIC Clearance Request form (preferably in typed format) and submit the duly completed and signed form by each participant, by fax to (819) 953-4944 or by e-mail to [patti.hallman@pwgsc.gc.ca](mailto:patti.hallman@pwgsc.gc.ca). It is a mandatory condition that the CPIC Clearance Request be submitted for the site visits. It is requested that the CPIC Clearance Requests be received by this office no later than May 16, 2017. Site Clearance Request Forms received after May 16, 2017 may not be accepted. A site clearance obtained for work performed under similar requirements is not acceptable. Bidders are requested to clearly identify the name of the participant, the name of the company they represent, telephone number, facsimile number and e-mail address.

Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled site visit.

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document through [buyandsell.gc.ca](http://buyandsell.gc.ca).

As proof of attendance, the Bidder must sign the attendance form provided by the CSC representative at the site visit.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (3 hard copies and 2 soft copies on CD)
- Section II: Management Bid (3 hard copies and 2 soft copies on CD)
- Section III: Support Bid (3 hard copies and 2 soft copies on CD)
- Section IV: Financial Bid (1 hard copy)
- Section V: Certifications (1 hard copy)
- Section VI: Additional Information (1 hard copy)

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

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

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

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

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

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

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the Bid will be evaluated. Bidders should address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section I: Technical Bid

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

#### Section II: Management Bid

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

### **Section III: Support Bid**

In their support bid, Bidders must demonstrate their understanding of the requirement and describe how they intend to meet the support requirements (operator/ maintenance training, manuals, spare parts list and plan).

### **Section IV: Financial Bid**

**3.1.1** Bidders must submit their financial bid as per the format of Annex B – Basis of Payment in accordance with the following Basis of Pricing. The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Basis of Pricing**

All prices must be firm in Canadian dollars, Delivery Duty Paid (Destination), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

##### **3.1.2.1 Design and Equipment**

The bidder must submit a firm lot price for the design and related equipment for the CCTV Equipment at Grierson Institution excluding spare parts and test equipment.

##### **3.1.2.2 Installation and Testing Costs**

The Bidder must submit a firm lot price. The price must include all costs, including travel and living, related to the installation and testing of the equipment.

##### **3.1.2.3 Testing of Equipment for Emergency Repairs, Delays and Task Authorizations**

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

These hourly rates will apply for emergency repairs, delays and Task Authorizations and will be in effect for the entire length of any resulting contract.

Normal working hours are Monday to Friday, 7:30 to 16:30 with exception of statutory holidays.

##### **3.1.2.4 Travel and living expenses**

The bidder must indicate if there are travel and living expenses associated with the installation and testing of the equipment (excluding training). Where applicable, the bidder must submit a firm lot price, the estimated number of people and the estimated number of days, and the breakdown of the Firm Lot Price as indicated in Annex B – Basis of Payment item 2.1.

##### **3.1.2.5 On-site training as detailed in the STR, paragraphs 5.2 and 5.3.**

The bidder must submit a firm lot price for on-site training session

##### **3.1.2.6 Documentation**

The bidder must submit a firm lot price for the following:

As-built drawings as detailed in STR, paragraph 5.4.



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Operator and Maintenance Manuals as detailed in STR, paragraph 5.4.

### 3.1.2.7 Software/Integration

The bidder must submit a firm lot price for the software/integration.

### 3.1.2.8 Contractors Recommended Spare parts and Test Equipment

The Bidder must submit a Spare Parts and/or Test Equipment List identifying each recommended spare parts and/or test equipment required. The Bidder must also submit a firm unit price for each recommended spare part required and pricing for the following items:

Qty 1 Fixed Camera  
 Qty 1 Pan/Tilt/Zoom Camera  
 Qty 1 22" LCD Monitor  
 Qty 1 Network Switch  
 Qty 1 Network Video User Station  
 Qty 1 KVM Extender

Equipment offered must match installed equipment in accordance to CSC Specifications and Standards.

### 3.1.2.9 Bid Firm Lot Price Cost Breakdown

Prior to contract award Bidders must provide a line by line breakdown of the material and labour used to calculate the Bid Prices for Equipment and Design Lot Price identified within Annexes "B1 – B4" - Basis of Payment.

The pricing provided will be used to calculate the cost of any Task Authorizations throughout the life of the contract.

### 3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

### Section IV: Additional Information

#### 3.1.4. Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_

#### 3.1.5 Contractor Contacts

Name and telephone number of the person responsible for:

#### General enquiries

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

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Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

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

### Delivery follow-up

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

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

### 3.1.6 Warranty Repairs

It may be necessary for warranty repairs to be performed on site. You are requested to provide response time and location of nearest office/depot providing staff for this work. Response time shall not exceed forty-eight (48) hours. The contact person is as follows:

Response Time: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

### 3.1.6 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

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

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

### 3.1.7 Lifetime Spares

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

The Bidder must indicate the number of years for the life of the equipment. \_\_\_\_\_ years.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the Bid will be evaluated. Bidders should address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

##### **4.1.1.1 Mandatory Technical Criteria**

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the Statement of Technical Requirements (STR) at Annex A, as well as related specifications.

Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

- Address, as described, Annex A, Statement of Technical Requirement (STR)
- Bidders must obtain the required minimum points (70%) for each of the following evaluation criteria – technical, management and support, which are subject to point rating;

The technical bid should be structured in the same format as the Statement of Work presented at Annex A, through which the bidder will clearly explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

##### **4.1.1.2 Point Rated Technical Criteria**

The Technical, Management and Support Bid will be evaluated and rated as per Attachment 1 – Point Rated Evaluation Criteria and Scoring Sheet.

### **4.1.2 Financial Evaluation**

#### **4.1.2.1 Mandatory Financial Criteria**

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

The following Mandatory factors will be taken into consideration in the evaluation of each bid;

Compliance with Basis of Pricing;

Prices must be submitted for all items listed in the Annex B – Basis of Payment

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## **4.2 Basis of Selection**

The responsive Bidder with the lowest evaluated aggregate bid price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Status and Availability of Resources

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

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

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**Signature**

---

**Date**

#### 5.1.3 Education and Experience

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

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**Signature**

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**Date**

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#### 5.1.4 Compliance Certification Statement

By submitting a Bid the Bidder certifies that they comply with and understand the Statement of Technical Requirements, Statements of Work, Electronic Engineering, Electronic Engineering Standards, and supporting documents that form part of the Requirement.

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

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

#### 5.2 Certifications Precedent to Contract Award and Additional Information

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

##### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

##### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

##### 5.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

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- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

A site clearance is required prior to the site visit and prior to admittance to the institution. For additional information, see Part 2, Article 5 – Mandatory site visit and Part 7, article 3, Security Requirement.

### 6.2 Financial Capability

1. The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major



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items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
  3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
  4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
    - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
    - b. the Bidder authorizes the use of the information for this requirement.
- It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
  6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
  7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Requirement

The Contractor shall design, supply, install, test and provide operational and technical training on CCTV equipment as described in the Statement of Technical Requirement (STR). The Contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Annex A for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineer Specifications and Standards. The purpose of the STR document is to define the technical aspects for the (title of Requirement at name of Institution(s)), The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

#### 7.1.1 Option to Purchase Contractor Recommended Spare Parts and/or Test Equipment

- a) The Contractor hereby grants to Canada and Canada shall retain an irrevocable option exercisable at any time during the Contract to procure any or all of the spare parts and/or test equipment described in the supplier's proposal.
- b) The Contractor shall be given a minimum of "30" working days notice in writing by the Contracting Authority indicating that Canada intends to exercise the option.
- c) The option may only be exercised by the Contracting Authority, and the exercise of the option will be evidenced through a formal Contract Amendment.
- d) Price support may be requested.

#### 7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.2.2 Task Authorization Limit

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All task authorizations must be authorized by the Contracting Authority before issuance.

### 7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "\_\_\_\_". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 7.2 Standard Clauses and Conditions

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

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### 7.2.1 General Conditions

2030 (2016-04-04), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 7.2.2 Supplemental General Conditions

4003 (2010-08-16) Licensed Software; and  
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information

apply to and form part of the Contract.

### 7.2.3 SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment  
A9068C (2010-01-11) Site Regulations  
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.3 Security Requirements

### 7.3.1 Site Clearance

A site clearance is required prior to admittance to the institution. The contractor must submit completed CPIC forms for all staff who will be working at the institution(s). The duly completed and signed CPIC forms must be submitted ten (10) working days prior to start-up date as stipulated in the Statement of Requirement.

### 7.3.2 Classification of this document is "Not Classified"

1. Nil security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as/where required, by authorized Correctional Service Canada personnel.
2. Contractor personnel shall submit to a local verification of identify / information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The system design, the delivery of all related equipment, the completion of all installation, testing and contract related work is to be completed at the Institution on or before (*Delivery as offered and as accepted will be inserted at contract award*).

The Contractor must submit a final delivery and installation schedule within 10 calendar days after the contract award date.

### 7.4.2 Delivery

- 1) Shipment shall be consigned to the destination specified in and delivered:

DDP Delivered Duty Paid (Name of Institution(s) and Province) Incoterms 2000 for shipments from a commercial supplier.

#### 7.4.2.1 Inspection and Final Acceptance

- 1) Inspection

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Inspection shall be carried out by the Technical Authority or the authorized representative at destination.

## 2) Final Acceptance

a) The Contractor shall be required to present the work, for final acceptance, when such work has been designed, manufactured, delivered to site and installed and has successfully passed all tests in strict accordance with the specification and terms and conditions, and the Contractor has performed all other work and complied with all the terms and conditions of the contract.

b) Upon verification of the above, the Design Authority will by written notice to the Contractor so acknowledge, and such notice shall constitute final acceptance.

Final Inspection and acceptance will take place at destination when all goods are delivered / services rendered, and after all deficiencies identified by the Design Authority or the authorized representative are rectified and accepted.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Patti Hallman  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5

Telephone: (819) 420-0339  
Facsimile: (819) 953-4944  
E-mail address: patti.hallman@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

*will be inserted at contract*  
\_\_\_\_\_  
(Name of Technical Authority)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Fill in Organization)  
\_\_\_\_\_  
(Fill in address)  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

Name and telephone number of the person responsible for :

#### General enquiries

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

#### Delivery follow-up

Name: will be inserted at contract  
Telephone No. will be inserted at contract  
Facsimile No. will be inserted at contract  
E-mail address: will be inserted at contract

### 7.5.4 Warranty Repairs

The contact person for warranty repairs to be performed on site as it may be necessary is as follows:

Response Time: will be inserted at contract  
Name: will be inserted at contract  
Telephone No.: will be inserted at contract  
Facsimile No.: will be inserted at contract  
Email/Internet Address: will be inserted at contract

### 7.5.5 Emergency Services/Repairs

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: will be inserted at contract  
Telephone No.: will be inserted at contract  
Facsimile No.: will be inserted at contract  
Email/Internet Address: will be inserted at contract

## 7.7 Payment

### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals as specified in the Contract. Customs duties are included and Applicable Taxes are extra.

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The Contractor will be paid firm hourly rates as follows, for work associated with emergency repairs, delays and performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

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

#### Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### Travel for Task Authorized Work

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified 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 must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated cost: \$ *(to be inserted at contract award)*

#### **7.7.2 Limitation of Price**

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

#### **7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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

#### **7.7.5 Discretionary Audit**

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

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

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

#### **7.7.6 Time Verification**

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

### **7.8 Invoicing Instructions**

#### **7.8.1 Progress Payment Claim (Including Task Authorization Payments)**

The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;



- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.  
The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed

### 7.8.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

1 <sup>st</sup> Milestone	Design of the System	100% Design	List value – 10%	Approved Final Design Report
2 <sup>nd</sup> Milestone	Delivery of Equipment	100% Equipment	List value – 10%	Equipment Delivered and accepted
3 <sup>rd</sup> Milestone	50% of Installation, including travel and living associated with installation	50% Installation, 100% travel and living associated with installation	(50% value of Installation + Travel and Living) – 10%	Acceptance of installed conduit, cable and equipment installed in racks.
4 <sup>th</sup> Milestone	Installation completion, software integration and testing including travel	50% installation, 100% software integration and testing, 100% travel and living associated with Installation	(50% installation + 100% software integration + 100% testing + Associated travel) – 10%	Approved FAT
5 <sup>th</sup> Milestone	On-site Training and Documentation including travel	100% on-site training 100% Documentation 100% Travel and Living associated with On-site Training	(100% on-site training + 100% documentation + Travel and Living) – 10%	Training Report reviewed and approved by Technical Authority  As-built drawings delivered

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				and approved by Technical Authority
6 <sup>th</sup> Milestone	Holdback			

### 7.8.3 Method of Payment – Emergency Repairs and Delays

#### 7.8.3.1 Single Payment

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

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

#### 7.8.3.2 Travel and Living Expenses – Emergency Repairs, delays and Task Authorizations

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

### 7.9 Certifications

#### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;

- (b) the supplemental general conditions 4003 (2010-08-16) Licensed Software and 4006 (2010-08-16) Contractor to own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2030 (2016-04-04);
- (d) Annex A, Statement of Technical Requirement;
- (e) Annex B, Basis of Payment;
- (h) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " *or* ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

#### 7.12 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### 7.13 Meetings

A meeting may be convened after contract award at a location to be determined by the Contracting Authority to review contractual and technical requirements. The Contractor will be responsible for the preparation and distribution of the minutes of meeting. The meeting will be held with representatives of the Contractor, the Department of Public Works and Government Services and Correctional Service Canada.

#### 7.14 Contractor's Facilities

The Contracting Authority and the Design Authority, or their delegated representative shall be afforded access to the Contractor's plant and all other premises where pertinent processes are being performed.

#### 7.15 Delay by Canada

In the event that an installation crew proceeds to the site but is unable to perform the work due to an inmate disturbance or other delays caused by Canada at the site, the Contractor shall immediately notify the Design Authority. The cost of holding the installation crew on standby shall be paid as indicated herein. In no event shall a crew remain on standby for more than four (4) hours per day without prior authorization.

#### 7.16 After Sales Service

The Contractor certifies that it is capable of providing after sales service, subsequent to the warranty period, including servicing personnel and facilities during the lifetime expectancy of the equipment.

#### 7.17 Lifetime Spares

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

Life of the equipment: \_\_\_\_\_ years.

Should the Contractor discontinue the manufacture of the equipment being procured during the life expectancy of the equipment, it shall notify Canada sufficiently in advance to permit the purchase of spares for the remaining life of the equipment or, at the discretion of Canada, either make satisfactory arrangements with a third party to establish a continuing source of spares or provide to Canada, at no charge, a non-exclusive royalty free license to manufacture and have manufactured for its own use spare parts, and

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provide copies of all drawings, technical information, specifications, manufacturing instructions and patterns necessary to manufacture the spares.

#### **7.18 Disclosure of Information**

The Contractor shall keep confidential and shall not publish or otherwise reuse, release, disclose or make available to any third party any Background or Foreground Information concerning as built drawings, site drawings and manuals, except as may be necessary to carry out the Work under the Contract in which case the Contractor shall impose the same obligation of confidentiality on any person to whom the information is disclosed.

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**ANNEX "A"**

**STATEMENT OF REQUIREMENT**

See Electronic Attachment 001

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## ANNEX "B"

### PRICING SHEET

#### CCTV Equipment at Grierson Institution

All prices must be firm in Canadian dollars, Delivered Duty Paid (Grierson Institution, Edmonton, Alberta), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

#### **PART 1 – CONTRACTOR PROPOSED SOLUTION**

##### **1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

##### **2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment, excluding spare parts.

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

##### **3. INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TRAVEL COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN	
<b>GRIERSON INSTITUTION</b>	Accommodation	\$ _____
Estimated Number of Individuals _____	Air Fare	\$ _____
Estimated Number of Days _____	Car Rental & Fuel	\$ _____
	Other costs (meals and incidentals):	\$ _____
	(identify what they are)	

##### **3.2 INSTALLATION (FIRM HOURLY RATES)**

The following outlined installation related labour rates will apply for emergency repairs, Task Authorizations.

The bidder must submit a firm hourly rate for installation during and outside normal working hours for each labour category required.

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Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

#### 4 . SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL

**4.1** The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price the software/integration as indicated in the STR, 5.5 and 5.11-

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Institution	FIRM LOT PRICE BREAKDOWN
<b>GRIERSON INSTITUTION</b>	
Estimated Number of Individuals _____	Accommodation \$ _____
Estimated Number of Days _____	Air Fare \$ _____
	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

##### 4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

The bidder must submit a firm hourly rate for software integration during and outside normal working hours for each labour category required.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

##### 4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

The bidder must submit a firm hourly rate for testing of equipment during and outside normal working hours for each labour category required.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

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_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

## 5. ON-SITE TRAINING AND DOCUMENTATION

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per STR paragraphs 5.2 and 5.3.

As-built Drawings Firm Lot Price as per STR, paragraph 5.4.

Operator and Maintenance Manuals Firm Lot Price as per STR, paragraph 5.4.

**ON-SITE TRAINING COST** **FIRM LOT PRICE \$** \_\_\_\_\_

**TRAVEL COST** **FIRM LOT PRICE \$** \_\_\_\_\_

Institution	TRAVEL COSTS FIRM LOT PRICE BREAKDOWN
<b>GRIERSON INSTITUTION</b>	
Estimated Number of Individuals _____	Accommodation \$ _____
Estimated Number of Days _____	Air Fare \$ _____
	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

**AS-BUILT DRAWINGS** **FIRM LOT PRICE \$** \_\_\_\_\_

**OPERATOR AND MAINTENANCE MANUALS** **FIRM LOT PRICE \$** \_\_\_\_\_

**PART 1 TOTAL BID PRICE \$** \_\_\_\_\_



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## **PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT**

### **6. SPARE PARTS AND/OR TEST EQUIPMENT**

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must submit a firm unit price for each recommended spare parts required. At a minimum the spare parts list must include the following items to match installed equipment in accordance with CSC specifications and standards.

Qty 1 Fixed Camera  
Qty 1 Pan/Tilt/Zoom Camera  
Qty 1 22" LCD Monitor  
Qty 1 Network Switch  
Qty 1 Network Video User Station  
Qty 1 KVM Extender

**FIRM LOT PRICE \$** \_\_\_\_\_

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## ANNEX C

### TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See: <http://publiservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>

## ATTACHMENT 1

### EVALUATION CRITERIA

#### 1 Point Rated Technical Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent of the Technical Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Technical Proposal should include, but not be limited to:

Point Rated Technical Proposal Criteria	Pts	Comments
<p><b>1.1 Understanding of the Technical Requirements (a maximum of 45 points is available)</b></p> <p>Demonstrate understanding of the technical requirements of the system which must include sufficient detail such as preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information / literature/brochure on products offered.</p> <p>The Bidder's Technical Proposal will be specifically reviewed to determine whether the proposed solution meets the requirements defined in the Statement of Technical Requirements (STR) and supporting documents.</p> <p>The Bidder should demonstrate that the requirements as identified in the STR and supporting documents have been met, by clearly describing how these will be achieved.</p> <p>( 0 points ) The proposal indicates that the Bidder does not understand the requirements identified in the STR and supporting documents.</p> <p>( 35 points ) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability, environmental, reliability, maintainability, testing and validation requirements.</p> <p>( 45 points ) The proposal clearly indicates that the proposed solution exceeds the requirement in at least 2 instances that are specifically and uniquely identified in the Technical Proposal</p> <p>*Minimum mandatory points required: 35</p>		

<p><b>1.2 Quality Assurance and Acceptance Test Plans</b> Description of the proposed quality assurance procedures/processes and acceptance test plan(s) to ensure quality requirements are met and how the Bidder intends to demonstrate to the Crown that the system functions correctly, both off site (Factory Acceptance Testing) and following on-site installation (Site Acceptance Testing). A detailed list of tests to be performed with pass/fail parameters should be provided. Maximum points are broken down as follows:</p>		
<p><b>1.2.1 Quality Assurance (a maximum of 15 points is available)</b></p> <p>How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.</p> <p>( 2 points per item ) The Bidder will be awarded two points per element for clearly indicating how the proposal will meet each of the elements identified below to a limit of 15 points.</p> <p>The following is a list of elements pertaining to quality assurance. The proposal indicates:</p> <ul style="list-style-type: none"> <li>a) That the Bidder has quality assurance procedures and processes;</li> <li>b) That the results will be recorded/analyzed and conflicts will be resolved;</li> <li>c) When, how and by whom the quality requirements will be reviewed;</li> <li>d) How documents and data will be controlled;</li> <li>e) Relevant quality control processes for purchases;</li> <li>f) How the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met;</li> <li>g) How measuring and test equipment is controlled and describes the format and test results to be provided;</li> <li>h) How non-conforming products are identified and controlled to prevent misuse until proper disposal.</li> </ul> <p>*Minimum mandatory points required: 6</p>		
Sub-section Total		

<p><b>1.2.2 Site Acceptance Test Plan</b> <b>(a maximum of 20 points is available)</b></p> <p>How the Bidder intends to demonstrate to the Crown that the system functions correctly after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.</p> <p>( 4 points per item ) The Bidder will be awarded four points per item for clearly indicating how the proposal will meet each of the items identified above in a) through e) to a limit of 20 points.</p> <p>The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) Demonstrated the requirements for testing the system after installation (Site Acceptance Testing);</li> <li>b) Provided a test plan;</li> <li>c) Provided test sheets;</li> <li>d) Provided test sheets including pass/fail parameters;</li> <li>e) Provided test sheets, including specific parameters.</li> </ul>		
<b>Sub-Section Total</b>		
<p><b>1.3 Technical Risk Elements</b> <b>(a maximum of 20 points is available)</b></p> <p>How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the Bidder intends to mitigate them. The risks identified must be limited to Technical concerns only as non-Technical risks are evaluated separately.</p> <p>( 0 points ) The proposal indicates that the Bidder has not identified:</p> <ul style="list-style-type: none"> <li>a) Technical risk elements, nor</li> <li>b) Technical risk mitigation.</li> </ul> <p>( 10 points ) The proposal indicates that the Bidder has identified :</p> <ul style="list-style-type: none"> <li>a) Technical risk elements, and</li> <li>b) Risk management process, but</li> <li>c) Bidder does not provide a technical risk mitigation plan.</li> </ul> <p>( 15 points ) As above, plus the Bidder has provided</p> <ul style="list-style-type: none"> <li>a) A risk mitigation plan.</li> </ul> <p>( 20 points )</p> <p>The proposal indicates that the Bidder has as above, plus:</p> <ul style="list-style-type: none"> <li>a) Identified the impact of the technical risks;</li> <li>b) Associated the technical risks with the bidder, supplier, subcontractor, customer, integration, or equipment performance;</li> <li>c) Described mitigation strategies for the identified technical risks;</li> <li>d) Identified decision points for any approaches proposed to mitigate technical risks;</li> <li>e) Proposed approaches to the mitigation of technical risk that support the requirements of the project.</li> </ul>		
<b>Sub-Section Total</b>		

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<b>Total Technical Proposal ( maximum 100 points )</b>		
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## 2 Point Rated Project Management Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Project Management Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Project Management Proposal should include, but not be limited to:

Point Rated Project Management Proposal Criteria	Pts	Comments
<b>2.1 Previous Project Management Experience</b> Identification of the Bidder, project manager, project supervisor and technicians. Detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, responsibilities etc. Maximum points are broken down as follows:		
<b>2.1.1 Experience of the Bidder within the last four (4) years (a maximum of 10 points is available)</b>  Similar project(s) that have been successfully completed and have provided them with experience pertaining to the following elements. <ul style="list-style-type: none"> <li>a) Similarity of project in terms of scope and/or clients;</li> <li>b) Dollar value over \$100K;</li> <li>c) Installation;</li> <li>d) Training;</li> <li>e) Drawings; and</li> <li>f) Manuals.</li> </ul> The proposal indicates that the Bidder has experience with: <ul style="list-style-type: none"> <li>( 0 points ) - Three or less of the elements.</li> <li>( 4 points ) - Four of the elements.</li> <li>( 8 points ) - Five of the elements.</li> <li>( 10 points ) - All six elements.</li> </ul>		
Sub-Section Total		
<b>2.1.2 Range of experience within the last four (4) years in the design, supply, installation and integration of systems similar to those described in the Statement of Technical Requirements (STR). In instances where these items are not required the points will be adjusted accordingly (a maximum of 10 points is available)</b>  The proposal indicates that the Bidder has stated levels of experience in the design, supply, installation and integration of the systems similar to those described in the STR, as follows: <ul style="list-style-type: none"> <li>( 0 points ) No stated experience.</li> <li>( 4 points ) Stated experience with private industry or Provincial Governments.</li> <li>( 8 points ) Stated experience with other Correctional Services or similar organizations.</li> <li>( 10 points ) Stated experience with Correctional Service Canada (CSC).</li> </ul>		
Sub-Section Total		

<p><b>2.1.3 Project Manager's (and Primary Back-up) Overall Experience (years, size of project &amp; complexity) and Qualifications (a maximum of 12 points is available)</b></p> <p>The proposal should indicate that the designated Project Manager and Primary Back up Project Manager should both have:</p> <ul style="list-style-type: none"> <li>a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</li> <li>b) Professional Certification(s) –at least one of PMP, PMI, MBA, P.Eng, or demonstrated equivalent certification.</li> </ul> <p>For each resource identified, the following documentation should be provided in the order described below:</p> <ul style="list-style-type: none"> <li>a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc.</li> <li>b) A copy of their certification, degree, diploma and /or demonstrated equivalent to demonstrate the criteria.</li> </ul> <p>( 0 points ) – Project Manager &amp; Primary Back-Up Project Manager One or both lack experience with projects of similar size and complexity, regardless of professional certifications</p> <p>( 4 points ) – Project Manager &amp; Primary Back-Up One or both have:</p> <ul style="list-style-type: none"> <li>i. Less than 4 years experience with projects of similar size and complexity; and</li> <li>ii. No professional certifications or demonstrated equivalents</li> </ul> <p>( 6 points ) – Project Manager &amp; Primary Back-Up One or both have:</p> <ul style="list-style-type: none"> <li>i. Less than 4 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications or demonstrated equivalents.</li> </ul> <p>( 8 points ) – Project Manager &amp; Primary Back-Up Both have:</p> <ul style="list-style-type: none"> <li>i. Between 4 and 10 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications or demonstrated equivalents.</li> </ul> <p>( 12 points ) – Project Manager &amp; Primary Back-Up Both have</p> <ul style="list-style-type: none"> <li>i. Greater than 10 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications or demonstrated equivalents.</li> </ul> <p>*Minimum mandatory points required: 4</p>		
<b>Sub-Section Total</b>		



<p><b>2.1.4 Supervisor's (and Primary Back-Up Supervisor's) Overall Experience (years, size of project &amp; complexity) and Qualifications (a maximum of 8 points is available)</b></p> <p>The proposal should indicate that the designated Supervisor and Primary Back up Supervisor should both have:</p> <p>a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>For each resource identified the following documentation must be provided to demonstrate the criteria:</p> <p>a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc.</p> <p>b) A copy of their certification, degree, diploma and /or demonstrated equivalent.</p> <p>i. Technical Diploma(s) in any of the electrical, electro-mechanical, electronics, mechanical, software development, computer programming, network technology or telecommunications field.</p> <p>ii. (Certifications from Manufacturer's courses are not considered as equivalent to a Diploma.)</p> <p>( 0 points ) – Supervisor &amp; Primary Back-Up One or both lack of Supervisory experience with projects of similar size and complexity, regardless of professional certifications.</p> <p>( 4 points ) – Supervisor &amp; Primary Back-Up One or both have</p> <p>i. Less than 4 years Supervisory experience with projects of similar size and complexity; and</p> <p>ii. No professional certifications or demonstrated equivalents.</p> <p>( 6 points ) – Supervisor &amp; Primary Back-Up Both have</p> <p>i. At least 4 years Supervisory experience with projects of similar size and complexity; and</p> <p>ii. Technical certifications or demonstrated equivalents.</p> <p>( 8 points ) – Supervisor &amp; Primary Back-Up a) Both have</p> <p>i. Greater than 10 years Supervisory experience with projects of similar size and complexity; and</p> <p>ii. Technical certifications or demonstrated equivalents.</p> <p>*Minimum mandatory points required: 4</p>		
Sub-Section Total		

<p><b>2.1.5 Technicians' Overall Experience (years, size of project &amp; complexity) and Qualifications (a maximum of 8 points is available)</b></p> <p>The proposal should indicate that the designated Technician and Primary Back up Technician should both have:</p> <p>a) The stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>For each resource identified the following documentation must be provided to demonstrate the criteria:</p> <p>a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities etc.</p> <p>b) A copy of their certification, degree, diploma and /or demonstrated equivalent.</p> <p>i. Technical Diploma(s) in any of the electrical, electro-mechanical, electronics, mechanical, software development, computer programming,</p> <p>ii. (Certifications from Manufacturer's courses are not considered as equivalent to a Diploma.)</p> <p>( 0 points ) – Technician &amp; Primary Back-Up One or both lack experience with projects of similar size and complexity, regardless of technical certifications</p> <p>( 4 points ) – Technician &amp; Primary Back-Up One or both have</p> <p>i. Less than 4 years experience with projects of similar size and complexity; and</p> <p>ii. No Technical certifications or demonstrated equivalents.</p> <p>( 6 points ) – Technician &amp; Primary Back-Up One or both have</p> <p>i. At least 4 years experience with projects of similar size and complexity; and</p> <p>ii. Technical certifications or demonstrated equivalents.</p> <p>( 8 points ) – Technician &amp; Primary Back-Up Both have</p> <p>i. Greater than 10 years experience with projects of similar size and complexity; and</p> <p>ii. Technical certifications or demonstrated equivalents.</p> <p>*Minimum mandatory points required: 4</p>		
<b>Sub-Section Total</b>		

<p><b>2.2 Project Management Structure and Procedures</b> Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:</p>		
<p><b>2.2.1 Project Management Organization and Responsibilities (a maximum of 10 points is available)</b></p> <p>This refers only to management personnel and the way that the Bidder plans to organize the project team for this contract.</p> <p>( 0 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) No project management organization in place,</li> <li>b) No plans identified to designate a separate project management team.</li> </ul> <p>( 4 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) No project management organization in place;</li> <li>b) A well-developed plan in place to set up a team of trained personnel.</li> </ul> <p>( 8 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) A project management organization/structure defined with 'matrix' personnel resources that can be made available to this project;</li> <li>b) Personnel are identified for the positions of Project Manager, the Project Supervisor, Technicians and Electricians.</li> </ul> <p>( 10 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) As above; plus</li> <li>b) A well-defined Project Management structure;</li> <li>c) Identified the Personnel that will be executing specific tasks;</li> <li>d) Clearly defined the responsibilities of these Personnel.</li> </ul>		
Sub-Section Total		
<p><b>2.2.2 Project Management Procedures (a maximum of 12 points is available)</b></p> <p>This criterion will rate the systems used by the Bidders to implement their project management approach.</p> <p>( 0 points ) The proposal indicates that Project Management (PM) implementation is not addressed.</p> <p>( 4 points ) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a fully functional PM system is in place.</p> <p>( 8 points ) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a fully functional PM system is in place.</p> <p>( 12 points ) - As above plus:</p> <ul style="list-style-type: none"> <li>a) Project management based on employment of Program Evaluation Review Technique (PERT) or Critical Path Method (CPM);</li> <li>b) Work breakdown structure is linked to project management;</li> <li>c) The PM system closely tracks status and progress of tasks.</li> </ul>		
Sub-Section Total		

<p><b>2.3 Schedule, Milestones and Project Management Tools</b> A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are should be provided. Availability and usage of a Project Management specific tool and the capability and implementation of supporting a secure customer facing portal that provides real time access to project specific information, including schedules and all customer facing project drawings and documents. Maximum points are broken down as follows:</p>		
<p><b>2.3.1 Schedule/Milestones</b> <b>(a maximum of 10 points is available)</b></p> <p>A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.</p> <ul style="list-style-type: none"> <li>a) Major milestones are identified.</li> <li>b) Logical sequence is proposed.</li> <li>c) Contingency time identified.</li> <li>d) Time estimates are realistic.</li> </ul> <p>( 0 points ) The proposal schedule only addresses 1 of the 4 areas identified above.</p> <p>( 5 points ) The proposal schedule only addresses 2 of the 4 areas identified above.</p> <p>( 8 points ) The proposal schedule addresses all of the 4 areas identified above.</p> <p>( 10 points )</p> <ul style="list-style-type: none"> <li>a) The proposal schedule addresses all of the 4 areas identified above; and</li> <li>b) The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules.</li> </ul>		
Sub-Section Total		
<p><b>2.3.2 Project Management Tools</b> <b>(a maximum of 10 points is available)</b></p> <p>These criteria will rate the Bidder on their availability and usage of a Project Management (PM) specific tool and capability of supporting a secure customer facing portal provides real time access to project specific information, including schedules and all customer facing project drawings and documents.</p> <p>( 0 points )The proposal indicates that the Bidder has not identified the PM specific software.</p> <p>( 8 points )The proposal indicates that the Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information.</p> <p>( 10 points )The proposal indicates that the Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes.</p>		
Sub-Section Total		

<p><b>2.3.3 Project Risks Elements (a maximum of 10 points is available)</b></p> <p>A description of the project risks, excluding all <u>technical</u> risks previously identified, related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.</p> <p>( 0 points ) The proposal indicates that the Bidder has <u>not</u> clearly identified any:</p> <ul style="list-style-type: none"> <li>a) Non-technical risks associated with the project; and</li> <li>b) Non-technical risk mitigation plan.</li> </ul> <p>( 4 points ) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> <li>a) The non-technical risks associated with the project, including impacts: <ul style="list-style-type: none"> <li>i. Management</li> <li>ii. Schedule</li> <li>iii. Scope changes</li> <li>iv. Cost overruns</li> <li>v. Cash flow; and</li> <li>vi. Resource issues</li> </ul> </li> <li>b) Their non-technical risk management process,</li> <li>c) That the Bidder has <u>not</u> provided a non-technical risk mitigation plan.</li> </ul> <p>( 8 points ) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> <li>a) As above, plus,</li> <li>b) Their non-technical risk mitigation plan.</li> </ul> <p>( 10 points ) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> <li>a) As above; plus</li> <li>b) The identified risks are appropriately associated with the Bidder, Subcontractor, Customer, Integration, or Equipment Performance;</li> <li>c) That the proposed non-technical mitigation approaches are closely aligned with the requirements of the project;</li> <li>d) The decision points are identified and aligned with the proposed risk mitigation approaches.</li> </ul>		
Sub-Section Totals		
<b>Total Project Management Proposal ( maximum 100 points )</b>		

### 3 Point Rated Support Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Support Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Support Proposal should include, but not be limited to:

Point Rated Support Proposal Criteria	Pts	Comments
<b>3.1 Operator Training Plan Outline, Training and Manuals</b> An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:		
<b>3.1.1 Operator training plan outline (a maximum of 15 points is available)</b>  ( 0 points ) The proposal indicates that the operator training plan outline does not meet the requirements.  ( 12 points ) The proposal indicates that the operator training plan outline meets the requirements.  ( 15 points ) The proposal indicates that the operator training plan outline: a) Meets the requirements; and b) Exceeds the requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them, in the Bidder's proposal.		
Sub-Section Total		
<b>3.1.2 Operator Training approach, methodology and team (a maximum of 15 points is available)</b>  ( 0 points ) That the proposal does not meet training requirements.  ( 12 points ) a) The proposal meets the training requirements and the training team is identified; b) The training approach meets the requirements.  ( 15 points ) As above and the proposal exceeds the training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.		
Sub-Section Total		

<p><b>3.1.3 Operator Manuals</b> <b>(a maximum of 15 points is available)</b></p> <p>( 0 points ) The proposal indicates that the documented information does not meet the requirements.</p> <p>( 12 points ) The proposal indicates that the documented information meets the requirements.</p> <p>( 15 points ) As above and the proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.</p>		
<b>Sub-Section Total</b>		
<p><b>3.2 Maintenance Personnel Training Outline, Training and Manuals</b></p> <p>An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:</p>		
<p><b>3.2.1 Maintenance Training Plan Outline</b> <b>(a maximum of 15 points is available)</b></p> <p>( 0 points ) That the proposal does not meet the maintenance training requirements.</p> <p>( 12 points )</p> <ul style="list-style-type: none"> <li>a) The proposal meets the maintenance training requirements and the training team is identified,</li> <li>b) The training approach meets the requirements.</li> </ul> <p>( 15 points ) As above and the proposal exceeds the maintenance training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.</p>		
<b>Sub-Section Total</b>		
<p><b>3.2.2 Maintenance Training Approach, Methodology and Team</b> <b>(a maximum of 15 points is available)</b></p> <p>( 0 points ) That the proposal does not meet training requirements.</p> <p>( 12 points )</p> <ul style="list-style-type: none"> <li>a) The proposal meets the training requirements and the training team is identified;</li> <li>b) The training approach meets the requirements.</li> </ul> <p>( 15 points ) As above and the proposal exceeds the training requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.</p>		
<b>Sub-Section Total</b>		

Solicitation No. - N° de l'invitation  
21120-172847/A  
Client Ref. No. - N° de réf. du client  
21120-172847

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn461.21120-172847

Buyer ID - Id de l'acheteur  
hn461  
CCC No./N° CCC - FMS No./N° VME

<b>3.2.3 Maintenance Manuals</b> <b>(a maximum of 15 points is available)</b>  ( 0 points ) The proposal indicates that the documented information does not meet the requirements.  ( 12 points ) The proposal indicates that the documented information meets the requirements.  ( 15 points ) As above and the proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.		
Sub-Section Total		
<b>3.3 Spare Plan and Spare Parts List</b> <b>(a maximum of 10 points is available)</b>  ( 0 points ) The proposal indicates that the spares plan and spare parts list does not meet the requirements.  ( 12 points ) The proposal indicates that the spares plan and spare parts list meets the requirements.  ( 15 points ) As above and the proposal indicates that the information provided exceeds requirements in at least 2 instances that are uniquely and specifically identified, including the reasons for including them.		
Sub-Section Total		
<b>Total Support Proposal (maximum 100 points)</b>		



**CORRECTIONAL SERVICE CANADA**

CHANGING LIVES. PROTECTING CANADIANS.

**SERVICE CORRECTIONNEL CANADA**

TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS.



**STATEMENT OF TECHNICAL REQUIREMENTS  
FOR A CCTV SYSTEM  
AT  
GRIERSON CENTRE**

**Prepared by:**  
**Chief Electronic Security Maintenance**  
**Electronic Security Systems**

**Reviewed by:**  
**Manager,**  
**Electronic Security Systems and Installation Engineer**

**Approved by:**  
**Director,**  
**Electronic Security Systems**

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Appendix A - Maintenance Handover Report Form

Appendix B - Safety Regulations for Security Electronics Contractors Working at CSC Institutions

## ABBREVIATIONS

The following abbreviations are used by CSC and may be found throughout this document:

Abbreviation	Expansion
ACL	Access Control List
API	Application Programming Interface
ATP	Acceptance Test Procedure
BIFMA	Business & Industrial Furniture Manufacturers Association
CA	Contract Authority
CCDA	Command Control and Data Acquisition
CCTV	Closed Circuit Television
CD	Commissioner's Directive
CER	Common Equipment Room
COS	Class of Service
COTS	Commercial-Off-The- Shelf
CSA	Canadian Standards Association
CSC	Correctional Service Canada
DA	Design Authority
DCMS	Door Control and Monitoring System
DES	Director Engineering Services
DCS	Door Control System
DSCP	Differentiated Services Code Point
EIA	Electronic Industries Association
ESS	Electronic Security Systems
FAAS	Facility Alarm Annunciation System
FAR	False Alarm Rate
FDS	Fence Disturbance Detection System
FIU	FAAS Interface Unit
FOV	Field of View
GFE	Government Furnished Equipment
GUI	Graphical User Interface
IP	Internet Protocol
IEEE	Institute of Electronic and Electrical Engineers
MCCP	Main Communications and Control Post
IVRMS	Inmate Voice Recording and Management System
MDS	Motion Detection System
MTBF	Mean Time Between Failure
MTTR	Mean Time to Repair
NAR	Nuisance Alarm Rate
NTP	Network Time Protocol
PA	Public Address
PC	Personal Computer
Pd	Probability of Detection
PIDS	Perimeter Intrusion Detection System
PIU	Perimeter Intrusion Detection System Integration Unit
PLC	Programmable Logic Controller
RFP	Request for Proposal
RTEO	Regional Technical and Engineering Officer
PPA	Portable Personal Alarm
PPAL	Portable Personal Alarm Locatable
QoS	Quality of Service
RTE	Request to Exit

Abbreviation	Expansion
SCC	Security Control Centre
SIO	Security Intelligence Officer
SOW	Statement of Work
SPB	Shortest Path Bridging
STR	Statement of Technical Requirements
TOS	Type of Service
TCP/IP	Transport Control Protocol/Internet Protocol
TCP-UDP	Transport Control Protocol – Small For-Factor
TER	Telecommunications Equipment Room
UPS	Uninterruptible Power Supply
V&C	Visits and Correspondence
VDU	Video Display Unit
VID	VLAN Identification
VIRS	Visits Intercept and Recording System
VMS	Video Management System

**TABLE OF DEFINITIONS**

The following definitions are used by CSC and may be found throughout this document:

#	Term	Example(s)	Description	Function
1	Administrative User Interface		Monitor and Software that supports task specific User Interaction for System Administrators, located in a secure area	Provides Administrative Personnel with the ability to map enrolled users to the functional domains that they are allowed to access and change
2	Application	Cell Call Management, PA Management	Software that is used to deliver Application Support functionality for a sub-system	Software that provides the Operator Interface and supporting logic that allows a sub-system (Control Domain) to be managed
3	CCTV Monitor	PIDS or Range CCTV Monitor	Computer Monitor Hardware	Displays CCTV images for Operator viewing
4	Client		Rack mounted computer located in a secure area away from a Control Post or Control Desk.	Runs software and supports one or more Application
5	Configuration Data	Site floor plans showing quantity of cameras, doors, cells etc. Camera locations. Number of User Interfaces required in a Post.	Site and System specific information typically supplied by CSC that defines how a sub-system Application is to be set-up for a site, location within a site, or post.	The configuration data provides the information that a sub-system application requires to tailor it to meet site, location within a site, or post user requirements.
6	Configuration User Interface		Monitor and Software that supports task specific User Interaction, located in a secure area	Allows suppliers or qualified personnel to add, delete and modify Application Configuration
7	Contract Authority		Public Works and Government Services Canada (PW&GSC) is responsible for all contractual matters associated with the system design and implementation.	
8	Contractor		The company selected as the successful bidder.	
9	Control Console	MCCP Console, Living Unit Control Post Console	Console, typically located in a Control Post. Serves as the physical support infrastructure for Operator User Interfaces	Contains User Interfaces or Control Panels used by staff to execute their management responsibilities and interact with the Domains over which they have Control
10	Control Desk	Living Unit Control Desk	Desk, typically located in a Control Post or Office. Serves as the physical support infrastructure for Operator User Interfaces	Equipped with User interfaces used by staff to execute their management responsibilities and interact with the Domains over which they have Control
11	Control Domain	Cell Call, Guard Tour, Public Address	A group of Physical and Virtual devices or objects, often supported by specialized hardware and software, that performs a set of related functions	Collect information, or activate capabilities in their operational domain

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#	Term	Example(s)	Description	Function
12	Control Panel	PACP, Fire Alarm	Hardware and Software device that provides an Operator Interface (I/O device), located in a Control Post	Allows Operators to manage one or more Domain
13	Control Post	Living Unit Control Post/MCCP	Room or area, typically located in a secure area in an institution	Room used by staff to execute their management responsibilities and interact with the Domains over which they have Control
14	Custom Equipment		Equipment designed and/or manufactured specifically for a specific contract.	
15	Design Authority		Director, Electronic Security Systems (DES) Correctional Service of Canada (CSC) is responsible for all technical aspects of the system design and implementation.	
16	Device	CCTV Camera, Managed Door, Call Origination Device	A specialized device, typically consisting of hardware and software	Provides data collection or activate functions associated with a specific system or sub-system
17	Enrolment User Interface		Monitor and Software that supports task specific User Interaction, located in a secure area	Allows Designated Personnel to enroll and delete Users from the Command, Control and Data Acquisition System.
18	Maintenance User Interface		Monitor and Software that supports task specific User Interaction, located in the CER or Maintenance Service Provider Office	Provides Maintenance Personnel with the ability to interact with one or more Systems to carry out their day to day tasks to troubleshoot and maintain Systems and Subsystems
19	Notification	Notification that a door is opened, or a door is closed, or a sensor is in alarm	A notification is a message that can be shown on a User Interface and/or logged in a database that represents a change in state or a command initiated by an operator.	
20	Off-the Shelf		Equipment currently on the market with available field reliability data, manuals, engineering drawings and parts price list.	
21	Operator User Interface	PIDS Display, Door Control and Monitoring System Display	Computer Monitor and Software that supports User Interaction (I/O device)	Provides an Operator with the ability to interact with one or more Systems to carry out their day to day tasks at a Control Console or Control Desk
22	Project Officer		A CSC employee or a contracted person designated by DES to be responsible for the implementation of the project.	
23	Reporting User Interface		Monitor and Software that supports task specific User Interaction, located in a secure area	Provides Management Personnel with the ability to access preconfigured reports and to create custom reports
24	Server	Network Video Recorder	Rack mounted computer that runs software and is located in an equipment room such as a CER or	Runs software that is used to deliver services that support Command and Control

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#	Term	Example(s)	Description	Function
			TER	Applications to connect to sub-systems
25	State		The state of a device as reported to a sub-system or system	This is a logical representation of the state of a device that is being monitored or managed
26	Sub-system	Cell Call, Guard Tour	A group of Physical and Virtual devices or objects, often supported by specialized hardware and software, that perform a specific set of related functions	Collects information, or activates capabilities in their operational domain
27	System	PIDS	A group of Physical and Virtual devices or objects, often supported by specialized hardware and software, including devices from sub-systems that perform a more general set of related functions	Collects information, or activates capabilities in their operational domain
28	Touch Screen User Interface	Door Control and Monitoring System User Interface	Typically an LCD Monitor with touch screen technology	Allows an Operator to view and interact with the Systems presented on the Monitor
29	Workstation		Rack mounted computer located in a secure area away from a Control Post or Control Desk	Runs software that is used to deliver Command and Control Capabilities



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## 1.0 INTRODUCTION

### 1.1 General

Correctional Service Canada (CSC) has a requirement to install new Closed Circuit Television (CCTV) equipment at our Grierson Institution, located in Edmonton Alberta. The Grierson Centre is in the Grierson Complex in Edmonton, Alberta. It is a minimum security facility. It is the city's first urban facility

This Statement of Technical Requirements (STR) will cover the technical requirements for the required work. The primary purpose of the CCTV is to provide video surveillance and recording. The CCTV system is monitored and managed from control posts.

### 1.2 Scope

The contractor must supply, install and test a complete and fully functional IP based CCTV system. The contractor must provide operational and maintenance training. The contractor must provide acceptable documentation for the operation and the maintenance of this system. The CCTV system must meet or exceed all of the performance and operational requirements contained in the SOW's, specifications and standards listed in Section 2.2. Where there is a conflict between a published specification and this STR; this STR will be the document of reference.

### 1.3 Requirement/Purpose

This Statement of Technical Requirements is being issued to support the procurement and installation of Electronic Security Systems and equipment to be installed in CSC Facilities. The STR provides prospective suppliers with sufficient information that they can define the scope of the system architecture, equipment, installation, testing, acceptance, training and handover steps required to deliver a fully functioning CCTV System.

This STR will also indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement. Bidders must comply with the STR and the listed specifications and standards unless identified in this STR. The STR takes precedence over the subordinate documents such as a Statement of Work, a Specification or a Standard.

### 1.4 Site Visits

The DA, or the authorized representative, will coordinate a site visit, if requested by the contractor, and identify to the contractors the exact locations of equipment. Wherever possible, drawings and documentation will be made available.

The visits may be useful to determine:

- a. The space, power, spare cable pairs, etc. which are available at equipment mounting locations at these sites,
- b. The conduit and cable requirements for power, video and control signals to the cameras and other equipment locations at these sites,
- c. Condition of existing power, video and control cables, and,
- d. General layout and operating environment at the site.

### 1.5 Technical Acceptability

The CSC operational environment is unique for its diversity of locations, climate exposures and the physical restrictive construction techniques of penal institutions. Maintaining national security, the safety of staff and offenders alike is CSC's commitment to the government and public. Electronic security systems operating in this unique environment must maintain very high standards of dependability and reliability.

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The CSC Engineering Services Division has established Statements of Work (SOW), technical specifications and standards for security electronic systems, which are based on very specific, and restrictive operational performance criteria. Technical acceptability of these systems means that the systems equipment and components comply with the pertinent CSC SOWs, specifications and standards.

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## 2.0 APPLICABLE DOCUMENTS

### 2.1 Applicability

The provisions contained in the documents listed in the following paragraphs will apply to all aspects of this requirement, unless these provisions have been exempted or modified by this STR.

### 2.2 Applicable Standards and Specifications

- a. ES/SOW-0101 Electronics Engineering Statement of Work - Procurement and Installation of Electronic Security Systems
- b. ES/SOW-0102 Electronics Engineering Statement of Work - Quality Control for Procurement and Installation of Electronic Security Systems
- c. ES/SOW-0110 Electronics Engineering Statement of Work - Structured Cable Systems for Electronic Security Systems
- d. ES/SPEC-0006 Electronics Engineering Specification - Conduit, Space and Power Requirements for Security Systems for use in Federal Correctional Institutions
- e. ES/STD-0205 Electronic Engineering Standard – Fixed Outdoor Camera Enclosure
- f. ES/STD-0221 Electronic Engineering Standard – Fixed Network Colour Camera for Enclosure
- g. ES/STD-0223 Electronic Engineering Standard – Pan/Tilt/Zoom Network Colour Dome Camera
- h. ES/STD-0227 Electronics Engineering Standard, LCD Colour Computer Monitor, Closed Circuit Television
- i. ES/STD-0228 Electronics Engineering Standard, Network Video User Station, Closed Circuit Television
- j. ES/STD-0232 Electronic Engineering Standard – Fixed Network Colour Dome Camera
- k. ES/STD-0233 Electronic Engineering Standard – Indoor No-Grip Corner Mount Network Colour Camera
- l. ES/STD-0235 Electronic Engineering Standard – Indoor Panoramic Network Colour Camera

### 2.3 Drawings

Site construction conceptual drawings **MAY** be available for review at a site visit. The contractor must be responsible for verifying the accuracy of the drawings and for recommending any changes to the DA. AutoCAD version may be provided on request.

### 2.4 Language

The language at Grierson Institution is English; all CCTV display and control information must be in English. The operator, maintenance manuals and as-built drawings must be provided in English. Training and documentation must be provided as per Paragraphs 5.1 through 5.4.

---

### 3.0 OPERATIONAL CRITERIA

#### 3.1 General

The operational parameters of the installed equipment shall meet the performance and operational requirements outlined in this STR.

#### 3.2 Video Management System

The new system requires new Genetec VMS software and Genetec camera licenses. The system must require that all network and camera hardware be properly programmed to be 100% compatible on a Genetec VMS platform.

All Work on the VMS software, video storage solution, network support equipment and (but not limited to) CCTV cameras must be installed by a certified Genetec reseller employing trained and certified Genetec installation/integration technicians. Installation technicians Genetec certifications qualifications must be confirmed with Genetec.

#### 3.3 System Specifics

##### 3.3.1. VMS

This project will result in the installation of a turnkey digital CCTV system at Grierson Institution. This system must be complete with all necessary mounts, cable dressing brackets and straps. All conduit and cable provided must meet CSC Electronics standards and specifications.

##### 3.3.2. Video Archiver

Provision of a fully redundant video archive system as detailed in section 4.12 of this document.

##### 3.3.3. Licences

Additional Genetec Omnicast camera licenses to provide capacity for integration and recording of up to 20 CCTV cameras.

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#### 4.0 TECHNICAL REQUIREMENTS

##### 4.1 Concept of Operation

##### 4.2 Video Surveillance

Video surveillance of certain sensitive areas is required to maintain a safe and secure environment for both staff and inmates. CCTV cameras must be installed at various locations on or in a number of buildings to provide the required video surveillance.

##### 4.3 User Interfaces

All control functions such as selection and control of the Pan/Tilt/Zoom (PTZ) and spot monitor selection of a camera must be through the use of a mouse. Playback, recording, searching or archiving of video to external media must be accomplished through the use of a mouse and keyboard on NVUS clients.

##### 4.4 Testing of Fibre Optic Cable

The contractor must test all fibre optic cabling to be used in this project and provide detailed light budget analysis and OTDR readings for all fiber strands. Test results must include the following:

- Origin and destination of cable
- Light loss in dB over cable – pass/fail – dB
- Length of cable – in meters
- Pass/fail

The contractor must test all structured cabling to be used in this project with a certified CAT6 LAN Analyzer and provide detailed analysis and LANCAT readings for all cables.

- Wire map - pass/fail
- Propagation Delay – pass/fail
- Cable Length – pass/fail – length
- Insertion Loss – pass/fail – dB
- Return Loss – pass/fail
- NEXT – pass/fail
- ELFEXT – pass/fail

##### 4.5 Servers

The contractor must supply and install a new server in the electrical room. All system computers must be located in this room. IP KVM extenders must be used.

##### 4.6 Event Logging

The Genetec Omnicast Server must provide the capability for all events and logs to be collected and stored locally. The Genetec Omnicast Server must provide the capability to connect to the Data logger and export events and logs to it in real time.

##### 4.7 Conduits and Cable

The contractor must avoid, as much as possible, the use of conduit in inmate accessible areas. The contractor must utilize existing pipe chases, existing conduit in the walls, etc., where possible. New lengths of conduit must be of the minimum necessary length. The contractor must install rigid conduit in all ranges. All newly installed conduits carrying video for this project must be identified, except in inmate accessible areas, by prominent labels with BRIGHT GREEN wording. These labels must be located at each end of the conduit run, on both sides of any penetration of a wall,

and, at 3.5 meter points along its length. Patching and painting must be done around new conduit installations, however painting the conduit is not required.

Full deployment and benefits of the core with active-active links must use 2 Multi-mode fibre strand pairs, one connected to each of the core switches to provide active-active links from each of the connected Nodes to the core switches. This reduces single points of failure and dependencies of the network on any individual switch or link.

All data cables and data jumper cables (minimum 23 gauge), jacks and connector boots installed as part of this project, whether CAT 6 or fibre optic, must be BRIGHT GREEN in colour. All cables must be FT4 rated. All patch cables must be labeled at each end with **mechanically produced labels** designed specifically for cable labeling. All fibre optic strands must be terminated with connectors. All CAT6 premises wiring solutions must come with a minimum 10 year warranty on the connectivity between terminations on all premises cabling solutions deployed.

All patch cables are to be stranded cable with RJ45 connectors. All installed runs of CAT6 cable are to be solid conductor cable and terminated into patch panels in equipment racks. Cameras must be connected directly to installed cable either terminated with a TIA compliant CAT6 RJ45 solid conductor connector or a TIA compliant factory assembled stranded CAT6 pigtail with RJ45 connector on the end of the installed cable. Faceplates and patch cables for camera connections will not be acceptable.

An installed cable is any cable that is run through a conduit, run from one area in a building to another area or any cable that travels farther than the adjacent equipment cabinet in a series of cabinets. Note: Equipment cabinets must be abutting and without side panels to be considered adjacent. Conduit and/or cable trays are available between the cameras and the CER.

Rigid conduit must be used in all inmate accessible areas e.g. walkways, low ceilings, and gymnasiums.

Media converters for long run outdoor connections may be either temperature hardened or installed in heated enclosures.

#### 4.8 Equipment Racks

The contractor must supply new equipment cabinets. The contractor is responsible for all costs associated to include sufficient cooling for all CCTV hardware. The contractor must provide a solution which includes venting through the exterior wall of the room.

#### 4.9 Camera Types

Each type of camera provided must meet all operating specifications listed associated Electronics Engineering Standards unless specifically otherwise stated in this statement of technical requirement.

All provided cameras will provide a minimum of 2 simultaneous video streams, one of which must be an H264 video stream in 800x600 resolutions.

The lenses must be of the same manufacturer as the cameras, or approved by the camera manufacturer. Unproven third party lenses are not acceptable.

Analogue cameras are NOT acceptable for any new installation.

#### 4.10 Camera Power Supplies

All new CCTV cameras must be powered via PoE over the interconnecting Ethernet cable, outdoor

PTZ cameras may be powered by separate rack mount PoE, PoE+ or PoE++ injecting power supplies located at the closest NODE or electronics equipment cabinet to the camera. It is preferred all cameras are powered via PoE directly from the supporting network switch. Where separate PoE, PoE+ and PoE++ injectors are necessary they must be securely rack mounted, if more than 4 PoE injectors are necessary in a cabinet, they must be mounted into a manufacturer designed chassis designed specifically to host the injectors and reduce cabinet density. All exceptions must receive approval by the Technical Authority.

Where exceptions are approved by the Design Authority, the contractor must supply and install camera power supplies that must provide the required voltage and amperage to power the cameras. The power supplies must be installed in the electronic equipment rooms or in a secure location identified by the Technical Authority.

#### 4.11 Expandability

It must be possible to expand the system beyond the originally installed capacity through the installation of additional hardware. The system expandability must not be limited in this regard. It must be possible to use the digital backbone for other applications in the future, such as Voice Paging, Voice Intercom, Access Control, Door Control, etc. These systems may be installed by a different manufacturer than installed the original IP video system. A minimum of 50% spare capacity is required for expandability on the new distribution.

#### 4.12 Network Architecture

##### 4.12.1. General

CSC proposes to deploy an upgraded network infrastructure capable of providing integrated support for multiple Electronic Security System (ESS) sub systems. For this deployment, this network infrastructure must support the deployment of CCTV cameras and associated client computers. The system must be expandable to scale to support additions to this CCTV network infrastructure and/or addition of further ESS sub-systems within the institution as required in the future. This network infrastructure will provide an integrated, end-to-end "virtualized" architecture for the systems connected to it, using state of the art techniques for the network operation and configuration as described in sections below.

The new network switching infrastructure must be sourced by one switch vendor with the ability to interface in a multi-vendor manner to other vendors equipment should existing or future requirements deem this necessary.

##### 4.12.2. Network Traffic

The traffic on this network will be predominantly streaming video from CCTV camera operation. The provided network infrastructure must be optimized for (H.264) multicast video operation for both cameras covered by this deployment and the addition of further cameras which may be added in the future; optimization including the perspectives of:

- a. Simplicity and efficiency of protocols involved
- b. Efficient video streaming with required low latency, high bandwidth and network resiliency for predictable, always on connectivity
- c. Connectivity to the associated video management system (VMS), storage and viewing stations (NVUS).

The system must be capable of supporting thousands of independent streams. The system must be configured with readiness for sub-second failover recovery in the event of any failure, with no visible loss of data, once active-active links are deployed within the institution. The faster recovery is to maintain connectivity and avoid data or packet loss and minimize pixilation of video data.

#### 4.12.3. Inter Switch Traffic

The network infrastructure must provide an open system, multi-vendor capable, communication environment utilizing IEEE 802.1aq Shortest Path Bridging (SPB) to forward and control traffic between switches.

#### 4.13. Uninterruptible Power Supply

The contractor must supply and install new Uninterruptible Power Supply for all CCTV equipment.

#### 4.14. Network Video User Station

All NVUS must be rack mounted and installed in the new Server room. Monitors, keyboards, mice, and joysticks must be remotely controlled to the user area. A NVUS must present no more than 9 images and must support no more than 2 monitors. KVM extenders must be IP based. Where NVUS must be placed in an office or user area the NVUS noise levels must not exceed 50db at 3ft from the computer. NVUS video viewing streams must be the same size, frame rate and bandwidth as the recording streams. Existing NVUS stations must be replaced with new stations. Each command post location must have the ability to control video monitor screens available for display viewing. The SIO must have the ability to retrieve and retain evidentiary data.

#### 4.15. Monitors

The contractor must supply new 22" LCD security surveillance monitors.

#### 4.16. Environment and Power

The monitors provided must meet the environmental, power, mechanical and technical requirements for the monitors as specified in ES/STD-0227.  
Type 1 Monitor – Control Post Monitor 22" LED

The NVUS monitors are not required to be connected to a UPS, but must be connected to the institution's emergency power supply.

#### 4.17. Configuration

Monitors provided must meet the following criteria:

- Have a minimum resolution of: 1920x1080
- Aspect Ratio: 16:9
- Response Time: 5ms or better
- Contrast Ratio: 3000:1 and incorporate automatic pixel shift technology to prevent static image burn-in
- Input Connectors: D-Sub & HDMI
- 178° / 178° Viewing Angle (Horizontal / Vertical) VESA compliant mount

#### 4.18. Computers

All computers must be equipped with at a minimum;

- Intel Core i7 2600 @ 3.4 GHz
- 16 GB of RAM DDR3
- 500 GB SATA II hard drive for OS and Security Center applications<sup>1</sup>
- 1 GB PCI-Express x16 dual-head video adapter



- 
- 1600 x 1200 or higher screen resolution
  - 100/1000 Ethernet Network Interface Card
  - 16x DVD+/- RW Drive
  - 3 Year Hardware Warranty

**4.19 Finishing**

Where walls are cut, opened or damaged the contractor must repair the wall to its original appearance, including taping, sanding and colour matching existing paint.

Where the contractor must use wire mold or expose conduit in office areas or other work areas the contractor must paint the exposed conduit to colour match the office where it is installed.

## 5.0 ADDITIONAL REQUIREMENTS

### 5.1 System Support

- a) The Contractor must provide full support for all elements of the system through completion and acceptance by CSC and for three full years after acceptance.
- b) This support must include system upgrades (as they become available), troubleshooting, the correction of any system bugs or deficiencies, and the resolution of any operating problems.

### 5.2 Operator Training

The contractor must prepare and present a one-day training course, in English, to two groups with five Operator/Trainers in each group, responsible for the operation of the equipment in accordance with the specification ES/SOW-0101 Statement of Work. The course must concentrate on the features and proper operation of the installed system. The course must be presented on the site within two weeks of the successful acceptance testing of the system. the Contractor must also meet the following training requirements:

- a) Log all operators' names who receive the informal training.
- b) Provide one session of formal operator's training for each living unit.
- c) Provide an interactive Power-Point Presentation as a training aid for the operator's training that is suitable for use during formal training and for later use by CSC for refresher training.
- d) The training plan must be included with the proposal.

### 5.3 Maintenance Training

The contractor must prepare and present a two-day training course, in English, to five individuals responsible for the maintenance of the equipment to the technicians responsible for the operation of the equipment in accordance with the specification ES/SOW-0101 Statement of Work. The course must concentrate heavily on the material contained in the technical manual and site manual. The course must be presented on the site within two weeks of the successful acceptance testing of the system.

The contractor is responsible to ensure that Adga technicians receive 1st level maintenance training. The Contractor must also meet the following training requirements:

- a) Provide an in-depth maintenance course for the electronic maintenance technicians (ADGA). Course duration must be at least two days.
- b) Log all the names of all technicians who receive the informal training.
- c) Provide one session of formal operator's training for each living unit.
- d) Provide an interactive Power-Point Presentation as a training aid for the operator's training that is suitable for use during formal training and for later use by CSC for refresher training.
- e) All manuals and as-built drawings must be available for the training sessions.
- f) The maintenance training plan must be included with the proposal.

### 5.4 Manuals and Drawings

The contractor must provide at least four sets of complete documentation including 4 CD's or DVD's, which must include operation manuals, service manuals, and as-built documentation for the system in English; including drawings in AutoCAD 2013 and PDF format. This documentation must be provided be in accordance with CSC document ES/SOW-0101 unless superseded by this ST.

In addition to the requirements defined in the above documents, the documentation must also meet these requirements:

- a) Operator's manuals must include both a complete binder with all detailed information, and a single laminated sheet with Condensed instructions.

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- b) Condensed Instructions must be laminated for durability.
- c) Provide at least 10 operator's manuals including the Condensed Instructions.
- d) Maintenance Manual: Upon completion of the project submit to CSC three (3) electronic copies (DVD disk) containing PDF files and three (3) paper copies (in loose leaf binder) of operation and maintenance manual. Include all operational and maintenance documents. Manual must include but not limited to:
  - I. Contractor/Suppliers list
  - II. System Description and Operation Data clearly explaining all system features and functions.
  - III. Detailed System Parts Specifications and Information.
  - IV. All as-built drawings c/w detailed block and wiring diagrams and schematics.
  - V. Testing and Commissioning (T & C) Reports.
- e) All Manuals must be delivered to the CSEM at Regional Headquarters, Prairies, 3427 Faithful Avenue, Saskatoon, Saskatchewan, S7K 8H6
- f) Electronic manuals must be structured based on a database framework with direct links to the appropriate PDF files. Document retrieval and viewing must be executed through a menu driven approach. All PDF files must be enhanced with appropriate bookmarks to facilitate searching of information within the document or linked 10 other relevant documents for references.
- g) Provide a handover report which includes details of the equipment, dates of warranties, contractor contact information and other project information. A copy of this document is provided as Annex A.

#### 5.5 Software Documentation

The contractor must provide CD copies of all system software in accordance with specification ES/SOW-0101 Statement of Work. The contractor must provide two copies of the software to the site, one to the Design Authority and one to the CSEM.

#### 5.6 Acceptance Testing Procedures

The contractor must provide a detailed ATP to the DA, or his designated representative, by fax or email, for approval at least two weeks prior to the start of installation of the CCTV equipment and system.

The contractor must complete *one hundred percent* of the tests outlined in the ATP prior to the ATP testing being carried out by the DA.

The contractor must provide a *fully completed and signed copy* of the ATP to the DA, or his designated representative, by fax or email, at least two working days prior to the start of the final ATP testing. This copy of the ATP must include all of the results of the tests carried out in Section 5.6.2.

In the case where subcontractors have been used, the contractor must provide written confirmation that the work of their subcontractor has been inspected and verified. This verification must be sent to the DA or his designated representative, by fax or email, at least two days prior to the start of the ATP

Testing may be carried out by the DA, a designated representative or a third party contractor

The DA may repeat all of the ATP tests done by the contractor or a percentage of them. During the ATP, if an unacceptable level of failed tests is encountered, the ATP testing must be halted until the contractor has corrected the failures.

If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the CCTV equipment or system, the ATP testing may continue. If a major

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deficiency is found during the ATP testing that does affect the operational effectiveness of the CCTV equipment or system; the testing must cease until the deficiency has been corrected.

ATP testing must be done during normal working hours, 08:00 to 16:00, Monday to Friday. ATP testing at other times will only be done in an emergency situation.

The DA or designated representative will sign-off on the ATP, upon the successful conclusion of the testing. Any minor deficiencies noted during the testing must be indicated on the ATP form. This signature indicates the Conditional Acceptance of the system.

System must be subjected to operational testing for a period of two (2) weeks following the Conditional Acceptance of the system. CSC will formally accept the system from the Contractor at the end of this two (2) week period, but only if ALL deficiencies have been corrected.

Any deficiencies noted by CSC during this two (2) week operational testing period must be communicated to the Contractor, who will then be required to correct the deficiencies. The two (2) week operational testing period will begin again after all deficiencies have been cleared.

#### 6.0 Institution Operations

The contractor must take every precaution to minimize any disturbance to institutional operations. Equipment and systems operational down time must be kept to a minimum. All down time must be coordinated with the Assistant Warden Operations on site or designate. The contractor's staff may be required to work during evenings, nights and/or weekends to reduce the amount of down time and to meet operational requirements. The contractor and his staff on site must cooperate fully with operational staff and conform to all security requirements.

#### 7.0 Institution Address

**Grierson Institution (Min)**  
9530 – 101 st Avenue  
(Basement)  
Edmonton, Alberta  
T5H 0B3

(780) 495-2157  
Fax: (780) 495-4755

#### 8.0 Security

The Contractor must submit completed CPIC forms for all staff who will be working at the Institutions. The CPIC forms must be submitted to the CSC Project Manager, or his designate, ten (10) working days prior to the start-up date. The contractor and his staff on site must cooperate fully with operational staff and conform to all security requirements.

#### 9.0 Schedule

In accordance with ES/SOW-0101, the contractor must provide a detailed work schedule for the installation activities. This schedule must reflect the complete implementation plan by identifying the nature of the work to be performed and the area affected.

#### 10.0 Safety

The Contractor must comply with the document titled "Safety Regulations for Security Electronics Contractors Working at CSC Institutions" attached as Annex B.

11.0 Communication Responsibility

The contractor is responsible for briefing institution staff prior to leaving the work site for the day. The briefing must be given to the Correctional Manager Operations (CMO), and must include, as a minimum:

- a) Work performed that day
- b) Operation status of the system, including any limitations in functionality or peculiarities
- c) Contact name and number in the event of a system failure

The contractor must maintain a record of these briefings complete with time, date and attendees. The contractor must provide a monthly report on the status of the project in accordance to CSC specifications. A teleconference to include stakeholders may be required.

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APPENDIX A

**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONICS SYSTEMS**  
**MAINTENANCE HANDOVER REPORT FORM**

**INSTITUTION:**

**DATE:**

**SYSTEM/EQUIPMENT:**

**APPLICABLE CONTRACT NO:**

DSS FILE NO:  
SPECIFICATIONS:

**EQUIPMENT SUPPLIER (NAME AND ADDRESS):**

**SUPPLIER CONTACT (NAME AND TELEPHONE):**

**WARRANTY DETAILS:**

Expiry date on materials/parts:  
Expiry date on installation:  
Expiry date on factory labor:

Travel & living expenses during the warranty period:

chargeable to CSC ☐

not chargeable to CSC ☐

Equipment transportation costs are paid by CSC for:

sending to the supplier ☐

returning from the supplier ☐

Negotiated rates for emergency repairs at site due to misuse/abuse during warranty period are as follows:

Not applicable.

Negotiated rates for labor at site after warranty period are as follows:

Not applicable.

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**DEFICIENCIES:**

None remain ☐  
List attached ☐

**DOCUMENTATION:**

Maintenance manual:  
Supplied ☐  
Due by ;

As-built drawings, cabling and wiring diagrams:  
Supplied ☐  
Due by ;

Acceptance test results:  
Supplied ☐  
Due by ;

**DISTRIBUTION OF DOCUMENTATION:**

1 copy to CESM sent on:  
1 copy to RATIS/RTEO sent on:  
2 copies to institution sent on:

**SPARES:**

All delivered ☐  
Delivery to be completed by ;

**EQUIPMENT LIST:**

See attached list. ☐

**MAINTENANCE TRAINING:**

Completed ☐  
Scheduled for ;

**SIGNATURE:** Project Manager

**DISTRIBUTION:** CESM, NHQ  
RATIS/RTEO, RHQ  
AWMS, Institution

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APPENDIX B

**SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS WORKING AT CSC INSTITUTIONS**

**1. Acts and Regulations**

- a. The contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:
  - 1. The Occupational Health and Safety Act of the province where the work is being carried out,
  - 2. The Canada Labour Code Part II,
  - 3. The National Building Code Part VIII,
  - 4. The Workers' Compensation Board regulations of the province where the work is being carried out,
  - 5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
  - 6. All other safety regulations in effect at the work site.
- b. In the event of conflict between any provisions of the above authorities the most stringent must apply.

**2. Safety Plan**

- a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan must include a hazard assessment, controls, an emergency plan and a communications strategy.
- b. The contractor must complete a hazard assessment. All critical tasks and the associated hazards must be identified.
- c. Once hazards are identified, controls must be put in place to minimize the risks. The controls must include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
- d. An emergency plan must be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan must outline the emergency procedures to be taken in the event of an accident and must include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:  
Ambulance,  
Fire Department,  
Police Department,  
Institutional Safety Officer.
- e. A communications strategy must be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.
- f. The Safety Plan must address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.



- g. The submission of the Safety Plan to Correctional Service Canada must not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

**3. Safety Training**

All of the contractor's staff , sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution must have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.

**Correctional Service Canada  
Technical Services Branch  
Electronics Systems**

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**ES/SPEC-0006  
Revision 2  
14 January, 2002**

**ELECTRONICS ENGINEERING  
  
SPECIFICATION  
CONDUIT, SPACE AND POWER REQUIREMENTS  
FOR SECURITY SYSTEMS FOR USE IN  
FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

This Specification is approved by the Correctional Service of Canada for the procurement and Installation of Conduits for Electronic Security Systems in Canadian federal correctional institutions.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address: Director, Engineering Services, Correctional Service of Canada, 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9

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**Prepared by:**

**Manager,  
Electronics Systems Research**

**Approved by:**

**Director,  
Engineering Services**

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## ABBREVIATIONS

The following abbreviations are used in this specification:

CER	Common Equipment Room
COTS	Commercial-Off-The- Shelf
CSA	Canadian Standards Association
CSC	Correctional Service Canada
DES	Director Engineering Services
EIA	Electronic Industries Association
EMT	Electrical Metallic Tubing
GFE	Government Furnished Equipment
MCCP	Main Communications and Control Post
PVC	Polyvinyl Chloride
RFP	Request for Proposal
SOW	Statement of Work
STR	Statement of Technical Requirements
TES	Terminal Equipment Space

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## DEFINITIONS

The following definitions are used in this specification:

Design Authority	Director, Engineering Services (DES) - Correctional Service Canada (CSC) is responsible for all technical aspects of the system design and implementation.
Contract Authority	Public Works and Government Services Canada (PW&GSC) is responsible for all contractual matters associated with the system design and implementation.
Contractor	The company selected as the successful bidder.
Project Officer	A CSC employee or a contracted person designated by DES to be responsible for the implementation of the project.
Off-the-shelf	Equipment currently on the market with available field reliability data, manuals, engineering drawings and parts price list.
Custom Equipment	Equipment designed and/or manufactured specifically for a specific contract.

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## 1.0 INTRODUCTION

### 1.1 General

This specification defines the requirements for the design and installation of conduits, cable troughs and raceways as well as space and power requirements for telecommunications and electronic security systems in the Correctional Service of Canada (CSC) facilities.

### 1.2 Scope

This specification has been developed to ensure high standards for the installation of conduits, cable troughs and details equipment space and power requirements for electronic systems. It defines workmanship standards which may not be fully covered in subsidiary specifications. All contractor's documentation and installation procedures shall meet this specification for reliability, maintainability, longevity, appearance and operational use.

### 1.3 Off-The-Shelf Equipment

The contractor shall provide commercial off-the-shelf (COTS) materials wherever possible. COTS materials shall meet or exceed the manufacturing standards as listed in this specification.

Where COTS material is unavailable or unsuitable for a specific application, the contractor may manufacture or arrange for the manufacturing of a particular item to suit the requirements. Manufactured materials shall meet or exceed the best commercial equipment manufacturing standards.

### 1.4 Equipment Procurement

Any ordering of material before the approval of the system design report will be undertaken at the contractor's own risk. The Design Authority may authorize the procurement of certain long lead items at, or shortly after a preliminary design review of the proposed system.



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## 2.0 **APPLICABLE DOCUMENTS**

The following documents of the issue in effect on the date of the Request for Proposal (RFP) shall form a part of this specification to the extent specified herein.

ES/SOW-0101	Statement of Work for Procurement and Installation of Electronic Systems
ES/SOW-0102	Statement of Work for Quality Control of Electronic Systems
EIA-310-C	Electronic Industries Association Standard for Racks, Panels and Associated Equipment.
CSA C22.1	Canadian Electrical Code - Part 1 Safety Standard for Electrical Installations
CSA C22.2	Canadian Electrical Code - Part II

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### 3.0 REQUIREMENTS

#### 3.1 General

The contractor shall supply all necessary conduits, cable troughs and raceways and any other items that may be required for the satisfactory completion of the specified project. All installation workmanship shall be performed in accordance with the Statement of Work, Standards specified in Section 2.0 of this specification and all applicable national, provincial, and local electrical codes.

A conduit diagram shall be supplied in the installation documentation to detail where connections terminate and how conduits are routed and terminated.

Conduits, ducts, trays, etc. may be either Government Furnished Equipment (GFE) or supplied and installed by the contractor depending on the particular institution. The determination will be made by the Design Authority and will be identified in the STR.

The contractor shall provide Electronic Industries Association (EIA) standard racks, panels and associated hardware according to the space requirements of this specification.

The contractor shall provide all necessary wiring, circuit panels, circuit breakers and associated hardware according to the power requirements of this specification.

#### 3.2 Environmental Conditions

All materials and equipment which are used in CSC installations shall be chosen with consideration being given to the intended use, safety, retention of appearance, maintainability and durability under rugged operating conditions. These materials shall perform over the following environmental ranges:

##### a. Indoor Equipment

Temperature: 0° C to 50° C; and

Humidity: 20% to 95% non-condensing.

##### b. Outdoor Equipment

Temperature: -40° C to +55° C; and

Humidity: up to 100% condensing.

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### 3.3 Conduits, Cable Troughs and Raceways

#### 3.3.1 Conduits

Conduits installed above ground, and accessible to the inmate population, shall be rigid steel. Metal conduits installed in secure and inmate accessible areas shall be fitted with double the normal quantity of support hangars.

In locations subject to extreme temperature changes, and/or where conduit lengths are of non-standard size, the contractor shall make provisions for the inclusion of conduit expansion joints.

Outdoor conduit shall not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location.

Rigid Polyvinyl Chloride (PVC) conduits shall be used only in buried applications. Rigid PVC conduits shall not be threaded, but may be used with approved adapters and couplings applied in a manner consistent with industry standards. PVC conduits which cross roadways shall be encased in poured concrete. The contractor shall provide a suitable means of protecting the buried conduit against damage caused by digging or excavating. The preferred method is installing a tape marker directly above the conduit path.

Electrical Metallic Tubing (EMT) conduit may be used in administrative areas, and locations which are not normally assessable to the inmate population.

Liquid-tight flexible metal conduits may be used where a flexible connection is required, ie. cameras, microwave dishes, etc. In such applications, the length of "flex" conduit shall not exceed one (1) metre.

In addition to these requirements, the latest issue of applicable industrial standards apply, including:

- a. CSA Standard C22.2 - Rigid Metal Conduit
- b. CSA Standard C22.2 - Flexible Metal Conduit

#### 3.3.2 Cable Troughs and Raceways

Cable troughs and raceways shall be continuous and shall be constructed of metal. The contractor shall provide adequate mounting devices which will permit the use of fastening devices that will not damage conductor insulation.

Cable troughs, raceways, and fittings shall be free from burrs or other sharp edges which may cause damage to the cable or insulated conductors. All troughs and raceways shall be installed as a complete system before the conductors or cables are installed.

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Cable troughs may be either ventilated or solid and unless otherwise specified, shall be equipped with covers and steel guards to protect against damage.

In addition to these provisions, the latest issue of appropriate standards shall apply, including:

- a. CSA Standard C22.2 - Cable Troughs and Fittings.
- b. CSA Standard C22.2 - Raceways and Fittings.
- c. CSA Standard C22.2 - Surface Raceways and Fittings.

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#### 4.0 **SYSTEM REQUIREMENTS**

Summary tables of the electronic security systems minimum conduit, space and power requirements are provided as Appendix A, Appendix B and Appendix C respectively to this specification.

#### 4.1 **Perimeter Intrusion Detection Systems**

##### 4.1.1 **Motion Detection System**

The Motion Detection System (MDS) is designed to detect motion between the fences. One system which is type approved for use in CSC uses the Leaky Coax - buried cable technology. The perimeter is divided into sectors and two sectors are controlled by a single local control module. Signal and power fed to the field mounted electronic controllers via the buried coax cables. The main MDS control modules are installed in the common equipment room (CER).

##### 4.1.1.1 **Conduit Requirements**

Cable entry to the area between the two perimeter fences is made at a single point, usually at the gatehouse. One (1) 38 mm conduit is required from the CER to the area between the two perimeter fences. This conduit is stubbed underground between the fences several meters from the gatehouse.

##### 4.1.1.2 **Space Requirements**

The MDS control equipment will normally occupy about half of the area of a 2.483 meter rack, usually supplied by the PIDS contractor.

##### 4.1.1.3 **Power Requirements**

The power requirement for the MDS equipment in the CER is a 110.0 VAC, 15.0 ampere, uninterruptable power supply.

##### 4.1.2 **Fence Disturbance Detection System**

The Fence Disturbance Detection System (FDS) is designed to detect particular movement and vibration patterns on the inner perimeter fence. This is accomplished by mounting electro-mechanical fence sensors (geophones, electret or piezoelectric vibration detectors) on the fence. The perimeter is divided into sectors and one array of sensors covers one sector. The cables from all the sectors are run along the top of the fence to the gatehouse and to the control equipment mounted in the CER.

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#### 4.1.2.1 Conduit Requirements

FDS cable entry to the inner perimeter fence is made at a single point, usually at the gatehouse. Depending on the size of the perimeter and the number of sectors, the requirement is for a minimum of one (1) 38 mm conduit from the gatehouse to the top of the inner fence. The conduit is capped with a weather proof cable outlet.

#### 4.1.2.2 Space Requirements

The FDS control equipment will normally occupy approximately half of the area of a 2.483 m rack supplied by the contractor.

#### 4.1.2.3 Power Requirements

The power requirement for the FDS equipment in the CER is a 110.0 VAC, 15.0 ampere, uninterruptible power supply.

#### 4.1.3 PIDS Microwave

Bistatic microwave (beam) systems are normally installed across the pedestrian and vehicle entrance portals ( sallyports) to detect movement in the area. The microwave systems are integrated into the PIDS motion detection system. These systems allow small portal sectors to be turned off to allow authorized staff and vehicle access without effecting the entire perimeter security.

##### 4.1.3.1 Conduit Requirements

Microwave cable to each of the pedestrian and vehicle sallyport areas are required from the closest motion detection system (MDS) local control module. One buried (1) 19 mm PVC conduit is required from each sallyport to the closest perimeter MDS unit.

##### 4.1.3.2 Space Requirements

The control equipment will normally occupy approximately 0.5 metre of rack space supplied by the contractor.

##### 4.1.3.3 Power Requirements

The power requirement for the microwave equipment in the CER is a 110.0 VAC, 15.0 ampere, interruptible power supply.

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#### 4.1.4 PIDS Closed Circuit Television

Closed Circuit Television (CCTV) monochrome cameras are placed in strategic positions around the perimeter fence. The cameras monitor the institutional side of the inside perimeter fence and the area between the fences. When there is an alarm on the FDS and/or MDS, the CCTV cameras monitoring the appropriate sector inside fence and between the fences are selected for viewing. During an alarm period the video displayed on the monitors from the selected cameras are recorded on a time-lapse video cassette recorder.

The CCTV cameras are usually grouped at the corners of the perimeter and mounted on self supporting towers. 110 VAC power is provided to an VAC distribution panel mounted at each corner of the perimeter. VAC power is distributed to the cameras.

External vertical synchronization of the CCTV cameras is by the distribution of an independent vertical pulse to all the cameras and components of the system.

##### 4.1.4.1 Conduit Requirements

**CCTV Signal and Control.** Two (2) 50 mm conduits run from the CER to the cameras in the corners of the perimeters in both directions. These conduits for the CCTV camera signal and control wiring terminate in a exterior distribution box mounted on the closest camera towers. Two (2) 50 mm conduits run around the perimeter terminating at each of the camera groups at the perimeter corners.

**CCTV AC Power.** Two (2) 38 mm conduits are required from the power distribution panel in the CER to the power junction box on the closet perimeter camera tower. One conduit is required to run in both directions. VAC power is required for the cameras and the heater and wipers in the camera housings. One (1) 38 mm conduit is required to run from the power junction box around the perimeter providing power to each camera group.

##### 4.1.4.2 Space Requirements

The video distribution and switching equipment in the CER require approximately 1.0 m of rack space.

The four video monitors, wiper control and camera on/off switch panels in the MCCP console require space in one (1) EIA standard console cabinet..

A separate standalone rack in the MCCP is provided to accommodate five (5) time lapse VCRs.

##### 4.1.4.3 Power Requirements

The power required in the CER for video switching and control equipment is one 110.0 VAC, 15.0 ampere uninterruptible power supply.

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The power requirement for the perimeter cameras is a 110.0 VAC, 20 ampere supply to each group of usually four (4) cameras from the power distribution panel in the CER.

A camera and housing requires 300 watts each, including heaters, wipers and all other the environmental control units for the camera housing units.

#### 4.1.5 **MCCP Console**

The control and annunciation equipment for the PIDS and the Facility Alarm Annunciation System are mounted in the console cabinets in the MCCP. The control and annunciation units are normally connected to processing equipment in the CER by cables running under the computer flooring. There is a requirement for rigid conduit between the MCCP and the CER for the 110 VAC uninterruptible power supply (UPS).

##### 4.1.5.1 **Conduit Requirements**

One (1) 19 mm conduit is required from the UPS location in the CER to the MCCP console.

##### 4.1.5.2 **Space Requirements**

The console cabinet space requirement will depend on the number of systems provided at the institution and usually consists of six console racks in the MCCP joined together to form the control console. One medium equipment rack for the maintenance video display unit (VDU) and a low profile cabinet with sliding shelves for the time-lapse VCRs and printer.

The MCCP will require a room with a floor area of no less than approx. 23.6 square metres. The CER will require a room with a floor area of no less than 9.0 square metres for the equipment and approx. 6.3 square metres for spare equipment storage and maintenance. Both rooms require computer flooring, all conduits entering will be stubbed or terminated under the computer floor. Both rooms need to be as square as possible to allow for optimum equipment placement.

The UPS will require a room with a floor area of approx. 6.3 square metres if the UPS is located at a different site to the CER. The UPS can be located in the CER within the requirement shown above. The floor may be concrete.

The ventilation system in the CER should keep the temperature below 29.0 degrees C and vent to the outside to eliminate gases that may escape during battery operation or charging.

##### 4.1.5.3 **Power Requirements**

The power requirement for the MCCP console is two 110.0 VAC, 15.0 ampere, uninterruptible power circuits.



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## 4.2 Facility Alarm Systems

### 4.2.1 Inmate Cell Call System

The ICCS is provided so that an occupant of a cell may request assistance from the control post. This is achieved by operating a call originating device (COD) mounted in the cell. The call is annunciated in the control post, the guard responds to the call and cancels the call by operating a call cancelling device (CCD) external to the cell and adjacent to the cell door.

#### 4.2.1.1 Conduit Requirements

One (1) 15 mm conduit is required from each cell, the conduits from four cells are combined in a junction box in the pipe chase. Two or three of these junction boxes are linked together by 25 mm conduit. One (1) 38 mm conduit connects the group to the terminal equipment space (TES) where they are terminated.

One (1) 25 mm conduits are provided from the TES to the control post. These are shared by the electronics contractors with each contractor using at least one each.

The cables interconnecting the equipment in the TES to the CER are normally installed in a cable tray which runs throughout the institution.

#### 4.2.1.2 Space Requirements

The equipment should normally occupy half the area of an one (1) 2.483 m rack in each TES.

#### 4.2.1.3 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere circuit.

### 4.2.2 Fixed Point Security Alarm System

The FPSA system is provided so that an occupant of designated rooms may request assistance from the control post. This is achieved by operating a call originating device (COD) mounted on the wall or under a desk. The call is annunciated in the control post, the guard responds to the room.

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#### 4.2.2.1 Conduit Requirements

One (1) 15 mm conduit is required from each designed room, the conduits from these rooms may be combined in a junction box. Two or three of these junction boxes may be linked together. The link will be 25 mm conduit and one (1) conduit (38 mm) is then run to the CER where it is terminated under the computer flooring.

#### 4.2.2.2 Space Requirements

The FPSA COD is mounted on a wall or under the desk in the designated room.

#### 4.2.2.3 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere circuit.

#### 4.2.3 Personal Portable Alarm System

The PPA system is used by CSC staff working in all areas of the institution to alert the central security post staff to serious incidents or potentially dangerous personal security or safety situations. The PPA system consists of a central controller, a central receiver and a number of portable wireless transmitting devices (transmitters) in belt worn leather cases. PPA alarms are sent to the security post when these small portable transmitters are activated by the staff member. Alarm identification, alarm time and cancellation may be recorded on a data logger.

##### 4.2.3.1 Conduit Requirements

One (1) 15 mm conduit is required from the PPA receiver which is located in a central area of the institution to the MCCP where the PPA controller is located. This conduit will accommodate the twisted and alarm signal wires. One (1) 15 mm conduit is required between the PPA receiver and the antenna which is located on the roof, the side of a building or on an existing radio tower.

##### 4.2.3.2 Space Requirements

The PPA receiver will be mounted in a rack or on the wall in a central location of the institution. The PPA controller will be mounted in the MCCP control or on a shelf in the CER.

##### 4.2.3.3 Power Requirements

The power requirement for the PPA equipment in the MCCP is a 110 VAC, 15.0 ampere, uninterruptible power circuit.

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#### 4.2.4 **Portable Alarm Location System**

The PAL system operates in conjunction with the Personal Portable Alarm (PPA) system to locate an area where the PPA alarm is originating from. The PAL system consists of central monitoring equipment, a number of nodes and a number of wireless sensors distributed within an institution. PPA alarm locations can be determined and sent to the security post. Alarm identification, alarm time and cancellation are data logged.

##### 4.2.4.1 **Conduit Requirements**

One (1) 15 mm conduit is required from each PAL node which is located throughout the institution to the CER where the PAL controller is located. This conduit will accommodate a co-axial cable for the alarm signal from each node.

##### 4.2.4.2 **Space Requirements**

The PALS nodes and wireless sensors will be mounted in the ceilings throughout the institution. The PALS controller in the CER will require approximately three (3) feet of rack space.

##### 4.2.4.3 **Power Requirement**

The power requirement for the PALS equipment in the CER is one 110 VAC, 15.0 ampere, uninterruptible power circuit.

#### 4.3 **Access Control & Supplementary Systems**

##### 4.3.1 **Door Control & Corridor Monitoring System**

This system provides room and corridor access by door control from a designated CP. The door control system is usually integrated with a CCTV system to allow staff to view the person(s) requesting access.

##### 4.3.1.1 **Conduit Requirements**

Two (2) 15 mm conduits are required from under the CER floor or the TES to the room and corridor doors requiring controlled access. One conduit will accommodate the CCTV system for video and camera control purposes. The other conduit is required for the door access control system.

##### 4.3.1.2 **Space Requirements**

The rack space requirement will usually consists of approximately two (2) feet of one (1) 2.483 m rack in the CER or TES and one rack in the MCCP control console or CP console.

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#### 4.3.1.3 Power Requirements

The power requirement for the door control and monitoring system is one 110.0 VAC, 15.0 ampere circuit.

#### 4.3.2 Closed Circuit Television System

This system allows observations to be made in cells, corridors, exercise yards and other locations where there is a need. The system usually consists of several cameras mounted at these locations with monitors grouped together at a convenient point such as the control post or the MCCP.

##### 4.3.2.1 Conduit Requirements

Two (2) 15 mm conduits are required to each camera location, one for signal wiring and the other for VAC power to the camera and housing. If the camera has pan/tilt/zoom facilities, one of the two conduits may have to be increased in size to 19 mm to accommodate possible control wiring.

##### 4.3.2.2 Space Requirements

The only space requirement for this system is rack space in a console for the monitors and possibly a pan/tilt/zoom controller.

##### 4.3.2.3 Power Requirements

The power requirement for the CCTV equipment is one 110.0 VAC, 15.0 ampere circuit.

#### 4.3.3 Supplementary Intrusion Detection System

This system provides supplement outdoor intrusion detection from the MCCP. The SIDS monochrome CCD camera is usually mounted on a high tower or roof top to provide surveillance and assessment of designated area(s).

##### 4.3.3.1 Conduit Requirements

Two (2) 15 mm conduits are required from under the CER floor to the outdoor camera location. One conduit will accommodate the CCTV system for video and camera control cables. The other conduit is required for the camera and enclosure VAC power.

##### 4.3.3.2 Space Requirements

Rack space in the MCCP control console is required for the SIDS monitor and camera Pan/Tilt/Zoom controller. The size of the rack space will depend on the size of the monitor and controller.

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#### 4.3.3.3 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere supply.

#### 4.3.4 Voice Recording Equipment

The Voice Recorder Equipment (VRE) records all conversations on the telephones, radios, PA and PIDS PA systems in the MCCP.

VRE wiring can be run under the computer flooring and conduit is not normally required.

##### 4.3.4.1 Space Requirements

The VRE is self contained in its own moveable rack and requires a floor area of 650 mm square with an equal area in front and behind for operator and technician access. It can be mounted with its back against a wall if required, however this is not preferable.

##### 4.3.4.2 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere supply.

#### 4.3.5 Video Recording Equipment

The Video Cassette Recorders (VCR) record all video from the various CCTV cameras installed throughout the institution. VCR installed in the MCCP will record the PIDS video from the perimeter cameras. VCR install in Security CP throughout the institution will record the video from their particular areas of surveillance interest.

VCR wiring can be run under the computer flooring and conduit is not required.

##### 4.3.5.1 Space Requirements

The VCRs are normally installed in moveable racks and requires a floor area of 650 mm square with an equal area in front and behind for operator and technician access. Due to limited space in some CP, the VCRs may be on shelves under the desks.

##### 4.3.5.2 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere supply.

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#### 4.4 Communications Systems

##### 4.4.1 Two Way Communications Radio

The two way radio system provides routine operational, maintenance as well as emergency response communications between control posts, guards and vehicles in and around the facility. Base station radios and Digital Interface Units are installed in standard EIA electronic equipment racks in the CER.

The MCCP base station radios are connected to a common antenna mounted on an external tower. In the repeater configuration, the base stations are connected via a series of filters to a common antenna. Rack mounted remote radio controllers are mounted in the MCCP console. Digital Interface Units (DIU) are used to configure the base station radios for digital communications

Base station radios located in security control posts and maintenance control centres are connected to their own local antennas.

##### 4.4.1.1 Conduit Requirements

One (1) 19 mm conduit is required from the CER to the antenna tower. The conduit may terminate at the base of the tower, if the tower is mounted on the roof. In the case of a ground mounted tower the conduit will continue up the tower. The lower portion of the tower is protected by anti climb shields.

##### 4.4.1.2 Space Requirements

Three base station radios with associated DIUs will use approximately half of a EIA standard 2.483 m equipment rack in the CER. If the radios are configured as repeaters and filters are used, another EIA standard 2.483 m rack will be required.

In the MCCP console, the remote controller will require 5¼ inches (3 U) of console cabinet space.

##### 4.4.1.3 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere supply.

##### 4.4.2 Public Address System

The PA system is designed to allow the entire institution to be addressed or limited areas to be addressed from various points throughout the institution.

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#### 4.4.2.1 Conduit Requirements

Loudspeakers are distributed throughout the institution in areas where they are required. They are mounted in 254 mm x 254 mm x 102 mm back boxes mounted in the walls or in the ceilings. The boxes are joined in series by 15 mm conduit for the first ten or so boxes and then by 19 mm conduit to the cable tray. Where two strings of speaker boxes combine into one the resultant conduit is usually 19 mm. A 25 mm conduit is used between a TES and its respective control post.

#### 4.4.2.2 Space Requirements

The PA equipment requires approximately half of a 2.483 m rack in the CER or half of a 2.483 m rack in a TES.

#### 4.4.2.3 Power Requirements

The power requirement is for a 110 VAC, 15.0 ampere supply in the CER or a 110 VAC, 15.0 ampere supply in a TES.

#### 4.43 Limited Call Intercom System (LCIS)

The LCIS is designed to provide communications between the control posts and points such as beyond a barrier controlled by the post. The control post has a master station mounted in a console and the remote station is mounted in a back box in the wall.

##### 4.4.3.1 Conduit Requirements

The remote station is mounted in a 102 mm x 102 mm x 65 mm back box placed 1500 mm from the floor. One (1) 15 mm conduit connects these points to the TES or the cable tray. One (1) 25 mm conduit is used between a TES and its respective control post.

##### 4.4.3.2 Space and Power Requirements

The LCIS usually forms part of the PA. Refer to the PA section for space and power requirements.

#### 4.4.4 Restricted Visit Intercom System

The purpose of the RVIS is to provide a means of two-way (full-duplex) voice communication between an inmate and visitor while denying physical exchange. Typically, by providing transparent partitioning between the inmate and visitor, physical access is denied while allowing visual contact between each half of a restricted visiting booth. Within each booth, telephone handset will allow voice communication between the two halves. The control post has a master station mounted in a console.

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#### 4.4.4.1 Conduit Requirements

One (1) 15 mm conduit is required from each booth to the Restricted Visit Control Post.

#### 4.4.4.2 Space Requirements

The RVIS telephone handsets are securely mounted on the wall of the booths. The RVIS controller is mounted in the console in the Restricted Visit CP.

#### 4.4.4.3 Power Requirements

The power requirement for this system is a 110.0 VAC, 15.0 ampere supply.

#### 4.4.5 Entertainment Cable Television

The Entertainment Cable Television (ECTV) System distributes FM radio and television signals to each cell and various other points throughout the institution.

The signals are received off-air via an antenna array for local and satellite signals or from a cable company. A signal from a VCR can be introduced. All these signals are processed in the head-end equipment and then distributed via splitters and amplifiers distributed throughout the system.

#### 4.4.5.1 Conduit Requirements

A conduit outlet is required in each cell and in various inmate and staff lounges. Groups of four cell block outlet boxes are connected to a junction box by 19 mm conduit. The junction boxes are linked in groups of two or three and then to the TES using 38 mm conduit.

All other locations utilize 19 mm conduit to their respective TES locations.

The cable distributing the signals to the TES from the head end location is installed in a cable tray which runs throughout the institution. One (1) 19 mm conduit is required between the head-end equipment rack and the antenna site.

#### 4.4.5.2 Space Requirements

The head-end equipment will occupy a half of a 2.483 m rack in the equipment room closest to the antenna site. The remainder of the equipment consists of amplifiers and splitters and is accommodated in a 400 mm x 400 mm x 100 mm cabinet located in each of the pertinent TES. This cabinet can either be mounted on the wall or placed under the computer flooring.

#### 4.4.5.3 Power Requirements

The power requirement for this system is a 110 VAC, 15.0 ampere supply.



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#### 4.5 **Control Posts (CP) and Terminal Equipment Spaces (TES)**

There are several control posts and TES's throughout the institution. They are usually paired and connected by banks of conduits to enable connection between the main equipment of the various systems and the control panels that are associated with them. The number of conduits provided is normally very generous and provides for any possible expansion or replacement of the systems.

##### 4.5.1 **Conduit Requirements**

All the consoles in the control posts with computer flooring do not require conduits. Normally the TES and CP locations are connected by cable trays or at least one 50 mm conduit.

##### 4.5.2 **Space Requirements**

In each TES accommodation is required for two 2.483 racks, one rack to house the cell call system and the other the PA and LCIS equipment.

##### 4.5.3 **Power Requirements**

Two (2) 110.0 VAC, 15.0 ampere power circuits are required.

#### 4.6 **Installation Requirements**

The conduit shall be installed at the site in accordance with the ES/SOW-0101, Statement of Work and the ES/SOW-0102, Statement of Work.

#### 4.7 **Documentation Requirements**

All as-build drawings and documentation shall be in accordance with the ES/SOW-0101, Statement of Work.

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5.0 **QUALITY ASSURANCE**

5.1 **General**

All on-site installation work, and installation acceptance shall be conducted in accordance with the ES/SOW-0101, Statement of Work.

6.0 **DELIVERY**

Delivery requirements for drawings, plans, etc. (where applicable) shall be in accordance with the ES/SOW-0101, Statement of Work.

## APPENDIX A

### SUMMARY OF SYSTEM CONDUIT REQUIREMENTS

System	Conduit Requirements
<b>MDS</b>	One 38 mm conduit from the CER to the area between the two perimeter fences.
<b>FDS</b>	One 38 mm conduit from the CER to the inner perimeter fence.
<b>MICROWAVE</b>	One 19 mm conduit from the closest local control module to the sallyport area.
<b>PIDS CCTV</b>	<p><b>Signal and Control.</b> Two 50 mm conduits from the CER to the perimeter camera towers in both directions with junction boxes at each of the towers. One 19 mm conduit from the junction box to the cameras on the tower.</p> <p><b>VAC Power.</b> Two 50 mm conduits from the electrical distribution panel in the CER to the junction box on the perimeter. One 38 mm conduit around the perimeter providing power to each camera group.</p>
<b>PIDS PA</b>	Two 25 mm conduits from the CER to the first group of speakers on the perimeter fence, one in each direction. One 25 mm conduit between speaker locations.
<b>MCCP</b>	Control and signal cables (no conduit required) under the computer flooring to the CER. VAC UPS power in 19 mm conduit from the CER.
<b>ICCS</b>	One 15 mm conduit from each cell to a junction box in the pipe chase. Junction boxes linked together by 25 mm conduit. One 38 mm conduit from the group junction box to the CP/TES. One 25 mm conduit from the TES to the CP.
<b>FPSA</b>	One 15 mm conduit from each designed room to a junction box. Junction boxes connected by 25 mm conduit. One 38 mm conduit from a main junction box to the CER.
<b>PPA</b>	One 15 mm conduit from the PPA receiver to the MCCP. One 15 mm conduit from the PPA receiver to the antenna.
<b>PALS</b>	One 15 mm conduit from each PALS node to the CER.
<b>Door Control</b>	Two 15 mm conduits (one for CCTV, one for power) from the CER or from the TES to the room and/or corridor doors requiring controlled access.

System	Conduit Requirements
<b>Supp. CCTV</b>	Two 15 mm conduits to each camera location, one for signal wiring and the other for AC power to the camera and housing. If the camera has pan/tilt/zoom facilities, one of the two conduits may have to be increased in size to 19 mm to accommodate additional control wiring.
<b>SIDS</b>	Two 15 mm conduits from the CER to the camera location. One conduit for video and camera control cables. The other conduit for the camera and enclosure VAC power.
<b>MCCP/VRE</b>	Cables under the computer flooring.
<b>MCCP/VCR</b>	Cables under the computer flooring.
<b>Two-way Radio</b>	One 19 mm conduit from the Base Station to the antenna location.
<b>Interior PA</b>	One 15 mm conduit between speaker locations. Combine speaker locations require one 19 mm conduit. One 25 mm conduit from the TES to the CP.
<b>LCIS</b>	One 15 mm conduit from remote stations to the TES or the cable tray.
<b>RVIS</b>	One 15 mm conduit from each booth to the RVIS CP.
<b>ECTV</b>	One 15 mm conduit to in each cell and various inmate lounges. Groups of cell outlet boxes are connected to a junction box by 19 mm conduit. One 38 mm conduit from junction boxes to the TES. One 19 mm conduit from the head-end equipment rack and the antenna site.
<b>CER/TES</b>	CER and various TES are linked by one 50 mm conduit.

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**APPENDIX B**

**SUMMARY OF SYSTEM SPACE REQUIREMENTS**

<b>System</b>	<b>Space Requirements</b>
<b>MDS</b>	The MDS control equipment requires approximately 1.5 m of EIA standard equipment rack space in the CER.
<b>FDS</b>	The FDS control equipment requires approximately 1.5 m of EIA standard equipment rack space in the CER.
<b>MICROWAVE</b>	The microwave control equipment requires approximately 0.5 m of EIA standard equipment rack space in the CER.
<b>PIDS CCTV</b>	<p>The video distribution and switching equipment require approximately 1.0 m of EIA standard equipment rack space in the CER.</p> <p>The PIDS CCTV equipment in the MCCP requires approximately 1.0 m of EIA standard console cabinet space.</p> <p>A separate standalone rack is required to housed five (5) time lapse VCRs in the MCCP.</p>
<b>PIDS PA</b>	The PIDS PA equipment requires approximately 0.5 m of EIA standard equipment rack space in the CER.
<b>MCCP</b>	<p>The MCCP console usually consists of six EIA standard console cabinets joined together to form the control console.</p> <p>The maintenance video display unit (VDU) and ancillary equipment require approximately 1.0 m of EIA standard equipment rack space in the MCCP.</p> <p>The time-lapse VCRs and printer require a low profile cabinet with sliding shelves in the MCCP.</p>
<b>ICCS</b>	The ICCS control equipment requires approximately 1.5 m of EIA standard equipment rack space in the TES.
<b>FPSA</b>	The FPSA control equipment requires approximately 0.5 m of EIA standard equipment rack space in the CER.
<b>PPA</b>	The PPA receiver requires to be mounted on a shelf in a rack or on the wall in a central location of the institution. The PPA controller mounted on a shelf requires approximately 0.25 m of the rack space in the ancillary equipment rack space in the MCCP.

System	Space Requirements
<b>PALS</b>	The PALS nodes and wireless sensors will be mounted in the ceilings throughout the institution. The PALS controller requires approximately 1.0 m of EIA standard equipment rack space in the CER.
<b>Door Control</b>	The hall and door control equipment require approximately 1.0 m of EIA standard equipment rack space in the CER or TES. The operator control equipment requires approximately 0.25 m of rack space in the control console.
<b>Suppl. CCTV</b>	<p>Video switchers, multiplexers, etc. require rack space in EIA standard equipment racks in the CER or TES. The space requirement will depend on the type and amount of video equipment being used.</p> <p>The space requirement in the control console for the monitors and the pan/tilt/zoom controller if applicable will depend on the type and amount of video equipment being used.</p>
<b>SIDS</b>	The space requirement for the SIDS control equipment in the CER will depend on the type of equipment being used. Rack space in the control console is required for the monitors and a pan/tilt/zoom controller if applicable.
<b>MCCP/VRE</b>	The Voice Recording Equipment is usually self contained in its own moveable rack in the MCCP and requires a floor area of 650 mm square with an equal area in front and behind for operator and technician access.
<b>MCCP/VCR</b>	The Time Lapse Video Cassette Recorders are normally installed in moveable racks in the MCCP and require a floor area of 650 mm square with an equal area in front and behind for operator and technician access.
<b>Two-way Radio</b>	<p>Three base station radios with associated DIUs require approximately 1.5 m of EIA standard equipment rack space in the CER. If the radios are configured as repeaters, another EIA standard equipment is required for the filters.</p> <p>In the MCCP console, the remote controller requires 5¼ inches (3 U) of console cabinet space.</p>
<b>Interior PA</b>	The Public Address equipment requires approximately 1.5 m of EIA standard equipment rack space in the TES.

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System	Space Requirements
LCIS	The Limited Call Intercom System usually forms part of the interior PA system.
RVIS	The Restricted Visit Intercom System controller is mounted in the console in the Restricted Visit CP.
ECTV	<p>The Entertainment Cable TV system head-end equipment requires approximately 1.5 m of EIA standard equipment rack space close to the antenna site.</p> <p>Amplifiers and splitters will be accommodated in the EIA standard equipment racks in the TES or amplifiers and splitters can be a small cabinet mounted on the wall or placed under the computer flooring.</p>
TES	Each TES requires two EIA standard equipment racks, one rack to house the inmate cell call system and ancillary equipment. The other rack will house the interior PA and LCIS equipment.

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**APPENDIX C**

**SUMMARY OF SYSTEM POWER REQUIREMENTS**

<b>System</b>	<b>Power Requirements</b>
<b>MDS</b>	The power requirement for the MDS equipment in the CER is one 110.0 VAC, 15.0 ampere, uninterruptible power circuit.
<b>FDS</b>	The power requirement for the FDS equipment in the CER is a 110.0 VAC, 15.0 ampere, uninterruptible power circuit.
<b>MICROWAVE</b>	The power requirement for the microwave equipment in the CER is a 110.0 VAC, 15.0 ampere, uninterruptible power circuit.
<b>PIDS CCTV</b>	The power required in the CER for video switching and control equipment is one 110.0 VAC, 15.0 ampere uninterruptible power circuit. The power requirement for the perimeter cameras is a 110.0 VAC, 20 ampere circuit to each group of usually four (4) cameras from the power distribution panel in the CER.
<b>PIDS PA</b>	The power requirement for the PIDS PA equipment in the CER is a 110.0 VAC, 15.0 ampere, uninterruptible power circuit.
<b>MCCP</b>	The power requirement for the MCCP console is two 110.0 VAC, 15.0 ampere, uninterruptible power circuits.
<b>ICCS</b>	The power requirement for the Inmate Cell Call System equipment in the security Control Post is a 110.0 VAC, 15.0 ampere circuit.
<b>FPSA</b>	The power requirement for the Fixed Point Security Alarm system equipment in the CER is a 110.0 VAC, 15.0 ampere circuit.
<b>PPA</b>	The power requirement for the Personal Portable Alarm system equipment in the MCCP is a 110.0 VAC, 15.0 ampere circuit.
<b>PALS</b>	The power requirement for the Portable Alarm Location System equipment in the CER is a 110.0 VAC, 15.0 ampere circuit.
<b>Door Control</b>	The power requirement for the Hall, Corridor and Door Monitor and Control system in the security Control Post is a 110.0 VAC, 15.0 ampere circuit.
<b>Suppl. CCTV</b>	The power requirement for the Supplementary CCTV system equipment in the security Control Post is a 110.0 VAC, 15.0 ampere circuit.
<b>SIDS</b>	The power requirement for the Supplementary Intrusion Detection System equipment in the CER is a 110.0 VAC, 15.0 ampere circuit.



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System	Power Requirements
<b>MCCP/VRE</b>	The power requirement for the Voice Recording Equipment in the MCCP is a 110.0 VAC, 15.0 ampere circuit.
<b>MCCP/VCR</b>	The power requirement for the Video Cassette Recorder equipment in the MCCP is a 110.0 VAC, 15.0 ampere circuit.
<b>Two-way Radio</b>	The power requirement for the Radio Communications system equipment is a 110.0 VAC, 15.0 ampere circuit.
<b>Interior PA</b>	The power requirement for the Interior Public Address system equipment in the security Control Post is a 110.0 VAC, 15.0 ampere circuit.
<b>LCIS</b>	The Limited Call Intercom System is usually part of the Interior PA system. If a standalone LCIS installed, the power requirement for this system is a 110.0 VAC, 15.0 ampere circuit.
<b>RVIS</b>	The power requirement for the Restricted Visits Intercom System equipment in the RV Control Post a 110.0 VAC, 15.0 ampere circuit.
<b>ECTV</b>	The power requirement for the Entertainment Cable TV system equipment is a 110.0 VAC, 15.0 ampere circuit.
<b>TES</b>	The power requirement for the Terminal Equipment Space room is two 110.0 VAC, 15.0 ampere circuits.



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0205  
Revision 3  
February 2015

**ELECTRONIC ENGINEERING STANDARD  
FIXED OUTDOOR CAMERA ENCLOSURE  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

This Standard is approved by the Correctional Service Canada for the procurement and installation of this item in Canadian federal correctional institutions.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronics Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0		Original issue
1	3.2	Condensing humidity from 95% to 100%
	7.1	Maximum maintained internal temperature from 40 to 50°C
2	All	Reformat and rationalization
3	Table of Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity
	4.1.3	Changed humidity to non-condensing 20%-90%

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
CSC	Correctional Service Canada
FoV	Field of View
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers

## **1 INTRODUCTION**

### **1.1 Overview**

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for an outdoor fixed camera enclosure for use at federal correctional institutions.

### **1.2 Purpose**

- .1 These enclosures are for deployment in outdoor fixed camera locations such as:
  - .1 facility perimeter; and
  - .2 outdoor walkways.
- .2 These enclosures are for Fixed Network Colour Cameras for Enclosures (ES/STD-0221).

## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

- .1 Access to non-government specifications is the responsibility of the contractor.
- IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety
- IEC EN61000-4-3 – International Electrotechnical Commission Electromagnetic Compatibility Part 4-3
- IEC EN62262 – International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at – IEEE Standard for Information Technology Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T
- ES/STD-0221 – Electronics Engineering Standards Fixed Network Colour Camera for Enclosures

### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The enclosure must:
  - .1 measure less than 300mm high;
  - .2 measure less than 300mm wide;
  - .3 measure less than 800mm long;
- .2 The enclosure window opening must:
  - .1 pass the camera's complete Field of View (FoV);
  - .2 include a wiper;
  - .3 include a sun shield (include in the enclosure measurements);
- .3 The enclosure camera mount must:
  - .1 include an adjustable camera mount;
  - .2 have ¼-20 threaded mounting holes;
  - .3 include elevation blocks for large lens/low optical centre-line cameras;

#### **3.2 Environment**

- .1 The enclosure must:
  - .1 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .2 have a permanently affixed label on the interior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .3 operate for external temperatures between -40°C to 50°C;
  - .4 meet or exceed IEC EN60529 IP66 dust and water resistance when mounted;

#### **3.3 Interference**

- .1 The enclosure must be certified compliant to IEC EN 61000-4-3, Radiated RF immunity.

#### **3.4 Reliability**

- .1 The enclosure must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The enclosure must meet IEC 60950-1 or the CSA equivalent.



## **4 OPERATIONAL**

### **4.1 Enclosure**

- .1 The enclosure must:
  - .1 be capable of continuous operation;
  - .2 maintain an internal temperature between 5°C to 50°C for defined operational temperature range;
  - .3 start and operate from 20% to 90% non-condensing humidity;
  - .4 prevent ice, snow, and condensation on the enclosure window;

### **4.2 Wiper**

- .1 The enclosure wiper must be remotely controllable;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The enclosure does not require an output for camera power.

### **5.2 Power**

- .1 The enclosure must use less than 150W excluding any camera power.



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0221  
Revision 4  
February 2014

**ELECTRONIC ENGINEERING STANDARD  
FIXED NETWORK COLOUR CAMERA FOR ENCLOSURE  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

This Standard is approved by the Correctional Service Canada for the procurement and installation of this item in Canadian federal correctional institutions.

Acquisition of a camera for the identified purposes that is not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronics Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0		Original issue
1	7.1	Imager changed to ¼ inch or larger
	7.9	Remove numeric quantity on AGC, just yes
	7.12	Added iris requirement
	7.12 – 7.17	Renumber paragraphs
2	6.1	Added CMOS imager
3	All	Reorganized and cleaned to new format
4	Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.2.2.4	Changed humidity to non-condensing 20%-90%
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
AGC	Automatic Gain Control
CSC	Correctional Service Canada
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
MJPEG	Motion Joint Photographic Experts Group
MTBF	Mean Time Between Failures
ONVIF	Open Network Video Interface Forum
PoE	Power over Ethernet
TCP/IP	Transmission Control Protocol/Internet Protocol

## 1 INTRODUCTION

### 1.1 Overview

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for a fixed focus, network capable camera to be mounted in an enclosure for use at federal correctional institutions. The camera is for deployment in either existing indoor enclosures or Fixed Outdoor Camera Enclosures (ES/STD-0205).

### 1.2 Purpose

- .1 The cameras are deployed for both observation and evidentiary use.
- .2 These cameras are for deployment in outdoor fixed enclosures such as:
  - .1 facility perimeter; and
  - .2 outdoor walkways.
- .3 These cameras are for deployment in existing indoor fixed enclosures such as:
  - .1 indoor hallways;
  - .2 gymnasiums;
  - .3 weight rooms;
  - .4 passage doors/barriers; and
  - .5 explosive environments.
- .4 The camera is used indoors where enclosures already exist and are being reused. New indoor installations must use Fixed Network Colour Dome Cameras (ES/STD-0232) except for new installations in explosive environments.

## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

.1 Access to non-government specifications is the responsibility of the contractor.

- IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety
- IEC EN61000-4-3 – Electromagnetic compatibility Part 4-3
- IEC EN62262 – International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at – IEEE Standard for Information technology – Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T
- ES/STD-0205 – Electronics Engineering Standards Fixed Outdoor Camera Enclosure
- ES/STD-0232 – Electronics Engineering Standards Fixed Network Colour Dome Camera



### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The camera with lens must:
  - .1 measure less than 75mm high;
  - .2 measure less than 100mm wide;
  - .3 measure less than 250mm long;

#### **3.2 Environment**

- .1 For use either in indoors enclosures or in outdoor heated enclosures.
- .2 The camera must:
  - .1 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .2 be capable of continuous operation;
  - .3 start and operate from 0°C to 50°C;
  - .4 start and operate from 20% to 90% non-condensing humidity;

#### **3.3 Interference**

- .1 The camera must be certified compliant to IEC EN 61000-4-3, Radiated RF immunity.

#### **3.4 Reliability**

- .1 The camera must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The camera must meet IEC 60950-1 or the CSA equivalent.

## 4 OPERATIONAL

### 4.1 Camera

- .1 The camera must retain its configuration over a power cycle.
- .2 The image sensor must:
  - .1 include automatic or remote back focus;
  - .2 have a minimum of 480,000 pixels (horizontal x vertical);
  - .3 have day (colour) and night (black and white) modes;
  - .4 automatic removable infrared cut filter for day/night transition;
  - .5 have 0.5 lux or less minimum required illumination for day mode;
  - .6 have 0.1 lux or less minimum required illumination for night mode;
  - .7 include Automatic Gain Control (AGC);
  - .8 include extended dynamic range processing;

### 4.2 Lens

- .1 The camera lens must:
  - .1 have a 35° to 80° or greater horizontal angular view vari-focal lens
  - .2 be approved by the manufacturer of the camera for that camera;

### 4.3 Video

- .1 The video encoding must:
  - .1 support H.264 configurable I-frame frequency of at least 3 per second;
  - .2 support H.264 constant bit rate transmission mode;
  - .3 support H.264 frame rate transmission mode;
  - .4 support at least 3 levels of H.264 image quality;
  - .5 support at least 3 levels of MJPEG image quality;
- .2 The video output must:
  - .1 include an on-screen, programmable character generation overlay capability with a minimum of 8 visible characters;
  - .2 support at least two simultaneous H.264 video streams at 30 frames per second with at least 480,000 pixel resolution;
  - .3 support at least two simultaneous video streams, one H.264 and one MJPEG at 15 frames per second with at least 480,000 pixel resolution;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The camera must:
  - .1 interface over IPV4 TCP/IP;
  - .2 be able to operate on 100Base-TX (IEEE 802.3u);
  - .3 connect using an RJ-45 connector;
  - .4 be ONVIF compliant;

### **5.2 Power**

- .1 The camera must be a Type 1 powered device operating solely from Power over Ethernet (PoE) compliant with IEEE 802.3at Class 0, 1, 2, or 3.

### **5.3 Video Management System Compatibility**

- .1 The camera model must be identified as “Certified” or “Supported by Design” in the current Genetec Omnicast Supported Hardware camera list.



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0223  
Revision 4  
July 2015

**ELECTRONIC ENGINEERING STANDARD  
PAN/TILT/ZOOM NETWORK COLOUR DOME CAMERA  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

Acquisition of a camera for the identified purposes that is not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronic Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original
1	Paragraph 7.12 Paragraph 7.21	Optical zoom increased to 30x Added electronic image stabilization
2	All	Reformat and indoor/outdoor standard merge
3	Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.2.2.3	Changed humidity to non-condensing 20%-90%
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity
4	2.1/3.3.1	Change IEC EN 61000-4-3, Radiated RF immunity to IEC EN 55024, Immunity characteristics
	3.2.1.11	Removed smoked dome
	5.2.1	Added operate from external 24VAC power source

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
AGC	Automatic Gain Control
CSC	Correctional Service Canada
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
MJPEG	Motion Joint Photographic Experts Group
MTBF	Mean Time Between Failures
ONVIF	Open Network Video Interface Forum
PoE	Power over Ethernet
PTZ	Pan Tilt Zoom
TCP/IP	Transmission Control Protocol/Internet Protocol

## **1 INTRODUCTION**

### **1.1 Overview**

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for a pan, tilt, zoom (PTZ), network capable, dome camera for use at federal correctional institutions. PTZ cameras are deployed to allow detailed examination of areas typically covered by fixed cameras or areas without regular evidentiary coverage.

### **1.2 Purpose**

- .1 The cameras are deployed primarily for observation use. Given they may be pointed anywhere, they are not assumed to be evidentiary coverage.
- .2 These cameras are for deployment for all outdoor PTZ camera locations.
- .3 These cameras are for deployment for all indoor PTZ camera locations.



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## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

- .1 Access to non-government specifications is the responsibility of the contractor.
- IEC EN55024 – International Electrotechnical Commission Information technology equipment – Immunity characteristics – Limits and methods of measurement
- IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety
- IEC EN62262 – International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at – IEEE Standard for Information technology – Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T

### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The camera case and dome must:
  - .1 measure a base diameter less than 250mm;
  - .2 measure from base to top of dome of less than 400mm excluding any mount;
  - .3 weigh less than 5kg excluding mounting hardware;

#### **3.2 Environment**

- .1 The camera case and dome must:
  - .1 meet or exceed IEC EN60529 IP66 dust and water resistance when mounted;
  - .2 if deployed within 5 metres of inmates, meet or exceed IEC EN62262 IK10 impact resistance;
  - .3 if surface mount, have threaded openings for conduits;
  - .4 if pendant mount, have all cables enter through the attachment pipe;
  - .5 if pendant mount, have no other openings in the enclosure excluding the dome assembly;
  - .6 have a threaded plug to seal all unused openings;
  - .7 have set-screws to secure all conduit and plugs from inside the dome;
  - .8 have tamper resistant heads on all externally accessible screws;
  - .9 have a permanently affixed label on the interior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .10 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
- .2 The camera must:
  - .1 be capable of continuous operation;
  - .2 start and operate from -40°C to 50°C;
  - .3 start and operate from 20% to 90% non-condensing humidity;

#### **3.3 Interference**

- .1 The camera must be certified compliant to IEC EN 55024, Immunity characteristics.

#### **3.4 Reliability**

- .1 The camera must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The camera must meet IEC 60950-1 or the CSA equivalent.

## 4 OPERATIONAL

### 4.1 Camera

- .1 The camera must retain its configuration over a power cycle.
- .2 The image sensor must:
  - .1 include automatic or remote back focus;
  - .2 have a minimum of 480,000 pixels (horizontal x vertical);
  - .3 have day (colour) and night (black and white) modes;
  - .4 automatic removable infrared cut filter for day/night transition;
  - .5 1.0 lux or less minimum illumination for day mode;
  - .6 0.1 lux or less minimum illumination for night mode;
  - .7 include Automatic Gain Control (AGC);
  - .8 include extended dynamic range processing;

### 4.2 Lens

- .1 The camera lens must:
  - .1 have a horizontal field of view optical zoom range including 3.5° to 50°;
  - .2 be integral to the camera assembly;

### 4.3 PTZ

- .1 The PTZ must:
  - .1 have a pan range of 360° continuous (endless);
  - .2 have a minimum tilt range of 180°;
  - .3 include automatic image inversion at 90° tilt;
  - .4 have a minimum pan and tilt speed of 0.1°/sec or slower;
  - .5 have a maximum pan and tilt speed of 100°/sec or faster;

### 4.4 Video

- .1 The video encoding must:
  - .1 support H.264 configurable I-frame frequency of at least 3 per second;
  - .2 support H.264 constant bit rate transmission mode;
  - .3 support H.264 frame rate transmission mode;
  - .4 support at least 3 levels of H.264 image quality;
  - .5 support at least 3 levels of MJPEG image quality;
- .2 The video output must:
  - .1 include an on-screen, programmable character generation overlay capability with a minimum of 8 visible characters;
  - .2 support at least two simultaneous H.264 video streams at 30 frames per second with at least 480,000 pixel resolution;
  - .3 support at least two simultaneous video streams, one H.264 and one MJPEG at 15 frames per second with at least 480,000 pixel resolution;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The camera must:
  - .1 interface over IPV4 TCP/IP;
  - .2 be able to operate on 100Base-TX (IEEE 802.3u);
  - .3 connect using an RJ-45 connector;
  - .4 be ONVIF compliant;

### **5.2 Power**

- .1 The camera must be a Type 1 or Type 2 powered device operating from Power over Ethernet (PoE) compliant with IEEE 802.3at Class 0, 1, 2, 3, or 4, or operating from an external 24VAC power source.

### **5.3 Video Management System Compatibility**

- .1 The camera model must be identified as “Certified” or “Supported by Design” in the Genetec Omnicast Supported Hardware camera list.



**CORRECTIONAL SERVICES CANADA  
FACILITIES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0227  
Revision 1  
2015 July

**ELECTRONIC ENGINEERING STANDARD  
COLOUR MONITOR  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

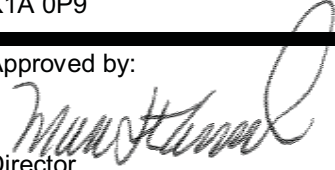
**AUTHORITY**

This Standard is approved by the Correctional Service Canada for the procurement and installation of this item in Canadian federal correctional institutions.

Recommended corrections, additions or deletions should be addressed to the Technical Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

  
Director,  
Electronics Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0		Original issue
1	All	Reorganized and cleaned to new format with connector , resolution, contrast, mounting, and angle of view added

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
HDMI	High Definition Multimedia Interface
IEC	International Electrotechnical Commission
VESA	Video Electronics Standard Association



## 1 INTRODUCTION

### 1.1 Overview

- .1 This standard defines the requirements of Correctional Service Canada for a colour monitor to be used as part of systems at federal correctional institutions. This standard deals only with display monitors and does not apply to any touch screen monitors.

### 1.2 Purpose

- .1 The most frequent use of the monitor is for the display of Closed Circuit Television video streams. The monitors are typically deployed as parts of control and observation systems located in:
  - .1 Main Control and Communications Post;
  - .2 Movement Control Posts;
  - .3 Living Unit Control Posts; and
  - .4 Visits and Correspondence Offices.

## 2 REFERENCES

### 2.1 Specifications and Standards

- IEC EN60950-1 – Information Technology Equipment Safety
- IEC EN55024:2010 – Information technology equipment – Immunity characteristics – Limits and methods of measurement
- VESA FDMI – Video Electronics Standards Association Flat Display Mounting Interface Standard
- HDMI v1.0 – High Definition Multimedia Interface
- DVI rev. 1.0 – Digital Video Interface

## 3 PHYSICAL

### 3.1 Dimensions

- .1 The monitor visible screen diagonal measurement will be specified in the Request for Proposal.
- .2 The monitor must have VESA FDMI compatible threaded inserts.
- .3 The monitor must have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;

### 3.2 Environment

- .1 The monitor must:
  - .1 be capable of continuous operation;
  - .2 start and operate from 5°C to 40°C;
  - .3 start and operate from 20% to 80% non-condensing humidity;

### 3.3 Interference

- .1 The monitor must be certified compliant to IEC EN55024, Immunity characteristics;

### 3.4 Reliability

- .1 The monitor must have a Mean Time Between Failures of at least 25,000 hours.

### 3.5 Safety

- .1 The monitor must meet IEC EN60950-1 or the Canadian Standards Association equivalent.

## **4 OPERATIONAL**

### **4.1 Monitor**

- .1 The monitor must:
  - .1 retain its configuration over a power cycle;
  - .2 have a minimum horizontal resolution of 1920 pixels;
  - .3 have a minimum vertical resolution of 1080 pixels;
  - .4 have an aspect ratio of 16:9 or 16:10;
  - .5 have a maximum black to white response time of 5ms;
  - .6 have a minimum static contrast ratio of 3000:1;
  - .7 have a minimum horizontal viewing angle of 178°;
  - .8 have a minimum vertical viewing angle of 178°; and
  - .9 use light emitting diode backlighting;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The monitor must:
  - .1 have a female DE-15 D-SUB video input receptacle (VGA connector); and
  - .2 have a Type A High Definition Multimedia Interface video input receptacle (HDMI connector) compatible with HDMI v1.0 or later;
  - .3 have a Digital Video Interface – Digital video input receptacle (DVI-D) compatible with DVI rev. 1.0 or later;

### **5.2 Power**

- .1 The monitor must be powered from 110 VAC nominal.

Correctional Service Canada  
Technical Services Branch  
Electronics Systems

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ES/STD-0228  
Revision 0  
13 October, 2004

ELECTRONICS ENGINEERING  
STANDARDS

NETWORK VIDEO USER STATION  
CLOSED CIRCUIT TELEVISION

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Prepared by:



Manager,  
Electronics Systems Research

Approved by:

Director,  
Engineering Services

  
7 Oct 04

# RECORD OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original issue.

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## 1.0 SCOPE

This standard defines the requirements of a Network Video User Station (NVUS) in Closed Circuit Television (CCTV) systems used by Correctional Service of Canada (CSC).

## 2.0 GENERAL

NVUSs are used in security surveillance and assessment applications in institutions. The NVUS provides control and monitoring of CCTV equipment in a client-to-server configuration. The system shall use common off-the-shelf operating systems and computers. The system shall require user login and passwords to view recorded and live video. User video access and priorities are defined in the system configuration. The system shall be capable of having a minimum of 32 NVUS stations logged into the system.

## 3.0 ENVIRONMENTAL CONDITIONS

The system shall meet all operational requirements over the following operating range:

- 3.1 Temperature: 5° C to 40° C; and
- 3.2 Humidity: 20 to 80% relative, non-condensing.

## 4.0 POWER REQUIREMENTS

The equipment shall use standard commercial VAC power within the following range:

- 4.1 Voltage: 120 VAC  $\pm 10\%$ ;
- 4.2 Frequency: 60 Hz  $\pm 1.5\%$ ; and
- 4.3 Power: power consumption shall not exceed 400 watts.

## 5.0 MECHANICAL REQUIREMENTS

The dimensions and weight shall not exceed the following:

- 5.1 Width: 450 mm;
- 5.2 Height: 200 mm;
- 5.3 Depth: 450 mm; and

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5.4 Weight: 30 kg.

## 6.0 DESIGN REQUIREMENTS

- 6.1 The unit must be self contained and the NVUS computer must fit in a standard 19" rack.
- 6.2 The control functions must be usable with either a mouse or LCD touch screen.
- 6.3 Memory Backup shall protect timer settings in the event of power failure.
- 6.4 All test points on the NVMS computer shall be clearly labelled and easily accessible for calibration and maintenance.
- 6.5 All equipment shall be modular with plug-in circuit cards and assemblies.
- 6.6 The design Mean Time Between Failure (MTBF) shall be at least 10,000 hours.
- 6.7 Emergency repair or parts and labour for defective NVMSs shall be available within 24 hours after notification of equipment unserviceability to any authorized dealer service centres across Canada.

## 7.0 TECHNICAL REQUIREMENTS

The NVUS shall meet the following requirements:

- 7.1 Video Format: NTSC (colour and black/white);
- 7.2 Video Frame Rate: 30 frames/second/channel (max);
- 7.3 Video Freeze: yes
- 7.4 Video Output: SVGA;
- 7.5 Audio: Synchronized with video input;
- 7.6 Interface: 100Base-T/10Base-T (auto fallback); and
- 7.7 Protocol: Internet Interface Protocol.

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## 8.0 FUNCTIONAL REQUIREMENTS

The NVUS shall interface to the network and provide access and control of all CCTV surveillance and assessment systems as follows:

### 8.1 General

- a. User login shall be through password protection that limits the user to specific cameras, both live and recorded.
- b. The Graphic User Interface (GUI) shall provide mapping functions to display camera locations. Cameras can be selected by camera number, or by dragging and dropping to a display.
- c. Alarms shall be able to be displayed on the map or through a text message.
- d. The system shall log all user operations.

### 8.2 Viewing

- a. Ability to have live and recorded viewing of a minimum of 16 cameras.
- b. Full control of all Pan/Tilt/Zoom (P/T/Z) cameras through user login of access rights to predefined cameras. Minimum of 16 priority levels to access cameras.
- c. Ability to set up guard tour and multiple camera sequences.
- d. Ability to display video in single, quad or step format.
- e. Full duplex audio capability. The GUI application provides the ability to control talk paths and listen to audio inputs at camera locations.
- f. Any live or recorded camera in the system shall be accessible through the single GUI interface without the need to change screens or applications.

### 8.3 Recording

- a. Ability to set record mode to automatically start recording on any appropriate alarm input, for example, a signal from the Fence Detection System.
- b. Ability to set record mode to stop when it receives any reset signal (one input per video input);
- c. Ability to manual initiate record mode.

- d. Ability to initiate record mode on motion.
- e. Ability to initiate record mode based on time.
- f. Ability to be configured to stop recording when the hard drive is full, or configured to overwrite the oldest files.
- g. Provide an open or closed contact when the NVUS stops recording for any reason.

#### 8.4 **Playback**

- a. Ability to control playback speed.
- b. Ability to have multiple view playback.
- c. Ability to export single images and video sequences.
- d. Ability to search for motion in continuous recordings.
- e. Ability to search video sequences based on either date, time or motion.

#### 8.5 **System**

- a. Capable of triplex operation: record, search and playback simultaneously.
- b. Placing the unit into either the Search or Playback mode shall not interrupt any recording in process.
- c. Searching and viewing of stored images, and reconfiguration of system parameters shall be available via a TCP/IP connection through a LAN. Any remote access software required shall be provided for installation on a standard Windows based computer; and
- d. Transfer viewing software automatically to the CD when downloading audio and video for archive purposes. It should be possible to review the archived audio and video from any CSC PC with Windows XP without additional software.
- e. Should indicate Power on/off; Hard Drive Full Alarm; Time/Date; and Recording; on the operator console;
- f. Should have controls for Power on/off; Record; Play/Stop; Forward/Reverse Field Advance; Time, Date and Recording Mode on the operator console;
- g. Control signals available on the back of the NVUS shall include Automatic Alarm Input; and Manual Alarm Input;



- 
- h. System messages must be contained in a log file available for downloading or printing.
  - i. Multiple users shall be able to share common resources, with individual users being assigned different system access capability with password protection.

## **9.0 INTERFERENCE**

The NVUS performance and video quality shall not be affected by the presence or use of standard CSC electronic equipment. The units shall work at the following distance limits:

- 9.1 CB transceivers at 1 metre or more;
- 9.2 VHF or UHF transceivers (25W) at 1 metre or more;
- 9.3 Other radio frequency transmitting, receiving and distribution equipment at 5 metres or more; and
- 9.4 Personal computers and/or computer work stations at 5 metres or more.

The NVUS shall not interfere with any standard electronic equipment used at the institutions.

## **10.0 SAFETY**

- 10.1 The NVUS must be CSA, UL, ULC or CE approved, as required by law.

**- END OF TEXT -**



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0232  
Revision 2  
February 2014

**ELECTRONIC ENGINEERING STANDARD  
FIXED NETWORK COLOUR DOME CAMERA  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

Acquisition of a camera for the identified purposes that is not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronic Security Systems

---

### TABLE OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original
1	All	New structure and change to merge indoor and outdoor.
2	Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.2.2.3	Changed humidity to non-condensing 20%-90%
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
AGC	Automatic Gain Control
CSC	Correctional Service Canada
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
MJPEG	Motion Joint Photographic Experts Group
MTBF	Mean Time Between Failures
ONVIF	Open Network Video Interface Forum
PoE	Power over Ethernet
TCP/IP	Transmission Control Protocol/Internet Protocol

## 1 INTRODUCTION

### 1.1 Overview

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for a fixed focus, network capable, dome camera for use at federal correctional institutions.

### 1.2 Purpose

- .1 The cameras are deployed for both observation and evidentiary use.
- .2 These cameras are for deployment for all outdoor fixed camera locations **except**:
  - .1 facility perimeter;
- .3 These cameras are for deployment for all indoor fixed camera locations **except**:
  - .1 observation cells;
  - .2 principal entrance panoramic;

## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

- .1 Access to non-government specifications is the responsibility of the contractor.
- IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety
- IEC EN 61000-4-3 – International Electrotechnical Commission Radiated RF immunity
- IEC EN62262 – International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at – IEEE Standard for Information technology – Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T

### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The camera case and dome must:
  - .1 measure a base diameter less than 200mm;
  - .2 measure from base to top of dome of less than 175mm excluding any mount;
  - .3 weigh less than 2.5kg;

#### **3.2 Environment**

- .1 The camera case and dome must:
  - .1 meet or exceed IEC EN60529 IP66 dust and water resistance when mounted;
  - .2 meet or exceed IEC EN62262 IK10 impact resistance;
  - .3 have threaded openings for conduits;
  - .4 have a threaded plug to seal all unused openings;
  - .5 have set-screws to secure all conduit and plugs from inside the dome;
  - .6 have tamper resistant heads on all externally accessible screws;
  - .7 have a permanently affixed label on the interior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .8 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
- .2 The camera must:
  - .1 be capable of continuous operation;
  - .2 start and operate from -40°C to 50°C;
  - .3 start and operate from 20% to 90% non-condensing humidity;

#### **3.3 Interference**

- .1 The camera must be certified compliant to IEC EN 61000-4-3, Radiated RF immunity

#### **3.4 Reliability**

- .1 The camera must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The camera must meet IEC 60950-1 or the CSA equivalent.



## **4 OPERATIONAL**

### **4.1 Camera**

- .1 The camera must retain its configuration over a power cycle.
- .2 The image sensor must:
  - .1 include automatic or remote back focus;
  - .2 have a minimum of 480,000 pixels (horizontal x vertical);
  - .3 have day (colour) and night (black and white) modes;
  - .4 automatic removable infrared cut filter for day/night transition;
  - .5 have 0.5 lux or less minimum illumination for day mode;
  - .6 have 0.1 lux or less minimum illumination for night mode;
  - .7 include Automatic Gain Control (AGC);
  - .8 include extended dynamic range processing;

### **4.2 Lens**

- .1 The camera lens must:
  - .1 have a 35° to 80° or greater horizontal angular view varifocal lens
  - .2 be approved by the manufacturer of the camera for that camera;

### **4.3 Video**

- .1 The video encoding must:
  - .1 support H.264 configurable I-frame frequency of at least 3 per second;
  - .2 support H.264 constant bit rate transmission mode;
  - .3 support H.264 frame rate transmission mode;
  - .4 support at least 3 levels of H.264 image quality;
  - .5 support at least 3 levels of MJPEG image quality;
- .2 The video output must:
  - .1 include an on-screen, programmable character generation overlay capability with a minimum of 8 visible characters;
  - .2 support at least two simultaneous H.264 video streams at 30 frames per second with at least 480,000 pixel resolution;
  - .3 support at least two simultaneous video streams, one H.264 and one MJPEG at 15 frames per second with at least 480,000 pixel resolution;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The camera must:
  - .1 interface over IPV4 TCP/IP;
  - .2 be able to operate on 100Base-TX (IEEE 802.3u);
  - .3 connect using an RJ-45 connector;
  - .4 be ONVIF compliant;

### **5.2 Power**

- .1 The camera must be a Type 1 powered device operating solely from Power over Ethernet (PoE) compliant with IEEE 802.3at Class 0, 1, 2, or 3.

### **5.3 Video Management System Compatibility**

- .1 The camera model must be identified as “Certified” or “Supported by Design” in the Genetec Omnicast Supported Hardware camera list.



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0233  
Revision 2  
February 2014

**ELECTRONIC ENGINEERING STANDARD  
INDOOR NO-GRIP CORNER MOUNT NETWORK COLOUR CAMERA  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

This Standard is approved by the Correctional Service Canada for the procurement and installation of this item in Canadian federal correctional institutions.

Acquisition of a camera for the identified purposes that is not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronic Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original
1	All	New document structure and addition of TCP/IP and PoE interfaces.
2	Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.2.2.3	Changed humidity to non-condensing 20%-90%
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity

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MJPEG	Motion Joint Photographic Experts Group
MTBF	Mean Time Between Failures
ONVIF	Open Network Video Interface Forum
PoE	Power over Ethernet
TCP/IP	Transmission Control Protocol/Internet Protocol

## **1 INTRODUCTION**

### **1.1 Overview**

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for an indoor, fixed focus, network capable, corner mounted, no-grip camera for use at federal correctional institutions.

### **1.2 Purpose**

- .1 The cameras are deployed for both observation and evidentiary use.
- .2 These cameras are for deployment only in:
  - .1 observation cells;

## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

- .1 Access to non-government specifications is the responsibility of the contractor.
- IEC EN60529\*International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1\*International Electrotechnical Commission Information technology equipment – Safety
- IEC EN 61000-4-3 – International Electrotechnical Commission Radiated RF immunity
- IEC EN62262\*International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at\*IEEE Standard for Information technology – Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u\*IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T



### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The camera case must:
  - .1 measure less than 300mm in all dimensions;
  - .2 weigh less than 2.5kg;

#### **3.2 Environment**

- .1 The camera case must:
  - .1 meet or exceed IEC EN60529 IP65 dust and water resistance when mounted;
  - .2 meet or exceed IEC EN62262 IK10 impact resistance;
  - .3 have tamper resistant heads on all externally accessible screws;
  - .4 be grip-less and anchor-free;
  - .5 have a permanently affixed label on the interior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .6 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
- .2 The camera must:
  - .1 be capable of continuous operation;
  - .2 start and operate from 0°C to 50°C;
  - .3 start and operate from 20% to 90% non-condensing humidity;

#### **3.3 Interference**

- .1 The camera must be certified compliant to IEC EN 61000-4-3, Radiated RF immunity

#### **3.4 Reliability**

- .1 The camera must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The camera must meet IEC 60950-1 or the CSA equivalent.

## **4 OPERATIONAL**

### **4.1 Camera**

- .1 The camera must retain its configuration over a power cycle.
- .2 The image sensor must:
  - .1 include automatic or remote back focus;
  - .2 have a minimum of 480,000 pixels (horizontal x vertical);
  - .3 have day (colour) and night (black and white) modes;
  - .4 automatic removable infrared cut filter for day/night transition;
  - .5 have 0.5 lux or less minimum illumination for day mode;
  - .6 have 0 lux minimum illumination for night mode;
  - .7 if required for night mode, use invisible illumination (typically infra-red LEDs);
  - .8 include Automatic Gain Control (AGC);

### **4.2 Lens**

- .1 The camera lens must:
  - .1 provide a view of the entire floor and all four walls of a room at least 3.5m x 3.5m including the walls to which it is attached from the mounting height to the floor;
  - .2 be approved by the manufacturer of the camera for that camera;

### **4.3 Camera Case**

- .1 The camera case must:
  - .1 have a programmatically controlled visible LED indicator to show when the video feed is being observed;

### **4.4 Video**

- .1 The video encoding must:
  - .1 support H.264 configurable I-frame frequency of at least 3 per second;
  - .2 support H.264 constant bit rate transmission mode;
  - .3 support H.264 frame rate transmission mode;
  - .4 support at least 3 levels of H.264 image quality;
  - .5 support at least 3 levels of MJPEG image quality;
- .2 The video output must:
  - .1 include an on-screen, programmable character generation overlay capability with a minimum of 8 visible characters;
  - .2 support at least two simultaneous H.264 video streams at 30 frames per second with at least 480,000 pixel resolution;
  - .3 support at least two simultaneous video streams, one H.264 and one MJPEG at 15 frames per second with at least 480,000 pixel resolution;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The camera must:
  - .1 interface over IPV4 TCP/IP;
  - .2 be able to operate on 100Base-TX (IEEE 802.3u);
  - .3 connect using an RJ-45 connector;
  - .4 be ONVIF compliant;

### **5.2 Power**

- .1 The camera must be a Type 1 powered device operating solely from Power over Ethernet (PoE) compliant with IEEE 802.3at Class 0, 1, 2, or 3.

### **5.3 Video Management System Compatibility**

- .1 The camera model must be identified as “Certified” or “Supported by Design” in the Genetec Omnicast Supported Hardware camera list.



**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**



ES/STD-0235  
Revision 3  
February 2014

**ELECTRONIC ENGINEERING STANDARD  
INDOOR PANORAMIC NETWORK COLOUR CAMERA  
FOR USE IN FEDERAL CORRECTIONAL INSTITUTIONS**

**AUTHORITY**

Acquisition of a camera for the identified purposes that is not in compliance with this standard must be approved by the Design Authority.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

Approved by:

Director,  
Electronic Security Systems

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original issue
1	7.4	Frame rate increase
2	All	New format and change to cover indoor and outdoor
3	Definitions	Removed
	2.1	Added reference IEC EN 61000-4-3, Radiated RF immunity
	3.2.2.3	Changed humidity to non-condensing 20%-90%
	3.3.1	Interference now uses IEC EN 61000-4-3, Radiated RF immunity

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
AGC	Automatic Gain Control
CSC	Correctional Service Canada
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
MJPEG	Motion Joint Photographic Experts Group
MTBF	Mean Time Between Failures
ONVIF	Open Network Video Interface Forum
PoE	Power over Ethernet
TCP/IP	Transmission Control Protocol/Internet Protocol

## **1 INTRODUCTION**

### **1.1 Overview**

- .1 This standard defines the requirements of Correctional Service Canada (CSC) for a panoramic, network capable, camera for use at federal correctional institutions.

### **1.2 Purpose**

- .1 The cameras are deployed for both observation and evidentiary use.
- .2 These cameras are for deployment at:
  - .1 principal entrance;



## 2 REFERENCES

### 2.1 Specifications, Standards, and Statements of Work

- .1 Access to non-government specifications is the responsibility of the contractor.
- IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures (IP Code)
- IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety
- IEC EN 61000-4-3 – International Electrotechnical Commission Radiated RF immunity
- IEC EN62262 – International Electrotechnical Commission Degrees of protection provided by enclosures for electrical equipment against external mechanical impacts
- IEEE 802.3at – IEEE Standard for Information technology – Telecommunications and information exchange between systems – Local and metropolitan area networks – Specific requirements Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Amendment 3: Data Terminal Equipment (DTE) Power via the Media Dependent Interface (MDI) Enhancements
- IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T

### **3 PHYSICAL**

#### **3.1 Dimensions**

- .1 The camera case and dome must:
  - .1 measure a base diameter less than 200mm;
  - .2 measure from base to top of dome of less than 250mm excluding any mount;
  - .3 weigh less than 2.5kg;

#### **3.2 Environment**

- .1 The camera case and dome must:
  - .1 meet or exceed IEC EN60529 IP65 dust and water resistance when mounted;
  - .2 meet or exceed IEC EN62262 IK10 impact resistance;
  - .3 have threaded openings for conduits;
  - .4 have a threaded plug to seal all unused openings;
  - .5 have set-screws to secure all conduit and plugs from inside the dome;
  - .6 have tamper resistant heads on all externally accessible screws;
  - .7 have a permanently affixed label on the interior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
  - .8 have a permanently affixed label on the exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement;
- .2 The camera must:
  - .1 be capable of continuous operation;
  - .2 start and operate from 0°C to 50°C;
  - .3 start and operate from 20% to 90% non-condensing humidity;

#### **3.3 Interference**

- .1 The camera must be certified compliant to IEC EN 61000-4-3, Radiated RF immunity

#### **3.4 Reliability**

- .1 The camera must have an MTBF of at least 25,000 hours.

#### **3.5 Safety**

- .1 The camera must meet IEC 60950-1 or the CSA equivalent.

## 4 OPERATIONAL

### 4.1 Camera

- .1 The camera may use a single lens or a multi-lens/multi-camera configuration.
- .2 The camera must retain its configuration over a power cycle.
- .3 The image sensor must:
  - .1 include automatic or remote back focus;
  - .2 have a minimum of 1,000,000 pixels (horizontal x vertical, sum for multi-lens units);
  - .3 have day (colour) and night (black and white) modes;
  - .4 automatic removable infrared cut filter for day/night transition;
  - .5 have 0.5 lux or less minimum illumination for day mode;
  - .6 have 0.1 lux or less minimum illumination for night mode;
  - .7 include Automatic Gain Control (AGC);

### 4.2 Lens

- .1 The camera lens must:
  - .1 minimum angle of view 180°x160° (multi-lens combined);
  - .2 be approved by the manufacturer of the camera for that camera;

### 4.3 Video

- .1 The video encoding must:
  - .1 support H.264 configurable key frame frequency of at least 3 per second;
  - .2 support H.264 constant bit rate transmission mode;
  - .3 support H.264 frame rate transmission mode;
  - .4 support at least 3 levels of H.264 image quality;
  - .5 support at least 3 levels of MJPEG image quality;
- .2 The video output must:
  - .1 include an on-screen, programmable character generation overlay capability with a minimum of 8 visible characters;
  - .2 support at least two simultaneous H.264 video streams at 30 frames per second with at least 1,000,000 pixel resolution;
  - .3 support at least two simultaneous video streams, one H.264 and one MJPEG at 15 frames per second with at least 1,000,000 pixel resolution;
  - .4 support virtual pan/tilt/zoom;

## **5 INTERFACE**

### **5.1 Ports**

- .1 The camera must:
  - .1 interface over IPV4 TCP/IP;
  - .2 be able to operate on 100Base-TX (IEEE 802.3u);
  - .3 connect using an RJ-45 connector;
  - .4 be ONVIF compliant;

### **5.2 Power**

- .1 The camera must be a Type 1 powered device operating solely from Power over Ethernet (PoE) compliant with IEEE 802.3at Class 0, 1, 2, or 3.

### **5.3 Video Management System Compatibility**

- .1 The camera model must be identified as “Certified” or “Supported by Design” in the Genetec Omnicast Supported Hardware camera list.

**Correctional Service Canada  
Technical Services Branch  
Electronics Systems**

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**ES/SOW-0101  
Revision 3  
15 April 2004**

**ELECTRONICS ENGINEERING  
STATEMENT OF WORK  
  
PROCUREMENT & INSTALLATION OF  
ELECTRONIC SECURITY SYSTEMS**


**AUTHORITY**

This Statement of Work is approved by Correctional Service Canada for the procurement and installation of all telecommunications and electronic security systems, subsystems, and equipment in Canadian penal institutions.


Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address: Director, Engineering Services, Correctional Service of Canada, 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9

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**Prepared by:**

  
**Manager,  
Electronics Systems Research**

**Approved by:**

  
**Director,  
Engineering Services**  
15 Apr 04

### RECORD OF REVISIONS

Revision	Paragraph	Comment
3	10.1 – Manuals and Drawings	Added equipment operating software
	10.4 – Documentation Format	Added equipment operating software

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## ABBREVIATIONS

The following abbreviations are used in this specification:

ATP	Acceptance Test Plan
CM	Corrective Maintenance
COTS	Commercial-Off-The-Shelf
CSC	Correctional Service Canada
DA	Design Authority
DCR	Design Change Request
DES	Director, Engineering Services
DL	Deficiency List
FDR	Final Design Report
MRT	Mean Response Time
MTBF	Mean Time Between Failures
MTTR	Mean Time To Repair
PDR	Preliminary Design Report
PM	Preventative Maintenance
PW&GSC	Public Works & Government Services Canada
QA	Quality Assurance
RFP	Request For Proposal
SOW	Statement of Work
STR	Statement of Technical Requirement

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## DEFINITIONS

The following definitions are used in this specification:

Design Authority	Director, Engineering Services (DES) - Correctional Service Canada (CSC) is responsible for all technical aspects of the system design and implementation.
Contract Authority	Public Works and Government Services Canada (PW&GSC) is responsible for all contractual matters associated with the system design and implementation.
Contractor	The company selected as the successful bidder.
Project Officer	A CSC employee or a contracted person designated by DES to be responsible for the implementation of the project.
Off-the-shelf	Equipment currently on the market with available field reliability data, manuals, engineering drawings and parts price list.
Custom Equipment	Equipment designed and/or manufactured specifically for a specific contract.

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## 1.0 INTRODUCTION

This Statement of Work (SOW) defines the work and responsibilities for the design, procurement, installation, test and integration of all telecommunications and electronic security equipment in CSC Institutions.

The SOW provides guidelines, procedures and responsibilities to the contractor and/or the project officer for the implementation of all telecommunications and electronic security systems in CSC facilities.

All work performed shall adhere to this SOW, CSC Specifications, Standards and Statement of Technical Requirements (STRs).

### 1.1 Commercial-Off-The-Shelf Equipment

The contractor shall use commercial off-the-shelf (COTS) equipment and proven designs to the maximum extent possible. All new equipment shall meet the specified lifespan requirements. New equipment designs shall be restricted to unique interfaces and common control console.

### 1.2 Technical Acceptability

The Correctional Service Canada (CSC) operational environment is unique for its diversity of locations, climate exposures and the physical restrictive construction techniques of penal institutions. Maintaining national security, the safety of staff and offenders alike is CSC's commitment to the government and public. Electronic security systems operating in this unique environment shall maintain very high standards of dependability and reliability.

The CSC Engineering Services Division has established technical specifications and equipment standards for specific electronic security systems which are based on very specific and restrictive operational performance criteria as detailed in its Electronic Engineering Standard. Technical acceptability of these systems means that the equipment complies with the pertinent CSC specifications and standards.

The technical acceptance process shall involve system and subsystem evaluation in accordance with the applicable CSC specifications in one of CSC facilities or may be tested in a CSC facility to verify the effectiveness of the proposed technologies when subjected to the restrictive operational environment.

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CSC shall also verify in depth any of the system technical specifications called up. CSC may when it deems necessary, request the supplier to arrange for a full site demonstration. CSC may rely on manufacturer's test results for specific areas of the specification where an independent test facility has conducted the test, and the facility is deemed acceptable to CSC.

It is the supplier's responsibility to make new developments in products available to CSC for evaluation. Equipment qualification is an ongoing process and can be initiated at any time by a vendor. Any vendor can have access to the CSC specifications and standards. Any new development or products should be submitted to the CSC Engineering Services Division, Technical Authority in a suitable time frame prior to any tendering process to allow for an acceptable evaluation period. The evaluation period may take up to sixteen (16) months.

### 1.3 **Equipment Procurement**

Any ordering of equipment/material before the approval of the final design report will be undertaken at the contractor's own risk. The Design Authority may authorize the procurement of certain long lead items at, or shortly after the preliminary design review.

### 1.4 **Quantity of Equipment**

The quantity and location of the equipment required for CSC institutions will be contained in the specification identified in the STR.

## **2.0 APPLICABLE DOCUMENTS**

CSC Specifications, Standards and STRs are approved by the Director of Engineering Services (DES) for the procurement and installation of all telecommunications and electronic security systems in all CSC facilities. These documents promulgate DES policy and shall not be modified or changed without prior consultation and approval of the Director. The documents of the issue in effect will form part of the Request for Proposal (RFP) issued by the contract authority.

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**3.0 REQUIREMENTS**

**3.1 The contractor shall:**

- a. Design, procure or manufacture, install, test and document the installation of all electronic security and telecommunications systems in accordance with the CSC specifications, standards and STR;
- b. Provide the operator and maintenance training in accordance with the CSC requirements;
- c. Provide the maintenance support and spares in accordance with the CSC maintenance requirements;
- d. Provide quality assurance (QA) to ensure equipment performance and reliability are in accordance to CSC requirements;
- e. Provide warranty coverage to include spare parts provision and equipment repair;
- f. Provide a program schedule to show all major elements from a contract award to completion of the warranty period and shall include anticipated time of occurrence, interrelationships between events, and time scale; and
- g. Be responsible for the integration of the proposed system to any existing telecommunications and electronic security systems.
- h. Provide a lightning protection system for the installation of all electronic security systems/equipment in the CSC facilities. As a minimum, surge suppression type lightning arrestors shall be required for all power, communications and antenna cables/wires entering or leaving a building.

---

#### 4.0 **SYSTEM DEVELOPMENT**

The contractor shall design systems and equipment to meet all of the requirements stipulated in the applicable CSC specifications. The system design shall be modular and address the following criteria:

- a. ease of operation and maintenance;
- b. optimize and concentrate control functions and capabilities;
- c. enhance the security of the working environment, extend staff capabilities to observe and control; and
- d. minimize the number and types of display and control devices.

#### 4.1 **Preliminary Design**

The preliminary design baseline shall be established by the review and approval of the preliminary design report (PDR) by the Design Authority (DA) or his designate. Specifications, drawings and the approved PDR shall make up the preliminary design baseline.

The contractor shall prepare and submit two (2) copies of the PDR to the Design Authority and one (1) copy to the Contract Authority at least ten (10) days prior to the PDR meeting. The PDR shall consist of:

- a. performance specifications with functional block diagrams of the proposed system. The technical analysis and equipment performance data shall verify system requirements;
- b. preliminary equipment layouts including control consoles and racks;
- c. list of off-the-shelf equipment with part number, model number, manufacturer and the quantity of each item;
- d. list of custom designed equipment with model number and the quantity of each item;
- e. functional schematics for all custom designed equipment;
- f. conceptual drawings for all custom designed equipment;
- g. a proposed product assurance plan;
- h. a proposed maintenance plan;

- i. proposed sparing plan; and
- j. proposed training plan.

#### 4.2 Preliminary Design Review

The PDR meeting shall be convened by the contractor to review the PDR contents. The contractor shall provide the venue and all of the necessary facilities. The Design Authority will identify any portions of the PDR that are not acceptable to CSC.

#### 4.3 Final Design

The final design baseline shall be established by the review and approval of the Design Authority of the final design report (FDR). It establishes the start of change control in equipment design and performance. The FDR shall consist of:

- a. all elements of the preliminary design baseline;
- b. control console mockups, ergonomics considerations, etc., as necessary;
- c. drawings and operational descriptions for the custom designed equipment including interface specifications;
- d. Installation drawings and instructions; and
- e. availability model and analysis updates to reflect the final system design and hardware selection.

The FDR shall be prepared to good commercial practice. Two (2) copies shall be submitted to the Design Authority at least ten (10) working days before the FDR meeting.

#### 4.4 Final Design Review

The final design review meeting shall be convened to review the contents of the FDR. The contractor shall provide the venue and all of the necessary facilities. All of the contractor's staff responsible for the system/equipment engineering shall be available.

#### 4.5 Design Change Control

Design changes shall be in accordance with the following procedure:

- 4.5.1 **Type I.** Changes that affect cost, schedule, reliability, maintainability, or availability shall be submitted as a design change request (DCR).



---

Changes shall not be actioned until specifically directed in writing by the Design Authority through the Contract Authority.

- 4.5.2 **Type II.** Changes to correct a design error without affecting cost, schedule, reliability, maintainability, or availability shall not require a DCR.

Changes shall be reported to the Design Authority and the final design baseline shall be updated by the contractor. The Design Authority will review and acknowledge the change.

4.6 **Design Change Request (DCR)**

Type I changes shall be forwarded to the Design Authority through the Contract Authority on DCRs initiated by either the contractor or the Design Authority.

DCRs shall be reviewed and approved before implementation and shall include:

- a. specification requirement being effected;
- b. final design baseline element being changed;
- c. description of the design change;
- d. reason for the change;
- e. impact on cost, schedule, reliability, maintainability and availability; and
- f. trade-off recommendations.

4.7 **In-Plant Testing**

Details of in-plant tests are contained in the ES/SOW-0102, Statement of Work. In-plant tests shall be performed according to the Design Authority approved procedures.

Equipment with deficiencies as the result of the in-plant tests shall be subject to retest. The Design Authority reserves the right to add or modify tests.

---

**5.0 SYSTEM INSTALLATION**

The contractor shall be responsible for ensuring that sufficient site utilities are available. No work will be permitted at the site before the approval of the Design Authority. All installation activities shall be conducted in accordance with ES/SOW-0102, Statement of Work.

**5.1 Schedule**

The contractor shall provide a detailed work schedule for the installation activities. This schedule shall reflect the complete implementation plan by identifying the nature of the work to be performed and the area affected.

**5.2 On-Site Inspections**

Design Authority or an appointed CSC representative shall perform ongoing inspections of the contractor's activities. These inspections shall verify compliance with the project requirements, the quality of work performed and assess the contractor's progress in relation to the approved schedule. Installation deficiencies requiring corrective action will be brought immediately to the contractor's attention in writing.

**5.3 On-Site Coordination**

Design Authority shall be responsible for the appointment of an on-site CSC representative. This representative will handle all site related matters and will periodically inspect the installation.

When electronic system installations are part of a construction program or a major redevelopment that involves Public Works & Government Services of Canada, the electronic system installation contractor shall coordinate all activities with the relevant site manager and shall comply with this SOW.

**5.4 Facility Criteria**

The contractor shall provide the facility criteria data in the proposal. Details as to the power, cooling, space and/or other requirements relating to electronic security system installation at the site must be provided. Final facility criteria information must be provided as part of the FDR.

**5.5 Installation Design**

The system installation design and planning shall make maximum use of existing ducts, conduits, and other cable routing facilities. Where this is not possible, the contractor shall design and install facilities in a manner acceptable to the Design Authority.

**5.6 Subcontractor Supervision**

The contractor shall provide an on-site supervision of all subcontractors. The subcontractors shall abide by the regulations of this Statement of Work and the conditions in the contract.

**5.7 System Checkout**

Before conducting the formal on-site testing for the CSC acceptance, the contractor shall conduct and document a system checkout to assure the system readiness for formal testing and on-line operations. The test sheets used for the system checkout shall be signed by a company representative and provided to the Design Authority at least seven (7) days prior to the scheduled date of the Acceptance testing. The Design Authority will verify readiness through review of the checkout report. The report may be used as reference during the formal witnessed testing for acceptance.

**5.8 As-Built Drawings**

Thirty (30) days after the system installation acceptance, the contractor shall deliver a complete set of equipment and installation as-built drawings for Design Authority's review and approval. Within thirty (30) days after CSC approval, two (2) complete sets of revised drawings shall be delivered to the Design Authority.

The contractor shall update these drawings throughout the warranty period by the design control procedures. Within thirty (30) days of completion of the warranty period, the contractor shall deliver one (1) set of final revised drawings reflecting all changes to the Design Authority. Upon final CSC approval, the contractor shall deliver two (2) sets of original prints of the final drawings.

---

6.0 **SYSTEM ACCEPTANCE**

System acceptance shall occur when the acceptance testing has been completed according to the ES/SOW-0102, Statement of Work and when all of the other requirements of the contract have been completed to the satisfaction of the Design Authority. A final acceptance certificate signed by the Design Authority shall certify the system acceptance.

On-site system acceptance testing shall not begin until all of the on-site installation activities have been completed.

6.1 **Acceptance Test Plans (ATPs)**

The contractor shall provide ATPs for all system, subsystem and equipment tests for Design Authority review and approval. The requirements for the ATP are detailed in the ES/SOW-0102, Statement of Work.

6.2 **System Testing**

The contractor shall conduct the approved ATP and record the results. The Design Authority or an appointed CSC representative shall witness the tests.

6.3 **Deficiency Lists (DL)**

The contractor shall prepare and submit a list of deficiencies divided into three categories:

- a. Visual/Mechanical,
- b. Operational, and
- c. Technical/Functional.

6.4 **Technical Acceptance**

Upon verifying that all of the deficiencies have been corrected, the Design Authority shall issue a letter of Technical Acceptance.

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7.0 **QUALITY ASSURANCE (QA)**

The QA program shall include quality control and system tests/verification programs to verify that new design and off-the-shelf equipment requirements have been met. System tests/verification will be conducted by the contractor in-plant and on-site, and may be witnessed by the CSC representatives where appropriate. The system shall pass all tests before approval will be given to commence the operator and maintenance training programs and warranty period.

7.1 **Quality Control Program**

The contractor shall provide a description of their internal quality control programs for CSC review and approval. CSC reserves the right to audit and verify that all materials destined for use in CSC systems have been thoroughly inspected and that QA procedures are applied during production and testing.

7.2 **System Test Program**

The contractor shall prepare and provide the documents describing: number, type and details of equipment, subsystem and system tests for CSC review and approval. These documents must be approved before any formal testing and will consist of the following:

7.2.1 **System Test Plan.**

This plan shall contain the test philosophy, the tests to be conducted, the pass-fail criteria, the retest requirements, and the instructions for the validation and the sign-off of all final design baseline requirements.

Before witnessing these tests, the CSC representative will perform a visual and mechanical inspection to ensure that the system installation meets the requirements of ES/SOW-0102, Statement of Work.

7.2.2 **Test Procedures.** These procedures shall ensure that:

- a. all equipment supplied meets the performance specification;
- b. each subsystem meets the applicable performance requirements; and
- c. the overall system meets the performance requirements.
- d. test procedure contains the step sequence for each test to be conducted, and the expected results.

**7.2.3 Contractor Testing.**

All tests are conducted by the contractor and may be witnessed by an appointed CSC representative. Tests are conducted as stipulated in the approved plan and procedures. The contractor shall inform CSC at least five (5) working days before the test start date.

**7.2.4 Test Reports.**

The contractor shall submit final copies of the test results for CSC review and approval within ten (10) working days of the completion of the testing. Two copies of the report shall be submitted and shall include:

- a. a summary description of the tests;
- b. test results consisting of completed test procedures verified by a CSC representative;
- c. incident reports, including analysis and corrective action; and
- d. results of any retest.

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## 8.0 TRAINING

The contractor shall develop, document and conduct training for both the operational and the technical staff. The training shall be conducted on-site at the institution in the period designated by the schedule.

### 8.1 Classroom Training

Classroom lectures and demonstrations will be conducted on-site to train operations staff in the use and technical personnel in the maintenance of the systems.

### 8.2 Training Documentation

The contractor shall develop and deliver a complete training plan to the Design Authority for comments and approval. This plan must be submitted to CSC at least thirty (30) days in advance of the training date to allow for CSC review. As a minimum, the training material shall contain:

- a. training plans for CSC operations trainers and technical personnel;
- b. manuals for each student to add notes;
- c. training aids; and
- d. student materials.

Training material shall be provided in the language that is dominant at the site (French in Quebec). Sufficient copies of all student materials shall be provided by the contractor at the beginning of the training course to assure one copy for each student. CSC shall stipulate the number of staffs who are to be trained. Upon approval by the Design Authority, two (2) copies of all material shall be delivered to CSC.

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9.0 **MAINTENANCE and SPARES**

The contractor shall provide maintenance and spares support plans according to the ES/SOW-0102, Statement of Work for the Design Authority approval. These plans shall be submitted according to the schedule.

9.1 **Maintenance Plan**

The maintenance plan shall describe the philosophy, the Preventive Maintenance (PM) procedures and schedules, the Corrective Maintenance (CM) methods and response times, Mean-Time-To-Repair (MTTR) for all systems. The plan shall recommend tools, jigs and test equipment, and detail the recommended manning method for the system. Issue of the final maintenance support plan will be contingent on Design Authority approval.

9.2 **Spares Plan**

The spares plan shall list the required spares and recommended quantities. The quantity recommendations shall be supported by system availability and reliability analysis and available experience data. The bidder shall identify spare parts and components by their original manufacturer's code, cross-referenced to the equipment vendor's part number.

9.3 **Spares List**

The spares list shall identify the following:

- a. the spare parts and the subassemblies with the recommended quantities;
- b. the cross-reference listings between the vendors and the original manufacturer's codes;
- c. the unit and extended prices for stocking; and
- d. the expected life or the annual consumption of each part.

The contractor shall maintain the spares plan through to the end of the warranty period, and shall ensure that any changes because of approved design changes are incorporated in the spares list.

9.4 **Test Equipment**

The contractor shall provide a list of test equipment required for the on-site maintenance of the system within thirty (30) days from Design Authority's acceptance of the final design.



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## 10.0 **DOCUMENTATION**

All final documentation in hard-copy format shall be in a 3-ring binder with all foldout pages having reinforced ring holes.

### 10.1 **Manuals and Drawings**

The following items make up the final documentation requirements:

- a. Operator Manual,
- b. Maintenance Manual,
- c. Installation As-built Drawings,
- d. Equipment As-built Drawings, and
- e. Equipment Operating Software.

The contractor shall prepare and submit all manuals and drawings to the Design Authority for review and approval. The manuals and drawings will be approved when all changes have been satisfactorily incorporated. All drawings must be produced with AUTOCAD (latest available version)

### 10.2 **List of Equipment**

The contractor shall provide a list of equipment itemizing the location, quantity, model number, serial number and revision level of all installed equipment.

### 10.3 **Baseline Measurements**

The contractor shall provide a copy of the final test results. These results will be used as a reference baseline measurement for monitoring system degradation over time.

### 10.4 **Documentation Format**

All manuals, documentation including as-built drawings, lists of equipment and baseline measurements shall be submitted as per the following schedule:

- One (1) hard-copy version of all documentation.
- One (1) electronic version of all documentation in a 'read-only' format on a 3½ inch diskette medium; suitable for duplication without any special requirements.

- One (1) electronic version of all documentation in a full 'read-write' format to serve as a master of the documents and drawings.
- all software requirements to access the electronic versions of the documentation.
- One (1) CD containing the equipment operating software.

#### 10.5 **Operator Manuals**

The contractor shall provide CSC approved manuals to support the operation of the system in the format as outlined in section 10.4 of this specification. These manuals shall be prepared to the best commercial standards. Photo copies shall not be accepted. All hard-copy versions shall be on paper stock 8 1/2" x 11" and shall be presented in a 3-ring binder. The manuals shall comply with the following format and content requirements:

- a. title page;
- b. revision notice page, lined, with columns for revision numbers, dates and initials;
- c. table of contents;
- d. warnings and cautions;
- e. introduction - general information including a description of equipment or system and summary of capabilities;
- f. theory of operation including an explanation of all major system components;
- g. detailed description and use of all user accessible computer screens; and
- h. block diagrams.

A hard copy draft version of the manual(s) shall be submitted for CSC approval on or before the date given in the schedule. Upon acceptance and approval by the Design Authority, a total of two copies shall be provided for use during the warranty period. The contractor shall update these manuals through the warranty period and provide revision bulletins to record manufacturers' recommended modifications, etc. during the life of the equipment.

Within thirty (30) days of the warranty expiry date the contractor shall submit one (1) set of final, updated manuals for CSC approval. Following the final CSC approval, the required number of sets of operator manuals shall be delivered to the Design Authority in the format as specified in section 10.4 of this Statement of Work.

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## 10.6 Maintenance Manuals

The contractor shall provide CSC approved manuals to support the maintenance of the system in the format as outlined in section 10.4 of this specification. These manuals shall be prepared to the best commercial standards. Photo copies shall not be accepted. All hard-copy versions shall be on paper stock 8 1/2" x 11" and shall be presented in a 3-ring binder. The manuals shall comply with the following format and content requirements:

- a. title page;
- b. warranty page - explaining the warranty period and expiry dates;
- c. revision notice page, lined, with columns for revision numbers, dates and initials;
- d. table of contents;
- e. introduction - general information including a full description of equipment or system, technical summary, specifications and detailed block diagrams;
- f. theory of operation including a detailed explanation of all circuits and parts;
- g. alignment and test procedures;
- h. repair procedures including step by step fault finding or fault localizing;
- i. block diagrams;
- j. circuit schematics (clear, easy to read, foldout type);
- k. complete parts list;
- l. mechanical drawings, chassis layout illustrations and wiring data lists; and
- m. drawings including as-built and as-installed drawings.

A hard copy draft version of the manual(s) shall be submitted for CSC approval on or before the date given in the schedule. Upon acceptance and approval by the Design Authority, a total of two copies shall be provided for use during the warranty period. The contractor shall update these manuals through the warranty period and provide revision bulletins to record manufacturers' recommended modifications, etc. during the life of the equipment.

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Within thirty (30) days of the warranty expiry date the contractor shall submit one (1) set of final, updated manuals for CSC approval. Following the final CSC approval, the required number of sets of maintenance manuals shall be delivered to the Design Authority in the format as specified in section 10.4 of this Statement of Work.

## **11.0 PROJECT PROVISIONS**

### **11.1 Monthly Progress Reports**

The contractor shall submit monthly progress reports. These reports shall report the activities for the previous period. One (1) copy shall be delivered to the Design Authority and one (1) copy to the Contract Authority by the fifth (5th) day of each month. A review meeting may be required.

Monthly reports shall contain the following:

- a. summary of the month's activities;
- b. scheduled shortfalls and rescheduled dates;
- c. problem areas and proposed solutions;
- d. review of next month's activities;
- e. summary of meetings held during the month; and
- f. cash flow forecast.

### **11.2 Monthly Review Meetings**

Review meetings shall be held at the contractor's premises, Design Authority's office, Contract Authority's office, or the site depending on the need. The contractor shall make the design staff members available upon request by the Design Authority.

### **11.3 Maintenance Support**

During the training period, the contractor shall provide maintenance support. This support is expected to be not less than on-site coverage during the normal working day.

#### **11.4 Shipment and Delivery**

Contractor shall be responsible for the shipment and delivery of equipment and materials to the site. Packing, crating, and shipment of equipment shall be to good commercial practice, and any damage to, or loss of equipment shall be repaired or replaced to the satisfaction of CSC. The contractor must properly label all shipments to assure correct identification and disposition on arrival at the site, as specified in ES/SOW-0102, Statement of Work.

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## 12.0 **SYSTEM AVAILABILITY**

All elements of customed and off-the-shelf equipment shall be designed to operate in a highly reliable fashion, consistent with available technology, with a minimum of system downtime due to scheduled and unscheduled maintenance. System availability will be achieved when each of the included subsystems availabilities have been proved as required.

### 12.1 **Common Facilities**

Where units or subsystems are integrated into common facilities no single failure of a component, assembly subassembly, or subsystem shall result in the failure of any other subsystem; nor result in reduced capacity or quality of performance of other subsystems or parts of it.

### 12.2 **Single Point of Failure**

The system shall be designed such that no failure of a single component, unit, subassembly or subsystem will result in failure of the next higher hierarchical elements of that subsystem or the system.

### 12.3 **Availability Model**

The bidder's technical proposal shall include a complete model and analysis of the availability of each subsystem and of the complete system being offered. This analysis shall include both MTBF and MTTR calculations and shall treat the Mean-Response-Time (MRT) as zero. This availability analysis may be based on either:

- a. summation of failure rates of the individual components; or
- b. the bidder's documented experience with the same equipment operating in a similar physical environment.

In either case, the source of all failure-rate shall be clearly shown.

The contractor shall maintain the availability model and analysis up-to-date throughout the contract period. A statement of impact of the proposed change would have on the availability model and analysis shall be submitted with all Type I DCRs.

### 12.4 **Availability**

Availability is the probability that the system, or subsystem will meet operational performance requirements at all time. Time includes the operating time, the active repair time and the administrative and logistic time. To calculate this availability, the contractor must include all of the pertinent factors such as:

**12.4.1 Mean Time Between Failure (MTBF).**

The total operating time of the equipment divided by the total number of failures of that equipment.

**12.4.2 Mean Time To Repair (MTTR).**

The repair time divided by the number of failures.

**12.4.3 Mean Response Time (MRT).**

The time to respond to a call for service divided by the number of calls.

**12.5 Expected Life Duration**

This is the time during which the equipment is expected to provide useful service, without an unusual amount of service and without becoming obsolete.

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13.0 **INTERFERENCE**

13.1 **Interference to the System**

Performance of the system shall not be affected by the use of standard electronic equipment used at the institution. Distance limits of standard electronic equipment are as follows:

13.1.1 CB transceivers at 1 metre or more;

13.1.2 VHF and UHF transceivers at 1 metre or more;

13.1.3 Other radio frequency transmitting, receiving and re-distribution equipment at 5 metres or more; and

13.1.4 Personal computer and/or computer work stations at 5 metres or more.

13.2 **Interference by the System**

The system shall not interfere with any standard electronic equipment used at the institution, any commercial TV or radio equipment at a minimum distance of 5 metres, or any other electronic security systems at a distance of 1 metre or more.



#### 14.0 **LIGHTNING PROTECTION**

Surge suppression-type lightning arrestors shall be installed to protect all power, communications and antenna cables or wires entering or leaving a building.

These arrestors must be installed where the cable enters the building i.e. not in the CER or other equipment room.

Correctional Service Canada  
Technical Services Branch  
Electronics Systems

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ES/SOW-0102  
Revision 6  
1 May, 2008

ELECTRONICS ENGINEERING  
STATEMENT OF WORK

QUALITY CONTROL FOR  
PROCUREMENT AND INSTALLATIONS OF  
ELECTRONIC SECURITY SYSTEMS

AUTHORITY

This Statement of Work is approved by Correctional Service Canada for the procurement and installation of all telecommunications and electronic security systems, subsystems, and equipment in Canadian penal institutions.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address: Director, Engineering Services, Correctional Service Canada, 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9

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Prepared by:



Manager,  
Electronics Systems Research

Approved by:

Director,  
Engineering Services

  
18 Aug 08

## RECORD OF REVISIONS

Revision	Paragraph	Comment
3	5.1 - Design Considerations	Tabletop or wall mount power supplies/transformers
4	3.1.1 - Wiring/Cabling Methods	Wiring/cable access
	3.2.1 - AC Wiring	Power outlet strip
		Separate circuit breakers connected to opposite phases of the AC feed
	3.2.2 - AC Power Connections	Power connections via flexible armoured cable
5	Abbreviations	Additions
	1.4 – Manufactured Equipment	Approval of custom equipment
	1.5 – Commonality of Equipment	Add security screws
	3.1.1 – Wiring and cabling	Single conductor wire only on IDC connectors
		Identification of conductors
	3.1.2 – Cable/Wiring Labelling	Acceptable labelling
	3.2.1 – AC Wiring	Mounting of power strips
	3.3.4 - Labelling	Acceptable labelling of racks, boxes, etc.
	5.1 – Design Considerations	DIN rail power supplies preferred
6	2.1 – Environmental Conditions	Expand airborne containments
	2.6 – Finish Application	Change finish material definition
	2.2.2 - Plastic	Remove last sentence
	3.1.1 – Wiring/Cabling Methods	Change “Hydro Codes” to “Electrical Authority”
	3.3.2 - Enclosures	Add requirement to meet IP64

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## **ABBREVIATIONS**

The following abbreviations are used in this specification:

AC	Alternating Current
ATP	Acceptance Test Procedure
BER	Beyond economical repair (repair cost in excess of 60% of replacement cost)
CER	Common Equipment Room
COTS	Commercial -of-the-Shelf
CSC	Correctional Service Canada
CSA	Canadian Standards Association
DC	Direct Current
DA	Design Authority
DES	Director, Engineering Services
EIA	Electronic Industries Association
EMT	Electrical Metallic Tubing
IDC	Insulation Displacement Connector
ISO	International Standards Organization
PCB	Printed Circuit Board
PVC	Polyvinyl Chloride
QA	Quality Assurance
RFP	Request For Proposal
STR	Statement of Technical Requirements

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## DEFINITIONS

The following definitions are used in this specification:

Design Authority	Director, Engineering Services (DES), Correctional Service Canada (CSC) is responsible for all technical aspects of the system design and implementation.
Contract Authority	Public Works and Government Service Canada (PW&GSC) and/or the Materiel Management Division of CSC is responsible for all contractual matters associated with the system design and implementation.
Project Manager	A CSC employee and/or a contracted person designated by DES to be responsible for the implementation of the project.
Project Officer	A CSC employee and/or a contracted person designated by DES to provide technical and/or engineering services in support of the project.
Contractor	The company selected as the successful bidder.
Off-the-shelf	Equipment which is commercially, complete with field reliability data, manuals, engineering drawings and parts price list.
Custom Equipment	Equipment designed and/or manufactured specifically for a specific contract.

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### **APPLICABLE DOCUMENTS**

The following documents of the issue in effect on the date of the Request For Proposal (RFP) shall form a part of the specification to the extent specified herein.

CSA STANDARD C22.1-1986 Canadian Electrical Code - Part 1 Safety Standard for Electrical Installations

EIA STANDARD EIA-310-D Racks, Panels and Associated Equipment

CSA STANDARD C22.2 Canadian Electrical Code - Part II

EIA RS-406/IPC-C--405A Connectors, Electric, Printed Wiring Boards

Any other applicable industrial safety and control standards governing specific aspects for equipment and/or installations.



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**1.0 INTRODUCTION**

**1.1 General**

This document defines the quality control requirements for the design, installation, testing and acceptance of telecommunications and electronic security systems in all Correctional Service Canada (CSC) facilities.

**1.2 Scope**

This specification has been developed to ensure high standards for the installation of electronic systems. It defines workmanship standards which may not be fully covered in subsidiary specifications. All contractor's documentation and installation procedures shall meet this specification for equipment reliability, maintainability, longevity, appearance and operational use.

**1.3 Off-The-Shelf Equipment**

The contractor shall provide commercial off-the-shelf (COTS) equipment wherever possible. COTS equipment shall meet or exceed the manufacturing standards as listed in this specification.

**1.4 Manufactured Equipment**

Where COTS equipment is unavailable or unsuitable for a specific application, the contractor may manufacture or arrange for the manufacturing of a particular item to suit the requirements. Manufactured equipment shall meet or exceed the best commercial equipment manufacturing standards. Approval of the final design, appearance and ergonomics of all custom manufactured equipment shall rest with the DES, Project Manager or CSC delegate.

**1.5 Commonality of Equipment**

The contractor shall provide commonality of hardware components within the design parameters ie. switch locks, racks, panels, security screws, etc. All equipment, if appropriate shall be interchangeable.

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## 2.0 MATERIAL AND EQUIPMENT REQUIREMENTS

### 2.1 Environmental Conditions

All materials and equipment which is used in CSC installations shall be equal to, or better than the standards established in the original equipment and shall be chosen with due consideration being given to the intended use, safety, retention of appearance, maintainability and durability under rugged operating conditions. These materials shall be suitable to perform over the following environmental ranges:

#### a. Indoor Equipment

Temperature: 0° C to 40° C; and  
Humidity: 20% to 95% non-condensing.

#### b. Outdoor Equipment

Temperature: -40° C to +50° C; and  
Humidity: 0 to 100%, condensing.

Outdoor equipment shall operate reliably and not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location.

Complete assemblies of indoor equipment shall be resistant to liquid spills, airborne contaminants (dust, pollen and water droplets), shock and vibration.

### 2.2 Materials

#### 2.2.1 Metals

Metals used shall be either corrosion resistant or be suitably treated to resist corrosion in all potential atmospheric conditions, including tear gas, to which the installation may be subjected.

For the connection of copper to a cadmium or galvanized surface, effective "wiping" of the copper surface shall be considered satisfactory protection.

No cut galvanized fitting shall be used without protection equal to or greater than the original galvanized surface. All parts shall be free from burrs and sharp edges.

Metal which has been cut, scraped, or drilled shall be properly treated (primed and painted) to retain a uniform appearance.

---

**2.2.2 Plastic**

Plastic materials must be stable and shall retain their original shape and finish over the range of operating environmental conditions specified in 2.1

No material shall be used that softens or hardens within the storage environment in a way which is detrimental to its suitability as replacement parts for existing equipment.

Metal screws shall not be threaded into plastic materials.

**2.2.3 Natural Rubber**

The use of natural rubber is prohibited.

**2.2.4 Wood**

The use of wood or wood products is not acceptable.

**2.3 Toxic Materials**

Materials capable of producing harmful toxic effects under any operating condition, equipment malfunction, or accidental cause shall not be used.

**2.4 Flammable Materials**

Materials, used either for electrical insulation or mechanical purposes which are combustible or capable of causing an explosion, shall not be used.

**2.5 Fungus and Insect Supporting Materials**

Materials capable of providing a nutrient medium for fungus or insects shall not be used.

**2.6 Finish Application**

Finish shall be applied to all surfaces where consideration of appearance and protection against corrosion, toxicity, and other deterioration exists.

Application of finish shall not impair equipment performance, and will maintain uniformity in outward appearance.

Finish materials must be scratch resistant, not react to normal cleaning products and applied so as to last at least ten years.

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### 3.0 **INSTALLATION REQUIREMENTS**

#### 3.1 **Wiring and Cabling**

Prior to the installation, all wires and cables shall be tested in accordance with the manufacturer's instructions and shall meet all performance parameters.

Wire and cable harnesses shall be neatly formed and clamped in position. If brackets, forms or clamps are required, these shall be the responsibility of the contractor.

All wires and cables shall be stranded. Single conductor type wires are not acceptable except when such cables are specified to terminate on an IDC type connector. This does not apply to coaxial cables with single centre conductors.

Electrical tape, masking tape, or its equivalent shall not be used on wires, cables or any installed equipment.

##### 3.1.1 **Wiring/Cabling Methods**

Three (3) or more individual wires or cables which are located in one(1) cable run shall be formed into a cable harness, properly dressed, supported and securely tied with flat lacing twine or equivalent.

Wires and cables which are installed by the contractor external to consoles, equipment racks, pull boxes and junction boxes shall be contained in securely mounted conduit or cable tray systems.

Plastic PVC conduits may be used in underground installations unless otherwise specified at time of bidder's conference.

A rigid steel conduit shall be used in indoor, security sensitive areas and outdoor above-ground applications.

Signal and 120 VAC power wiring shall not be run in the same conduit, cable tray, or raceway; and shall be separated in accordance with the local Electrical Authority.

Wire splicing in cable runs shall not be permitted. All cable runs shall be continuous. If continuous cable runs are not possible, terminal block configurations are acceptable provided they are approved by the Design Authority.

Cross-connects installed on BIX. or similar blocks, must not pass across the face of the block, but must be carried around the block, so as not to impede access to the connections.

BIX, or similar, blocks are to be used for solid wire only. Stranded wires are not to be directly terminated on BIX, or other IDC terminations.

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Wires in multi-conductor cables which terminate on connectors, and which are not being used, must be twisted around the cable in a neat fashion. They are not to be cut off.

Wires in multi-conductor cables which terminate on BIX or similar IDC connector blocks, and which are not being used, must be punched down on the block. They are not to be cut off.

All conductors on IDC and any other type of terminal block will be identified with a cable marker and cross referenced in the as-built drawings.

Rectangular slots shall be cut in the computer floor, underneath any cabinets, racks, and consoles, for the running of cables. These slots must constitute at least 1/2 of the available floor area. Sharp edges on the computer floor shall be supplied with suitable protection to eliminate possible nicks, tears or wear in cable insulation sheaths. Individually drilled holes for the purpose of carrying cables from the under floor to the inside of the cabinet, rack or enclosure are not permitted.

### 3.1.2 Cable/Wiring Labelling

The contractor shall label all cables and cable runs. The labelling method shall be logical and conform to industry standards.

All cables shall be identified with commercially produced or machine printed alpha numeric labels protected by clear heat shrink tubing. Hand printed labels are not acceptable.

All wiring shall be identified at both ends of the wire. The coding shall enable a technician to identify the wire or cable without referring to manual tracing methods, test equipment or as-built drawings.

Cable identification labels shall be attached as follows:

- a. within 30 cm of the termination for both ends.
- b. in the middle of any access point, i.e. pull box, wall shaft opening, cable tray, etc.

All individual wires shall be labelled according to a cable numbering system or wire function plan, which is acceptable to the Design Authority.

All terminal strips shall be identified with its own unique terminal number and function.

### 3.1.3 Exterior Cabling

Where a cable enters or exits an exterior box, chassis, or conduit, the cable entrance shall be completely sealed to prevent an influx of water. A drip loop shall be formed in the cable to assist in maintaining this weather tight seal.

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Conduit bushings shall be used on all conduit entrances/exits.

Sharp edges on metal boxes or chassis enclosures shall be supplied with suitable protection to eliminate possible nicks, tears or wear in cable insulation sheaths.

#### 3.1.4 **Slack**

Wires and cables shall be as short as practical, with sufficient slack to:

- a. allow a minimum of three (3) reconnects due to wire breakage;
- b. prevent undue stress on cable forms, wires, terminals and connections;
- c. enable parts to be removed and replaced during servicing without disconnecting adjoining wires or circuits;
- d. facilitate movement of equipment for maintenance purposes; and
- e. provide drip loops in exterior cabling.

Slack shall be provided in junction boxes where space permits. Slack shall not exceed one single loop of cable forming the circumference of the junction box.

Slack shall be provided below equipment racks and shall be neatly coiled below the access flooring. The length of slack shall be equal to the height of the associated equipment rack. Units in drawers and slide out racks shall be provided with sufficient slack to permit removing the units without severing connections.

All cross connection wiring shall be neat and tidy, properly bundled, and tied. This procedure shall allow sufficient slack for tracing of individual wires via manual methods.

Parts mounted on a hinged door shall be wired by means of a single cable, and arranged to flex without being damaged by the opening and closing of a door. If physical separation between wires is essential so as to make a single cable impractical, more than one flexible cable may be utilized.

#### 3.1.5 **Terminations**

All terminations relying on friction for electrical and mechanical connection shall be tested in accordance with the manufacturer's instructions and shall meet the performance requirements detailed therein.

Terminal fanning strips shall be used where a number of wires are contained in a harness, shall be used unless a multi-pin connector is provided.

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Spade terminal lugs shall be used on all wiring, connections to screw-thread terminals, except where solder or other type of terminal is specified.

Where wires are connected to lugs, which are clamped under screw terminals in the form of a terminal connection strip, no more than one wire shall be attached to each lug, in order that each wire may be removed individually. This requirement will not apply in the case of common connections, daisy chain distribution circuits, or similar terminations where wires will not need to be disconnected for servicing.

No more than two (2) lugs shall be attached to each terminal.

Wire and cable insulation shall be stripped back to allow for proper connection to the lug. No bare wire shall be visible between the terminal lug and the insulator.

Terminal strips must be fastened to a hard surface using a screw, or nut and bolt. Adhesive supports to secure the terminal strip, or floating terminal strips are not acceptable.

#### 3.1.6 **Splicing and Joining**

Splicing of wires on new installations is not permitted.

Where connectors are used on cable assemblies, they shall be a locking type which will not disengage under tension.

All joints or splices in underground cable runs shall be located inside accessible, secure, waterproof, and lockable steel enclosures. The enclosures shall be located at least one (1) metre above grade and be firmly secured to existing structures or to stub pole supports.

Splices in underground cable runs, if required to repair Crown caused damage, shall be subject to approval from the Design Authority.

Stranded conductor splices shall be held by wire binding terminals in order to prevent stray strands from causing either short circuits or grounds.

Joints and splices shall be soldered and encased in waterproof shrink tubing for protection against leaching, oxidization, moisture damage, etc.

Joints and splices shall be clearly and accurately identified on applicable as-built drawings.

#### 3.1.7 **Shielding**

Shielding shall be secured on wires and cables to prevent accidental contacting or shorting exposed current-carrying parts, grounded metal objects, or structures.

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Shielding shall terminate at sufficient distance from the exposed conductors of the cable to prevent shorting or arcing between the cable conductor and the shielding.

Ends of the shielding material shall be secured against fraying.

#### 3.1.8 **Protection**

Wires and cables shall be strategically located and protected to avoid contact with rough, irregular surfaces or sharp edges.

Wires and cables shall be protected by suitable grommets or bushings when passing through openings in metal.

Guards or other suitable protection shall be provided on insulated high voltage cables.

#### 3.1.9 **Support**

Wires and cables shall be properly supported with adequate strain relief to prevent excessive strain on the connections, devices, or joints of any electrical apparatus connected therein.

Adhesive supports with ty-wrap products shall not be used unless they are secured by a nut and bolt device.

#### 3.1.10 **Clearance**

Physical clearance between wires/cables and associated heat emitting parts, i.e. amplifiers, shall be sufficient to prevent deterioration of the wires or cables. Refer to Table 19 of CSA Standard C22.1 Part 1.

#### 3.1.11 **Inductive and Capacitive Effects**

Wires and cables, including harness wire and cables, shall be located such that inductive and capacitive effects do not adversely affect system operation. The amount of twists in paired wires shall be increased over the length of wire not covered by the cable sheath.

#### 3.2 **Power Wiring**

The contractor shall not employ "Marette" (TM) type connectors regardless of CSA Standard C22.1 regulations. All wiring shall terminate on an insulated or protected barrier strip or terminal board, and be provided with spade terminal lugs where required.



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Where control and signal wires which are run in conduit, cable-harness, or cable-trough systems, shall be run in separate wire ways. The separation shall be a physical barrier of suitable material and shall conform to applicable building codes and wiring methods.

All high voltage and/or high current terminations shall be provided with protective guard devices by the contractor. The device shall be mounted to allow for maintenance access to the terminals.

Terminal lugs shall be used on all power wiring, both VAC and VDC.

Warning labels must be installed in accordance with the CSA guidelines to warn maintenance personnel of any hazardous voltages and currents.

### **3.2.1 AC Wiring**

AC wiring methods shall conform to all local and national wiring regulations.

Outlet boxes shall be installed such that all outlets are clear of any obstructions including wiring and cabling, and shall be easily accessible.

Power distribution within a cabinet or rack shall be via a power outlet strip, as provided by the original cabinet or rack manufacturer. A third party outlet strip is not acceptable. All power strips must be mounted into the equipment cabinet with rack mounting hardware.

All power cable installations shall be completed in a neat and sturdy fashion and shall meet all requirements of the specifications detailed herein.

Power cords within equipment cabinets and racks shall be maintained as short as practicable with due consideration for maintenance needs.

Systems which use redundant equipment, such as dual microprocessors, shall power each unit from two separate breakers connected to opposite phases of the AC feed.

### **3.2.2 AC Power Connections**

All AC power connections from the cabinet or rack power outlet strip to the AC junction box shall be via flexible armoured cable. AC power connectors are not permitted.

## **3.3 Conduits, Enclosures, Cable Troughs and Raceways**

### **3.3.1 Conduits**

Conduits installed above ground, and accessible to the inmate population, shall be rigid steel.

Metal conduits installed in secure and inmate accessible areas shall be fitted with double the normal quantity of support hangars.

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In locations subject to extreme temperature changes, and/or where conduit lengths are of non-standard size, the contractor shall make provisions for the inclusion of conduit expansion joints.

Rigid PVC conduits shall be used only in buried applications.

Rigid PVC conduits shall not be threaded, but may be used with approved adapters and couplings applied in a manner consistent with industry standards.

EMT conduit may be used in administrative areas, and locations which are not normally assessable to the inmate population.

Liquid-tight flexible metal conduits may be used where a flexible connection is required, i.e. cameras, microwave dishes, etc. In such applications, the length of "flex" conduit shall not exceed one (1) metre.

PVC conduits which cross roadways shall be encased in poured concrete.

The contractor shall provide a suitable means of protecting the buried conduit against damage caused by digging or excavating. The preferred method is installing a tape marker directly above the conduit path.

In addition to these requirements, the applicable industrial standards apply, including:

- a. CSA Standard C22.2 No. 45-M1981 - Rigid Metal Conduit
- b. CSA Standard C22.2 No. 56-1977 - Flexible Metal Conduit

### 3.3.2 Enclosures

All electrical connections, terminations, and cross connections shall be made within lockable, covered steel enclosures, using good quality locks. At least two keys must be supplied to CSC.

Outdoor enclosures shall be environmentally sealed and gasketed to provide a moisture/dust free and secure environment.

Enclosures which contain electrical equipment such as circuit breakers, relays, switches, and transformers, or cable networks, connections and terminations, shall be weatherproof and dust-tight and meet the provisions of IP64.

All enclosures such as junction boxes, racks and consoles shall be positioned for ease of maintenance, service, and connection/disconnection of cables and cable harnesses.

The contractor shall provide a proper drain hole in all enclosures which are grouted in concrete.

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All floor mounted cabinets, racks, and consoles shall be secured to prevent overturning when associated drawers, shelves and movable parts are extended, or when heavy objects are placed on pull out shelves or writing tables.

In addition to the provisions stated herein, the applicable industrial standards shall apply, including:

- a. CSA Standard C22.2 No. 29-M1983 for Industrial Products.
- b. CSA Standard C22.2 No. 94-1976 for Special Purpose Enclosures.

### 3.3.3 Cable Troughs and Raceways

Cable troughs and raceways shall be continuous and shall be constructed of metal.

The contractor shall provide adequate mounting devices which will permit the use of fastening devices that will not damage conductor insulation.

Cable troughs, raceways, and fittings shall be free from burrs or other sharp edges which may cause damage to the cable or insulated conductors.

Cable troughs and raceways shall be installed as a complete system before the conductors or cables are installed.

Cable troughs may be either ventilated or solid and unless otherwise specified, shall be equipped with covers and steel guards to protect against damage.

In addition to these provisions, the appropriate standards shall apply, including:

- a. CSA Standard C22.2 No. 126-M1980 - Cable Troughs and Fittings.
- b. CSA Standard C22.2 No. 79-1978 - Raceways and Fittings.
- c. CSA Standard C22.2 No. 62-1972 - Surface Raceways and Fittings.

### 3.3.4 Labelling

The contractor shall label equipment racks, junction boxes etc. The labelling method shall be logical and conform to industry standards. All equipment racks and junction boxes shall be identified with commercially produced or machine printed alpha numeric labels. Hand printed labels are not acceptable.

Identification of chassis equipment shall be located in a suitable location within the rack and affixed to the rack, not the chassis.

Approved materials used for labels include lamicoyd strip, etched metal, stamped labels, or indelible ink.

### **3.4 Soldering**

On solder connections, the insulation on individual wires shall not be stripped back more than 1.5 mm from the solder area.

Soldering shall be executed so that positive electrical and strong mechanical connections are assured.

Leads shall not be wrapped more than once around the terminal.

Soldered connections on the back of connector plugs, i.e. cannon plugs, switches, relay sockets or any other device employing solder lugs, shall be insulated by means of a short length of insulating tubing placed over each wire in the connector.

"Cold" solder joints, and excessive solder on connections shall not be acceptable.

Each soldered connection shall be tested for mechanical and electrical strength to ensure that a strong connection is achieved.

Use of acid based solder flux is not permitted.

Where insulation material is subject to heating during soldering, the material shall be undamaged and the fastened parts shall not be loosened.

### **3.5 Welding**

All welds shall be free of harmful defects such as cracks, porosity, undercuts, voids and gaps.

There shall be no burn through.

Weld fillets shall be uniform, smooth, and shall cover a sufficient area of the welded surface to ensure that a solid bond is achieved.

Surfaces to be welded shall be free of extraneous particles which may affect the mechanical elements of the welded area.

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**3.6 Crimping**

Crimp connections shall be made in accordance with the manufacturer's instructions. Industry standards shall be observed at all times.

Solid conductors may be used with crimp connections where the use of solid conductor wiring cannot be avoided. In all other cases only stranded wiring shall be used on crimp connections.

Solid conductors which are connected to terminals by crimping shall be soldered as well. This provision only applies to terminal lugs. It does not apply where wires may be spliced by crimping except in the case of some LED's and indicator lights which employ pigtail leads which should be soldered or connected by screw terminals.

**3.7 Cleaning**

Upon completion of the installation, the equipment shall be cleaned of smudges, loose or excess solder, weld beads, metal chips, burrs, mold release agents, or any other foreign material which might detract from the intended operation, function, or appearance of the equipment.

All corrosive materials shall be removed.

The cleaning processes employed shall leave no harmful residues and shall not have a negative effect on the equipment or its parts.

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#### **4.0 GROUNDING REQUIREMENTS**

##### **4.1 General**

Grounding source and distribution points shall be provided by the Crown unless otherwise specified at the bidder's conference, in the Statement of Technical Requirement (STR), or any applicable documents.

The grounding shall be such that the signal ground, equipment ground, and electrical power ground shall be connected at one point and shall follow the shortest possible path. Where necessary, ground isolation techniques shall be employed.

The path from the tie point to any ground shall be permanent, continuous, have sufficiently low impedance to limit the potential above ground, and facilitate the operation of the 'over current' devices in the circuits.

Ground conductors shall be made of copper, sized for a minimum of 200 circular mils for each 300 mm length of conductor.

Inactive wires installed in long cable or conduit runs shall be grounded to prevent stray or static electrical discharges, with proper consideration given to prevent ground loops or other grounding problems.

Installation must be such that ground loops are prevented.

##### **4.2 Signal Ground**

Signal grounds shall be used to provide a ground potential reference which is independent of the frame ground and the power equipment ground.

An insulated grounding conductor shall be connected from the equipment signal ground terminal to the main ground connection point for single units such as equipment racks.

An insulated ground plate shall be used with insulated grounding conductors for multiple units, such as common equipment room (CER) equipment, from each equipment signal ground terminal connected to the plate. The plate shall be connected to the main ground connection point by means of a single insulated grounding conductor.

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#### 4.3 **Frame Ground**

The ground connection of the receptacle may be used for the frame ground as long as that ground connection is isolated and insulated from the power equipment ground system. Such receptacles shall be clearly identified so that they will not be used to supply equipment that does not require frame grounds.

The receptacle ground connection conductor shall be insulated and isolated from the power equipment grounding system, and shall be connected from the receptacle ground connection to an isolated ground plate.

The isolated ground plate may be an insulated buss bar for low power applications,.

Size of grounding conductors shall be in accordance with the requirements of CSA Standard C22.1 Section 10 and Table 17.

#### 4.4 **Combined Signal and Frame Ground**

Connection between the signal ground terminal and the frame ground terminal shall be part of the equipment wiring. The connection to the main ground connection point shall be similar to that for a frame ground.

#### 4.5 **Main Ground Connection Point**

Main ground connection point shall be installed in accordance with CSA Standard C22.1 Section 10, and C22.2 No. 41.

#### 4.6 **Ground to Chassis**

Ground connections to an electrically conductive chassis or frame shall be made by:

- a. soldering to a spot-welded terminal lug.
- b. soldering to a portion of the chassis or frame that has been formed into a soldering lug.
- c. using a terminal on the ground wire and securing the terminal by a screw, nut and lockwasher.

When using a terminal on a ground wire which is secured by a screw, nut and lockwasher, the screw shall fit in a tapped hole in the chassis or frame, or it shall be held in a through hole by a nut.

When the chassis or frame is painted, the metal around the screw hole shall be scraped clean and plated (or tinned) to provide a corrosion resistant connection.

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**4.7 Shielding**

Shielding on wire and cable shall be grounded to the chassis or frame, in the manner specified in Section 2.5.5

**4.8 Lightning Protection**

All equipment with external cabling including radiating cables or other forms of antennas which may be susceptible during lightning strikes or other static discharges shall be protected fully in accordance with the relevant safety rules and regulations.

The ground rod used for lightning protection shall be copper or copper-plated steel, and shall be a minimum of 2.5 metres in length. Where the ground conditions preclude installation of a single ground rod, multiple rods of a shorter length may be used in parallel to provide the lightning protection.

The copper ground conductor shall be fastened to the ground rod using a thermic welding technique. Clamps are not acceptable.



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## 5.0 ELECTRICAL/MECHANICAL DESIGN REQUIREMENTS

### 5.1 Design Considerations

All equipment shall be manufactured and finished with a degree of uniformity and grade of workmanship which shall comply with applicable industry standards, and the generally accepted principles of safe practice.

Exposed and moving parts that might constitute a safety hazard shall be provided with protective guards and warning labels.

All elements of the equipment shall be designed to operate in a highly reliable fashion, consistent with available technology, with a minimum of system downtime due to scheduled and unscheduled maintenance.

Where units or subsystems are integrated into common facilities, no single failure of a component, sub-assembly, assembly, or sub-system shall result in the failure of any other sub-system or reduced capacity or performance of other sub-systems or parts thereof.

The system shall be designed such that no failure of a single component, unit, subassembly, or subsystem will result in failure of the system or the next higher hierarchical elements.

All equipment shall be designed and installed to provide useful service, with minimal maintenance for a period of no less than 10 years, unless otherwise specified.

Tabletop or wall-mount power supplies or transformers shall not be used to power equipment installed within equipment racks and cabinets. Power supplies or transformers used within racks and cabinets shall be securely fastened to the rack equipment rails or side of the cabinet. DIN rail mounted power supplies are preferred.

### 5.2 Assemblies

The contractor (or manufacturing agent) shall apply special considerations in the execution of assembling system component parts.

Rack mounted equipment chassis; whose depth from the front face panel to the rear of the chassis exceeds 25 cm shall be equipped with rack slides.

Each assembly shall have a permanently fixed label showing the model number, serial number, and power requirements.

Materials used in assemblies shall be chosen with due consideration being given to the intended use, safety, durability, retention of appearance, and ability to resist corrosion from a variety of causes including tear gas.

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In addition to applicable CSC/DES specifications, the appropriate industrial standards shall apply, including:

- a. EIA-310-D Racks, Panels, and Associated Equipment.
- b. CSA C22.2 No. 94-1976 Special Purpose Enclosures.
- c. CSA C22.2 No. 29-M1983 Panel boards and Enclosures.

### 5.3 Printed Circuit Board (PCB)

PCBs shall be constructed of non-flammable material, preferably a glass epoxy base.

The contractor shall provide extractor devices at the front of each card assembly.  
All cards shall have keyed edges to prevent accidental replacement by another type of card.

Each device shall be identified and properly labelled, showing card type, and revision number.

All PCBs shall be etched. Wire wrap connections are not acceptable.

In addition to the requirements set forth herein the appropriate industrial standards shall apply, including:

- a. CSA C22.2 No.154-M1983 Data Processing Equipment.
- b. CSA C22.2 No.0.7-M1985 Equipment Electrically Connected to a Telecommunications Network.
- c. EIA RS-406/IPC-C-405A General Document for Connectors, Electric, Printed Wiring Boards.

### 5.4 Components

All electrical equipment, i.e. power supplies, amplifiers, etc. attached to the equipment structure shall be fastened securely and rigidly not using nuts and lockwashers.

Electrical components used in manufacturing in-house products shall be of commercial quality and shall comply with the standards of the Canadian Electrical Code, Part II.

Electronic circuit components, such as resistors, capacitors, inductors, or semiconductor devices which have no applicable standards in the Canadian Electrical Code, Part II shall comply with the test parameters as set forth in CSA C22.2 No. 154-M1983 Part 6.

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## 6.0 **QUALITY ASSURANCE REQUIREMENTS**

The contractor shall provide objective evidence that the system and any major component therein have been designed, manufactured, inspected and tested under the umbrella of a quality assurance program capable of meeting the requirements of the applicable ISO Standard 9002 Series. More stringent requirements will be identified on a case by case basis, as needed.

In addition, the contractor shall develop a site-acceptance test/inspection procedure to demonstrate that all parameters of the system are fully operational and conform to the Statement of Technical Requirements.

### 6.1 **In-plant Inspection**

The equipment shall meet all functional, electrical, and visual/mechanical test parameters and shall have been fully tested and inspected by the contractor. Results shall be documented and reported to the Design Authority. Periodic inspections may be done by the Design Authority or his designated representative to verify that the equipment meets all requirements.

Particular attention shall be given to the following:

- a. Inventory of received equipment.
- b. Physical condition of equipment i.e.: scratches, dents, paint chips, etc . . .
- c. Construction techniques, board and components accessibility.
- d. Neatness, clamping and tying of wiring, cabling and harnesses.
- e. Strain relief of cables and wire connections.
- f. Legibility of nameplates, identification plates, and markings.
- g. Safety and protective covers, warning labels and grounding.
- h. Tightness of connectors, screw type fasteners, etc.
- i. Soldered and weld joints.
- j. Completeness.
- k. Operation of drawers, adjustable and sliding parts, controls etc.

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- l. Shielding.
  - m. Cable and wire connections, ground clamps and terminal strips.
  - n. Type and quality of paint finish.
  - o. Quality of printed circuitry, etching, the electronic components and other associated parts.
  - p. Quality of locks, cabinets and other materials.

It must be noted that the in-plant tests are performed as a requirement of the financial arrangements and serve to guarantee that the design parameters of the FDR are followed and will meet the requirements of the applicable system specification. Sign-off of in-plant tests will not denote any form of final acceptance of the equipment and design.

## 6.2 Test Equipment

All test equipment shall be supplied by the contractor.  
All instruments and test equipment shall be checked periodically by the QA Inspector in order to ensure accuracy of measurement. Records showing when the test equipment was last calibrated are to be provided as proof of accuracy.

## 6.3 Calibration

All test equipment used by the contractor shall bear a calibration seal showing the date calibrated and the due date for the next calibration.

The contractor shall ensure that the test equipment's calibration due date does not occur during the test period.

All equipment performance measurements shall be made with instruments whose accuracy and calibration guarantee that the results comply with the terms of the contract.

CSC reserves the right to furnish and/or require the use of any applicable instruments and standards in order to ascertain the accuracy of any measurements.

Test equipment suspected of being damaged or out of calibration shall be rejected by the Design Authority.

#### **6.4 Safety Design Aspects**

Particular attention is to be given to the safety design aspects of CSC installations, so as to minimize any hazards while in gaining access to, operating and servicing equipment. Such design aspects shall include the proper grounding of equipment, the installation of protective covers and warning labels over high voltage areas, the installation of warning labels on x-ray equipment, etc.

Radio and TV camera towers must receive careful attention in regards to make them accessible for servicing, especially during inclement weather.

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**7.0 ON-SITE INSTALLATION**

**7.1 Inspections**

Inspections will be performed by the Design Authority or their designated representative. A thorough visual and mechanical inspection of the installation shall be performed to ensure that all applicable requirements and safety precautions have been met.

**7.2 Damage to Government Property**

Damage to Government property, including buildings, equipment, etc. during the course of the installation shall be made good by the contractor.

The contractor shall replace all equipment which has suffered major damage, i.e. damage which renders the equipment BER, unserviceable, or subject to deterioration.

If stocks of the applicable equipment are at such a level that replacement of the damaged items cannot be made, and the contractor cannot readily obtain new equipment in order to allow the installation to proceed without delay, the contractor shall:

- a. repair the damage immediately with available materials.
  - b. return to the site and replace the equipment as soon as new equipment is procured.
- Minor damage shall be repaired in a manner which leaves the government property in a condition equivalent to its original state and performing the original function, with no deterioration in appearance, performance, and/or reliability.

Any equipment where the paint finish becomes scratched or marred during the installation shall be completely refinished and repainted consistent with the appearance of new equipment.

Equipment shall neither be exposed to rain, nor be left out-of-doors during inclement weather. This stipulation does not apply to construction materials.

**7.3 Protection of Surfaces**

The contractor shall obtain approval from the appropriate Institution authority before moving heavy loads or equipment on floors, roofs and other surfaces.

The contractor shall adequately protect floors, finished surfaces and roofs from damage during the installation and shall implement special measures when moving heavy loads or equipment on them.

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The contractor shall keep the floors free of oils, grease, or other materials likely to damage or discolour them.

The contractor shall provide dust protection for the equipment during the installation period, as related construction activities may occur simultaneously.

#### **7.4 Cutting, Patching and Digging**

The contractor shall perform all cutting, patching or digging necessary for the installation of the system.

The contractor shall be responsible for changes or damage to any existing work, cables or equipment by cutting, welding, drilling, or digging without prior consent from the Design Authority.

The contractor shall promptly repair any damage for which he is responsible in order to restore the facilities to their original condition.

#### **7.5 Visual-Mechanical Inspection**

Inspection shall be performed by the Design Authority or his designated representative.

Prior to the commencement of performance and operational testing, the installation shall be inspected to ensure that all applicable requirements and standards have been met.

Particular attention shall be given to the following:

- a. Physical condition and positioning of equipment.
- b. Neatness, clamping and tying of wire and cable harnesses.
- c. Cable and wire connections, ground clamps, and terminal strips.
- d. Soldered and welded joints.
- e. Strain relief of cables, wire connections, and cable harnesses.
- f. Cleanliness of equipment boxes under computer flooring.
- g. Nameplates, identification methodology and markings.
- h. Operation of drawers, adjustable and sliding parts and controls.

- 
- i. Equipment fit, fastening devices and accessibility of parts.
  - j. Construction and finishes.
  - k. Legibility of labels and tags.
  - l. Safety aspects, including secure provisions for climbing and working on towers.
  - m. Shielding.
  - n. Grounding.
  - o. Equipment Cooling Provisions.
  - p. Washers and lock-washers.
  - q. Tightness of screw type fasteners & connectors.
  - r. Screws, nuts and bolts shall show no evidence of cross-threading or mutilation.
  - s. Bottom of equipment racks etc. shall be free of debris and loose parts.

#### 7.6 **Final System Acceptance**

The system shall be accepted when all of the following items have been completed to the satisfaction of the Design Authority and with the written certification of the project manager:

- a. performance and operational tests.
- b. all documentation.
- c. all training.
- d. all other terms and conditions.

The system warranty shall be deemed to begin at the completion of the Final System Acceptance or when the system is taken into service with accepted deficiencies, whichever comes first.



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**7.7 On-Site Maintenance**

Building and site maintenance shall be interpreted to include all the areas in which the contractor is carrying out installation activities.

All sites and buildings shall be maintained by the contractor in a clean and tidy condition.

Upon completion of each day's work, all areas such as hallways, stairways, elevators and storage rooms used by the contractor in delivering or storing equipment shall be left in a clean and tidy condition.

The contractor shall store all electronic components not yet installed in a lockable storage room/trailer at the end of each workday. This procedure will reduce the probability of damaged and/or stolen equipment prior to system acceptance. Prior to the commencement of performance and operational testing, the installation shall be inspected to ensure that all applicable requirements and standards have been met.

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8.0 **DELIVERY**

8.1 **Packaging**

All equipment shall be packaged to ensure that the equipment will not be damaged during shipment and/or delivery to the institution, as well as any associated handling on site.

Fragile components must be clearly identified and labelled.

All circuit cards, equipment modules, etc. shall be protected by the original packaging material until the equipment is placed into service.

8.2 **Addressing**

Address labelling shall be clearly marked in a minimum of two (2) locations on each package. The following format shall be observed:

- a. Complete name of the institutional site.
- b. Complete shipping address.
- c. Clear description of contents.
- d. Complete name of the Institutional representative.

All of the above addressing items will be provided at the Bidder's Conference.

- END OF TEXT -

**CORRECTIONAL SERVICES CANADA  
TECHNICAL SERVICES BRANCH  
ELECTRONIC SECURITY SYSTEMS**

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ES/STD-0110  
Revision 0  
2013 October 07

**ELECTRONICS ENGINEERING  
STATEMENT OF WORK  
  
STRUCTURED CABLE SYSTEMS  
FOR  
ELECTRONIC SECURITY INSTALLATIONS**

**AUTHORITY**

This Specification is approved by the Correctional Service Canada for the procurement and installation of a Security Patrol System in Canadian federal correctional institutions.

Recommended corrections, additions or deletions should be addressed to the Design Authority at the following address:

Director, Electronic Security Systems  
Correctional Service of Canada  
340 Laurier Avenue West,  
Ottawa, Ontario  
K1A 0P9

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Prepared by:

Approved by:

Manager  
Electronics Security Systems

Director,  
Engineering Services

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### TABLE OF REVISIONS

Revision	Paragraph	Comment
0	N/A	Original
1	Cable	Cable upgraded to meet OM3 standards
2	Multiple	Copper cable upgraded to CAT 6

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## TABLE OF ABBREVIATIONS

Abbreviation	Expansion
CSC	Correctional Service Canada
ATP	Acceptance Test Plan
CM	Corrective maintenance
COTS	Commercial-off-the-shelf
CSC	Correctional Service Canada
DA	Design Authority
DCR	Design Change Request
DES	Director Engineering Services
DL	Deficiency List
FDR	Final Design Report
MRT	Mean Response Time
MTBF	Mean Time Between Failures
MTTR	Mean Time To Repair
PDR	Preliminary Design
PM	Preventative Maintenance
PW&GSC	Public Works & Government Service Canada
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
STR	Statement of Technical Requirement

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## TABLE OF DEFINITIONS

Abbreviation	Expansion
CSC	Correctional Service Canada
Design Authority	Director, Engineering Services (DES) - Correctional Service Canada (CSC) is responsible for all technical aspects of the system design and implementation.
Contract Authority	Public Works and Government Services Canada (PW&GSC) is responsible for all contractual matters associated with the system design and implementation.
Contractor	The company selected as the successful bidder.
Project Manager	A CSC employee or a contracted person designated by DES to be responsible for the test and evaluation or feasibility study project.
Project Officer	A CSC employee or a contracted person designated by DES to be responsible for the implementation of the project.
Off-the-shelf	Equipment currently on the market with available field reliability data, manuals, engineering drawings and parts price list.
Custom Equipment	Equipment designed and/or manufactured specifically for a specific contract.

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## APPLICABLE DOCUMENTS REFERENCES

- .1 The following documents of the issue in effect on the date of the Request For Proposal (RFP) shall form a part of the specification to the extent specified herein.
  - .1 EIA/TIA Standard EIA/TIA-568 Commercial Building Telecommunications Wiring Standard
  - .2 EIA/TIA Technical Systems Bulletin TSB-36 Additional Cable Specifications for Unshielded Twisted Pair Cables
  - .3 EIA/TIA Technical Systems Bulletin TSB-40 Additional Transmission Specifications for Unshielded Twisted Pair Connecting Hardware.
  - .4 International standard ISO/IEC 11801-2<sup>nd</sup> Edition: Information technology — Generic cabling for customer premises.
- .2 Any other applicable industrial safety and control standards governing specific aspects for equipment and/or installations.



## **1 INTRODUCTION**

### **1.1 General**

- .1 This document defines the quality control requirements for the design, installation, testing and acceptance of structured cable systems for use in security systems installed in all Correctional Service Canada (CSC) facilities.

### **1.2 Scope**

- .1 This specification has been developed to ensure high standards for the installation of electronic systems. It defines workmanship standards which may not be fully covered in subsidiary specifications. All contractor's documentation and installation procedures shall meet this specification for equipment reliability, maintainability, longevity, appearance and operational use.

### **1.3 Off-the-Shelf Equipment**

- .1 The contractor shall provide commercial off-the-shelf (COTS) equipment wherever possible. COTS equipment shall meet or exceed the manufacturing standards as listed in this specification.

### **1.4 Manufactured Equipment**

- .1 Where COTS equipment is unavailable or unsuitable for a specific application, the contractor may manufacture or arrange for the manufacturing of a particular item to suit the requirements. Manufactured equipment shall meet or exceed the best commercial equipment manufacturing standards.

### **1.5 Commonality of Equipment**

- .1 The contractor shall provide commonality of hardware components within the design parameters ie. switch locks, racks, panels etc. All equipment, if appropriate shall be interchangeable.

## 2 MATERIAL AND EQUIPMENT REQUIREMENTS

### 2.1 Environmental conditions

- .1 All materials and equipment which is used in CSC installations shall be equal to, or better than the standards established in the original equipment and shall be chosen with due consideration being given to the intended use, safety, retention of appearance, maintainability and durability under rugged operating conditions. These materials shall be suitable to perform over the following environmental ranges:
  - .1 Indoor Equipment
    - Temperature: 0° C to 40° C; and
    - Humidity: 20% to 95% non-condensing.
  - .2 Outdoor Equipment
    - Temperature: -40° C to +50° C; and
    - Humidity: 0 to 100%, condensing.
- .2 Outdoor equipment shall operate reliably and not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location.
- .3 Complete assemblies of indoor equipment shall be resistant to liquid spills, airborne contaminants, shock and vibration.

### **3 TELECOMMUNICATIONS OVERVIEW**

#### **3.1 Structured Cabling System**

- .1 The design objective is a flexible network that is easy to re-configure, easy to manage and capable of incremental growth. The network is based on a structured cabling system conforming to Electric Industry Association/Telecommunications Industry Association Specification 568 (EIA/TIA-568) and Canadian Standards Association 529 (CSA 529) and using a star wired topology for the horizontal distribution with Category 6 Unshielded Twisted Pair (UTP) and 50/125 Micron Laser Optimized Fibre. The design will support Ethernet, Fast Ethernet, and network management.

## 4 DESCRIPTION OF WORK

### 4.1 General System Requirements

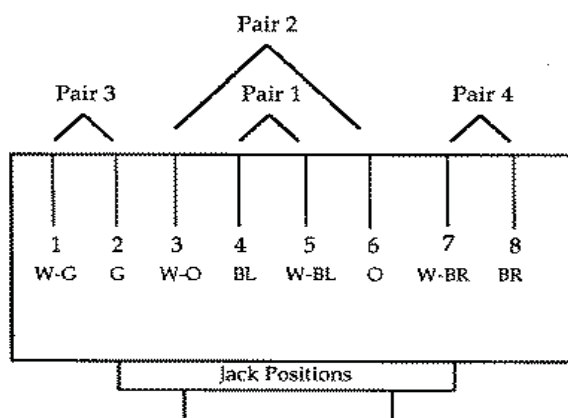
- .1 Outline
- .1 This section defines the minimum requirements for a structured cabling system to be provided on an engineered, furnished, installed, tested, and commissioned basis. Products and installation practices shall conform with the EIA/TIA documents identified in the **APPLICABLE DOCUMENTS** section of this Statement of Work.
- .2 The structured cabling system includes the following basic elements arranged into backbone feeders and horizontal distribution subsystems that are cross connected or patched together in Telecom Closets or Common Equipment Rooms on Intermediate Distribution Frames (IDFs).
  - .1 Unshielded Twisted Pair (Horizontal)
  - .2 8-pin modular Telecom outlets
  - .3 Insulation displacement connector type terminal blocks
  - .4 LOF optic cable (Backbone)
  - .5 Fibre optic (duplex) Interconnect patch panels
  - .6 Patch cords for patch panels
  - .7 Line cords for workstation data equipment (Office Cables)
- .3 Notes:
  - .1 3 metre length in standard for Office Cables
  - .2 All cables provided for a project shall have a GREEN jacket

### 4.2 Horizontal Data Cable

- .1 Cable
  - .1 Each cable shall consist of 8 each of 24 AWG thermoplastic insulated solid copper conductors formed into four individually twisted pairs and enclosed by a jacket with the appropriate protection rating determined by Provincial codes.
  - .2 The cable shall fully conform with EIA/TIA-568 design requirements for 100 ohm UTP cable and fully conform with EIA/TIA-568 TSB-36 transmission requirements for Category 6 cable.
  - .3 Cables shall bear evidence of verified Level 6 or Category 6 and also bear evidence of certification by a recognized standard or testing body. (eg: Bearing NORDX Brand name and have length clearly marked on cable sheath)
  - .4 The cable bundles will be fed to locations in either a supplied cable tray or conduit system. Outlet cables will then be fed to the user locations via either patch panels or fished down hard wall outlets. A pull string will remain in the conduit/cable tray for future installations.
  - .5 The cable run length from the IDC to the workstation location shall NOT exceed 90 metres. The combined length for patch cords for data network horizontal distribution connections shall not exceed 10 metres for an overall length from data network hub equipment to workstation equipment not exceeding 100 metres
- .2 User Termination
  - .1 Termination at the user end will be made onto a certified Category 6 RJ45 module for data. These modules will then be housed in a certified faceplate. The faceplate to house the modules will have the capability to equip up to six each 8 pin modular jacks. Other configurations to be used will vary with locations: A duplex flush mount

- faceplate for drywall applications, a duplex surface mount kit for PAC pole applications and duplex single gang outlets mounted into custom furniture with adapter plates. Surface mount kits will not exceed a 6.5 cm. protrusion from the wall. For custom furniture it is assumed that the cable runs will be fed to the outlet via raceways in the legs of furniture. For security reasons, jacks are NOT be installed in exterior walls or walls not totally part of CSC space. All cables must either terminate on a patch panel or on a faceplate, loose or unterminated cables are not acceptable.
- .2 The 8 pin modular jack connectors shall comply for termination of 4 wire pairs with 24 AAWG solid copper conductors: minimum contact force of 100g and conductors separated by jack comb.
  - .3 Each modular outlet will be wired per EIA/TIA-568 polarization sequence, designation T568A (reference CAN/CSA T529 Clause 11.2 Figure 11-1 and Table 10-1).

.4 This illustration is a front view of the connector



**Figure 11-1**  
**Eight-Position Jack Pin/Pair Assignments**  
**(T568A Type)**

- .1 Figure 11-1 and Table 10-1 outlines the sequencing required to construct line, office, and patch cables.
- .2
- .3 Each modular outlet will conform with EIA/TIA TSB 40 transmission requirements for Category 6 and will also be compatible with existing standard electrical outlet boxes.
- .4 Table 10-2 outlines the correct punch down positioning when using Northern Telecom T568A BIX DVOs', T568A ISDN QCBIX36DI and T568A ISDN QCBIX46DI Modular Jack Connectors, and T568A QPBIX Modular Patch Panels.

.5 Table 10-1

- .1 Colour Codes for patch, line, and office cables

<u>Colour Identification</u>	<u>Colour Code</u>	<u>Abbreviation</u>
Pair 1	White-Blue	(W-BL)
	Blue	(BL)
Pair 2	White-Orange	(W-O)
	Orange	(O)
Pair 3	White-Green	(W-G)
	Green	(G)
Pair 4	White-Brown	(W-BR)
	Brown	(BR)

.6 Table 10-2

.1 Colour Codes for punch down and modular outlets

<u>Position</u>	<u>Colour Code</u>	<u>Abbreviation</u>
1	White-Blue	(W-BL)
2	Blue	(BL)
3	White-Orange	(W-O)
4	Orange	(O)
5	White-Green	(W-G)
6	Green	(G)
7	White-Brown	(W-BR)
8	Brown	(BR)

.7 Closet Termination

- .1 Supply and installation of RJ45 Category 6 hardware for system connection in communications closet using 24 NT certified patch panels rack mounted with cable organizer panels installed for each patch panel.
- .2 Active components will be connected to equipment by 8 conductor patch cords manufactured to CAT 6 compliance. Patch cords shall be stranded conductor and have a "no-snag" boot over the RJ45 connector.
- .3 Multi-Level building installations will require individual patch panels be installed for each level of the building. Patch panel(s) for each level of a multi-level building must have at least 15% unused ports. The same holds true for single story, multi ICC buildings.

.8 Cable Protection

- .1 All ceiling distribution cabling shall be enclosed and protected by 3/4" and 1" rigid conduit from communications closet(s) room(s) and cabinets to all user outlets located in inmate accessible areas. In areas that CSC designated as non inmate accessible, EMT zone conduit will be allowed. Conduits must have end bushings installed to protect the cable from sharp edges.
- .2 Conduit containing Copper backbone cable must be designated "CAUTION SECURITY SYSTEM CABLE"
- .3 Conduit containing Fibre Optic backbone cable must be designated "CAUTION FIBRE OPTIC SECURITY SYSTEM CABLE"

.9 Line cord

- .1 The cabling company will supply RJ45, 8 pin modular line cords to connect owner provided data equipment to the horizontal distribution outlets at the workstation. They must be consistent with CAT 6 specification and provide end-to-end CAT 6 connectivity. Line cords shall be stranded conductor and have a "no-snag" boot over the RJ45 connector.

.10 Testing

- .1 All cables/pairs will be scanned with a MicroTest Penta cable scanner or equivalent at 100 Mbs to determine DC loop resistance, near end cross talk and attenuation to meet or exceed the performance stated in EIA/TIA TSB-36 and TSB-40, noise, pair mapping and ranking. These tests must be conducted as originating from both the punch down location and modular outlet location of each cable segment.

.11 Labeling

- .1 All jacks must be identified by means of labels with unique numbers. These markings will be made with printed labels. The Correctional Service of Canada expects that all drops at the user end will be sequential and not out of order.
- .2 The closet terminations must be identified with these same numbers marked on BIX labels adhered to BIX 20A designation strips and patch panels. The CAN/CSA 568 colour code will apply.
- .3 Labels will also be placed on the horizontal wire, 6-9" from termination points. This would include closets, main cabinet, and jacks.

.12 Documentation

- .1 Customer to supply CAD or Visio Version 5 floor plans when available. If CAD documents are not available, contractor will be responsible to scan hard copy of plans.
- .2 Contractor to supply site plans, individual runs, risers, wire #'s, jack #'s, patch panel #'s in both hard and soft copy.
- .3 All test results shall be machine printed, hand written test result sheets are NOT acceptable.

### 4.3 Fibre Optic Backbone Cable

.1 Cable

- .1 The cable to be supplied and installed for backbone purposes shall consist of 12 strands (6 pairs) of Laser Optimized Fibre with nominal 50/125 um core/cladding diameter formed into a single cable.
- .2 Optical cable shall physically conform with ANSI/ICEA S-83-596 mechanical and environmental specifications for outdoor fibre optic cable.
- .3 Fibre optic cable shall conform with the requirements of OM3 as per the ISO 11801-2nd Edition standards

.2 Terminations

- .1 Fibre optic cables shall be terminated to SC Physical contact Connectors shall be able to sustain a minimum of 200 mating cycles per EIA/TIA-455-21 without violating specifications. These connectors will terminate within interconnect sleeves to facilitate patching in patch panels. The maximum optical attenuation per pair of mated connectors shall not exceed 0.75 db.
- .2 All fibre strands, whether used in the project or not, shall be terminated with SC type connectors and installed into a fibre patch panel: generally one duplex patch per cable (i.e. 12 connectors per panel for 12 strand fibre cable). Please note that these cables shall be SC to ST unless otherwise noted.
- .3 The patch panel proposed shall provide strain relief for each fibre as an integral part of the panel design. This standard type and size of panel should be uniformly used throughout the project.
- .4 Installed fibre panels shall be completed with all guides, brackets and other accessories to facilitate cable cross connect to active components for administration and management, including provisions for labeling that are consistent with EIA/TIA-568.



### .3 Testing

- .1 All terminated fibre media and related connecting hardware shall be tested with a power meter and certified at the conclusion of the initial installation with an OTDR, in both directions. Testing will include end-to-end attenuation testing that shall measure each fibre in one direction and compare with the calculated loss based on the manufacturers specifications and known length of cable using 850 nanometres and 1300 nanometres wavelengths. The difference in value between any two mated fibre shall not exceed 0.5 db.
- .2 The power levels of the terminated fibres shall be documented to allow the equipment vendor to select the correct strapping options for their equipment. This will prevent the receivers from being overloaded.
- .3 If the attenuation measurements are not within the required specifications, an Optical Time Domain Reflectometer shall be used to find the cause and location of the power loss. Any failure will be rectified.
- .4 All test results to be machine printed, and documented in duplicate and delivered complete with As-Built drawings to Corrections Canada Regional Office.
- .5 The fibre optic cable testing will also include a basic light test:
- .6 - on each of the fibres before installation to ensure that no damage had occurred during shipping;
- .7 - on each of the fibres before termination to ensure that no damage had occurred during installation.

### .4 Labeling

- .1 All fibre optic cables will be identified by means of Warning Labels located on all related conduit, pullboxes and backboards.
- .2 Both ends of all fibre cables will be labeled indicating destination and number of strands.
- .3 All ports on each Fibre optic patch panel will be labeled to identify the backbone destinations. Both ends will be labeled with this same numbering scheme.

## 4.4 Cross Connect

### .1 Data Cross-Connect

- .1 Cross connection of the UTP horizontal cables to the tie field will be completed after testing of installed cables has taken place.
- .2 Jumper wire shall be provided, if requested, and will conform with EIA/TIA TSB-40 transmission requirements for Category 6.





**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION  
DU DOSSIER AU CPIC**

PUT AWAY ON FILE – CLASSER AU DOSSIER  
ADMINISTRATIVE OR OPERATIONAL FILE  
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
► Original = 3170-12

► PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

<b>Institution – Établissement</b>	<b>Request received Demande reçue le</b>	<b>Date (YYAA-MM-DJ)</b>	<b>PUT AWAY ON FILE CLASSER AU DOSSIER</b> ► <b>3170-12</b>
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**A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS**

Surname Nom de famille		Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales)		Maiden name (if applicable) Nom de jeune fille (s'il y a lieu)	
Date of birth Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance City/Town – Ville ou municipalité		Province/State – Province ou état		Country – Pays

**B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE**

<input type="checkbox"/> Male Homme	<input type="checkbox"/> Female Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color Couleur des cheveux
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**C. ADDRESS – ADRESSE**

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code – Code postal	Telephone number – Numéro de téléphone Home – Domicile	Work – Bureau
Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)					

**D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX**

1.	Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
2.	Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
3.	Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
4.	Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

**NOTE: Access may be denied for submitting false information.** Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

**NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement.** Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

Date (YYAA-MM-DJ)

**F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC**

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) Unité qui soumet la demande (en lettres mouluées s.v.p.)		Signature of Division Head Signature du chef de la division		Date (YYAA-MM-DJ)
<input type="checkbox"/> No criminal record Aucun casier judiciaire	<input type="checkbox"/> A possible criminal record #: Numéro du casier judiciaire possible :	Last entry: Dernière entrée :		
<input type="checkbox"/> An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance :				
<b>SIGNATURES</b>				
<input type="checkbox"/> Approved Approuvée		<input type="checkbox"/> Not approved Non approuvée		The individual has been advised. – Le demandeur a été informé de la décision.
Security Intelligence Officer Agent de renseignements de sécurité		Date (YYAA-MM-DJ)	Institutional Head Directeur de l'établissement	Date (YYAA-MM-DJ)
			Visit Review Board Comité des visites	Date (YYAA-MM-DJ)