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**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

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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

Title - Sujet Security Panel Replacement	
Solicitation No. - N° de l'invitation 21120-170603/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 21120-170603	Date 2017-05-17
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-465-72727	
File No. - N° de dossier hn465.21120-170603	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-06-07	
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Signature	Date

This amendment 002 is being raised:

- to revise the STR;
- to provide updated drawings for Saskpen Unit 8, SMI Unit 7, and Bowden Annex;
- to modify the evaluation criteria

1) Please find attached to this amendment the revised STR.

2) Drawings have been emailed to bidders in attendance of the site visits. Please contact alexandra.nadeau@pwgsc.gc.ca for the updated drawings.

3) Attachment 1 - Evaluation Criteria

Delete: In its entirety

Insert: Attachment 1 - Evaluation Criteria (pages 2-17 of this amendment)

ALL REMAINING TERMS AND CONDITIONS ARE UNCHANGED

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>1.1 Understanding of the Technical Requirements (a maximum of 45 points is available)</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>1.2 Quality Assurance and Acceptance Test Plans 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>1.2.1 Quality Assurance (a maximum of 15 points is available)</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"> a) That the Bidder has quality assurance procedures and processes; b) That the results will be recorded/analyzed and conflicts will be resolved; c) When, how and by whom the quality requirements will be reviewed; d) How documents and data will be controlled; e) Relevant quality control processes for purchases; f) How the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met; g) How measuring and test equipment is controlled and describes the format and test results to be provided; h) How non-conforming products are identified and controlled to prevent misuse until proper disposal. <p>*Minimum mandatory points required: 6</p>		
<p>Sub-section Total</p>		

<p>1.2.2 Factory Acceptance Test Plan (a maximum of 10 points is available)</p> <p>How the Bidder intends to demonstrate to the Crown that the system functions correctly off site (Factory Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.</p> <p>(2 points per item) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified below, to a limit of 10 points.</p> <p>The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> a) Confirmed the requirement for a test plan; b) Provided a test plan; c) Provided test sheets; d) Provided test sheets including pass/fail parameters; e) Provided test sheets, including specific parameters. 		
Sub-section Total		
<p>1.2.3 Site Acceptance Test Plan (a maximum of 10 points is available)</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>(2 points per item) The Bidder will be awarded two 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 10 points.</p> <p>The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> a) Demonstrated the requirements for testing the system after installation (Site Acceptance Testing); b) Provided a test plan; c) Provided test sheets; d) Provided test sheets including pass/fail parameters; e) Provided test sheets, including specific parameters. 		
Sub-Section Total		

<p>1.3 Technical Risk Elements (a maximum of 20 points is available)</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"> a) Technical risk elements, nor b) Technical risk mitigation. <p>(10 points) The proposal indicates that the Bidder has identified :</p> <ul style="list-style-type: none"> a) Technical risk elements, and b) Risk management process, but c) Bidder does not provide a technical risk mitigation plan. <p>(15 points) As above, plus the Bidder has provided</p> <ul style="list-style-type: none"> a) A risk mitigation plan. <p>(20 points) The proposal indicates that the Bidder has as above, plus:</p> <ul style="list-style-type: none"> a) Identified the impact of the technical risks; b) Associated the technical risks with the bidder, supplier, subcontractor, customer, integration, or equipment performance; c) Described mitigation strategies for the identified technical risks; d) Identified decision points for any approaches proposed to mitigate technical risks; e) Proposed approaches to the mitigation of technical risk that support the requirements of the project. 		
<p>Sub-Section Total</p>		
<p>Total Technical Proposal (maximum 100 points)</p>		

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
<p>2.1 Previous Project Management Experience 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:</p>		
<p>2.1.1 Experience of the Bidder within the last four (4) years (a maximum of 10 points is available)</p> <p>Similar project(s) that have been successfully completed and have provided them with experience pertaining to the following elements.</p> <ul style="list-style-type: none"> a) Similarity of project in terms of scope and/or clients; b) Dollar value over \$100K; c) Installation; d) Training; e) Drawings; and f) Manuals. <p>The proposal indicates that the Bidder has experience with:</p> <p>(0 points) - Three or less of the elements.</p> <p>(4 points) - Four of the elements.</p> <p>(8 points) - Five of the elements.</p> <p>(10 points) - All six elements.</p>		
Sub-Section Total		

<p>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)</p> <p>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:</p> <p>(0 points) No stated experience.</p> <p>(4 points) Stated experience with private industry or Provincial Governments.</p> <p>(8 points) Stated experience with other Correctional Services or similar organizations.</p> <p>(10 points) Stated experience with Correctional Service Canada (CSC).</p>		
Sub-Section Total		

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

<p>2.1.4 Supervisor's (and Primary Back-Up Supervisor's) Overall Experience (years, size of project & complexity) and Qualifications (a maximum of 8 points is available)</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 & 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 & 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 & 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 & 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>		
<p>Sub-Section Total</p>		

<p>2.1.5 Technicians' Overall Experience (years, size of project & complexity) and Qualifications (a maximum of 8 points is available)</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 & Primary Back-Up One or both lack experience with projects of similar size and complexity, regardless of technical certifications</p> <p>(4 points) – Technician & 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 & 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 & 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>		
Sub-Section Total		

<p>2.2 Project Management Structure and Procedures Project management structure and procedures describing the implementation of this project. Maximum points are broken down as follows:</p>		
<p>2.2.1 Project Management Organization and Responsibilities (a maximum of 10 points is available)</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"> a) No project management organization in place, b) No plans identified to designate a separate project management team. <p>(4 points) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> a) No project management organization in place; b) A well-developed plan in place to set up a team of trained personnel. <p>(8 points) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> a) A project management organization/structure defined with 'matrix' personnel resources that can be made available to this project; b) Personnel are identified for the positions of Project Manager, the Project Supervisor, Technicians and Electricians. <p>(10 points) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> a) As above; plus b) A well-defined Project Management structure; c) Identified the Personnel that will be executing specific tasks; d) Clearly defined the responsibilities of these Personnel. 		
<p>Sub-Section Total</p>		

<p>2.2.2 Project Management Procedures (a maximum of 12 points is available)</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"> a) Project management based on employment of Program Evaluation Review Technique (PERT) or Critical Path Method (CPM); b) Work breakdown structure is linked to project management; c) The PM system closely tracks status and progress of tasks. 		
<p>Sub-Section Total</p>		
<p>2.3 Schedule, Milestones and Project Management Tools</p> <p>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>2.3.1 Schedule/Milestones (a maximum of 10 points is available)</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"> a) Major milestones are identified. b) Logical sequence is proposed. c) Contingency time identified. d) Time estimates are realistic. <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"> a) The proposal schedule addresses all of the 4 areas identified above; and b) The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules. 		
Sub-Section Total		
<p>2.3.2 Project Management Tools (a maximum of 10 points is available)</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>2.3.3 Project Risks Elements (a maximum of 10 points is available)</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"> a) Non-technical risks associated with the project; and b) Non-technical risk mitigation plan. <p>(4 points) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) The non-technical risks associated with the project, including impacts: <ul style="list-style-type: none"> i. Management ii. Schedule iii. Scope changes iv. Cost overruns v. Cash flow; and vi. Resource issues b) Their non-technical risk management process, c) That the Bidder has <u>not</u> provided a non-technical risk mitigation plan. <p>(8 points) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) As above, plus, b) Their non-technical risk mitigation plan. <p>(10 points) The proposal indicates that the Bidder has clearly identified:</p> <ul style="list-style-type: none"> a) As above; plus b) The identified risks are appropriately associated with the Bidder, Subcontractor, Customer, Integration, or Equipment Performance; c) That the proposed non-technical mitigation approaches are closely aligned with the requirements of the project; d) The decision points are identified and aligned with the proposed risk mitigation approaches. 		
Sub-Section Totals		
Total Project Management Proposal (maximum 100 points)		

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
3.1 Operator Training Plan Outline, Training and Manuals 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:		
3.1.1 Operator training plan outline (a maximum of 15 points is available) (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		
3.1.2 Operator Training approach, methodology and team (a maximum of 15 points is available) (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>3.1.3 Operator Manuals (a maximum of 15 points is available)</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>		
<p>Sub-Section Total</p>		
<p>3.2 Maintenance Personnel Training Outline, Training and Manuals</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>3.2.1 Maintenance Training Plan Outline (a maximum of 15 points is available)</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"> a) The proposal meets the maintenance training requirements and the training team is identified, b) The training approach meets the requirements. <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>		
<p>Sub-Section Total</p>		
<p>3.2.2 Maintenance Training Approach, Methodology and Team (a maximum of 15 points is available)</p> <p>(0 points) That the proposal does not meet training requirements.</p> <p>(12 points)</p> <ul style="list-style-type: none"> a) The proposal meets the training requirements and the training team is identified; b) The training approach meets the requirements. <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>		
<p>Sub-Section Total</p>		

<p>3.2.3 Maintenance Manuals (a maximum of 15 points is available)</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>		
Sub-Section Total		
<p>3.3 Spare Plan and Spare Parts List (a maximum of 10 points is available)</p> <p>(0 points) The proposal indicates that the spares plan and spare parts list does not meet the requirements.</p> <p>(6 points) The proposal indicates that the spares plan and spare parts list meets the requirements.</p> <p>(10 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>		
Sub-Section Total		
Total Support Proposal (maximum 100 points)		

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.

SERVICE CORRECTIONNEL CANADA

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**STATEMENT OF TECHNICAL
REQUIREMENTS**
FOR THE
**REPLACEMENT OF THE SECURITY PANEL
SYSTEM AT**
**Bowden Annex, Saskpen Unit 8, SMI Unit 7,
WCHL**

Prepared by: Jeff Mills
Regional Telecommunications
Electronics Officer - PRA

Reviewed by:
Manager,
Electronic Security Systems and Installation Engineer

Approved by:
Director,
Electronic Security Systems

TABLE OF CONTENTS

1. INTRODUCTION 1

1.1. General 1

1.2. Scope 1

1.3. Requirement 1

1.4.1 Site Visits 1

2. APPLICABLE DOCUMENTS 2

2.1. LANGUAGE 2

3. DRAWINGS 3

4. REQUIREMENTS 3

4.1. System Architecture 3

4.2. System Components 3

4.2.1. Secure Door Contacts 3

4.2.2. Control Panel Touchscreen and PC 8

4.2.3. Wire, Cable, Conduit, Ducts 8

4.3. Functional Operation 8

4.3.1. Main Security Control Panel Touch Screen and PC 8

4.4. Other System Functions 9

4.4.1. PPA Flash Integration 9

4.4.2. Activity Log 9

4.5. System Capacity 9

4.6. Environmental Conditions 9

4.6.1. Equipment Operating Environment 9

5. QUALITY ASSURANCE 10

5.1.	General	10
5.2.	Availability	10
5.3.	Removal of Existing Systems.....	10
5.4.	Reliability	10
6.	PREPARATION FOR DELIVERY	10
6.1.	Manuals and Drawings.....	10
6.2.	Software Documentation	11
6.3.	Acceptance Testing	11
6.4.	Spares	12
6.5.	Warranty	12
6.6.	Schedule	12
6.7.	Operational Downtime.....	13
6.8.	Institutional Operations	13
6.9.	Safety	13
6.10.	Institution Addresses	13
6.11.	Handover Report.....	14
7.	OTHER.....	14
7.1.	Existing Conditions.....	14
7.2.	Continuity of Use	14
7.3.	Training	14
7.4.	Custom Equipment	14
7.5.	Sparing Plan	15
7.6.	Existing Equipment Integration	15
7.7.	Existing Equipment Removal.....	15

Table of Drawings

Provided with STR

- Site Drawings

ABBREVIATIONS and DEFINITIONS

CER	Central Equipment Room
COTS	Commercial-Off-The-Shelf
CSA	Canadian Standards Association
CSC	Correctional Service of Canada
DES	Director of Engineering Services
DSP	Digital Signal Processing
GFE	Government Furnished Equipment
GPI	General Purpose Interface
MCCP	Main Communications and Control Post
MTBF	Mean Time Between Failures
MTTR	Mean Time To Repair
PC	Personal Computer
PLC	Programmable Logic Controller
SCC	Security Control Centre
SCP	Secondary Control Panel
SOW	Statement of Work
STR	Statement of Technical Requirements
UPS	Uninterruptible Power Supply
VDU	Video Display Unit

1. INTRODUCTION

1.1. General

This Statement of Technical Requirements defines the site specific requirements for a Security Panel Door and window alarm system for use in Bowden Annex in Bowden, AB; Saskpen Unit 8 (formerly Riverbend) in Prince Albert, SK; SMI Unit 7 (formerly Rockwood) in Stony Mountain, MB; and WCHL in Duck Lake, SK.

1.2. Scope

The contractor shall design, supply, install, test and provide operational and technical training on a security panel door and window alarm system as described in this statement of technical requirement.

The contractor shall replace and relocate (where required) the existing security display panels.

Contractor will install a fibre optic backbone to communicate between individual sensors and control infrastructure according to CSC specifications and standards. Backbone will provide for a minimum of 50% sparing to allow for future expansion

1.3 Requirement

The purpose of this Statement of Technical Requirement (STR) is to define the technical aspects the installation of the Door and Window alarm system at Bowden Annex in Bowden, AB; Saskpen Unit 8 (formerly Riverbend) in Prince Albert, SK; SMI Unit 7 (formerly Rockwood) in Stony Mountain, MB; and WCHL in Duck Lake, SK.

This STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

1.4 Site Visits

The Design Authority, or their authorized representative, shall coordinate the site visit, and identify to the contractors the exact locations of the speakers, interconnecting cables, amplifier and other electronic equipment.

The visit may be useful to determine:

- a. The exact location and mounting of security Panel,
- b. Mounting location of the electronic equipment, and
- c. Conduit and cabling requirements.

2. APPLICABLE DOCUMENTS

The following Specifications, Standards and Publications of the issue in effect on the date of the Invitation to Tender form a part of this STR to the extent specified herein.

ES/SOW-0101	Statement of Work for Electronic Systems for the Correctional Service of Canada Institutions
ES/SPEC-0006	Electronics Engineering Specification, conduit, space and power requirements for security systems for use in Federal Correctional Institutions
ES/SOW-0102	Statement of Work for Quality Control for the Installation of Electronic Security Systems in Federal Correctional Institutions
ES/SPEC-0103	Electronics Engineering Specifications, Uninterruptible Power Supply for use in Federal Correctional Institutions
ES/SOW-0110	Statement of Work for Structured Cable Systems for Electronic Security Installations for the Correctional Service of Canada Institutions
EIA-310-C	Electronic Industry Association Standard for Racks, Panels and Associated Equipment

2.1 Language

The language at all institutions as identified in this STR is English; therefore all related documentation for this project shall be in English. The operator manuals, maintenance manuals and as-built documents shall be provided in English. Training documentation shall be provided as per paragraph 7.3

3. DRAWINGS

- BOWDEN ANNEX
 - SASKPEN UNIT 8 (RIVERBEND)
 - SMI UNIT 7 (ROCKWOOD)
- WILLOW CREE HEALING LODGE

4. REQUIREMENTS

4.1. System Architecture

The system must consist of the minimum following components.

- Main Security Control Panel Touch-screen and PC
- Secure Door contacts (existing can be reused if feasible)
- Cable and interconnection hardware
- Other miscellaneous items as described in the STR
- Any other items that may be required to provide a complete and functional system capable of meeting the intent of this STR.

4.2. System Components

4.2.1. Secure Door Contacts

Bowden Annex

There are 30 doors that require new door contacts; 1 control panel in building A39, room 1121

- PFV A41 – 2 doors (2 new, no existing)
- PFV 126 – 2 doors (2 new, existing contacts but no integration)
- Building A43 – 2 doors
- Building A44 – 2 doors
- Building A45 – 2 doors
- Building A46 – 2 doors

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- Building A47 – 2 doors
 - Building A48 – 2 doors
 - Building A49 – 2 doors
 - Building A50 – 2 doors
 - Building 120 – 2 doors
 - Building 121 – 2 doors
 - Building 122 – 2 doors
 - Building 123 – 2 doors
 - Building 124 – 2 doors

Saskpen Unit 8 (Riverbend)

There are 44 doors that require new door contacts; 1 control panel in building F25 in the reception area. All contacts in building F72 may be reused; note that 2 new contacts are also required in this building.

- Building F09 (PFV) – 2 doors
- Building F50 – 2 doors
- Building F51 – 2 doors
- Building F52 – 2 doors
- Building F53 – 2 doors
- Building F54 – 2 doors
- Building F55 – 2 doors
- Building F56 – 2 doors
- Building F57 – 2 doors
- Building F58 – 2 doors

-
- Building F59 – 2 doors
 - Building F60 – 2 doors
 - Building F61 – 2 doors
 - Building F62 – 2 doors
 - Building F63 – 2 doors
 - Building F64 – 2 doors
 - Building F65 – 2 doors
 - Building F66 – 2 doors
 - Building F67 – 2 doors
 - Building F68 – 2 doors
 - Building F69 – 2 doors
 - Building F72 basement – 5 doors
 - Building F72 main floor – 11 doors
 - Building F72 upper floor – 10 doors (2 are new installations)

SMI Unit 7 (Rockwood)

There are 80 doors that require new door contacts; 1 control panel in building F34 in the security area. All contacts in building H26 may be reused; note that 2 new contacts are also required in this building.

- Building H01 – 2 doors + 1 Utility room door
- Building H02 – 2 doors + 1 Utility room door
- Building H03 – 2 doors + 1 Utility room door
- Building H04 – 2 doors + 1 Utility room door
- Building H05 – 2 doors + 1 Utility room door

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- Building H06 – 2 doors + 1 Utility room door
 - Building H07 – 2 doors + 1 Utility room door
 - Building H08 – 2 doors + 1 Utility room door
 - Building H09 – 2 doors + 1 Utility room door
 - Building H10 – 2 doors + 1 Utility room door
 - Building H11 – 2 doors + 1 Utility room door
 - Building H12 – 2 doors + 1 Utility room door
 - Building H13 – 2 doors + 1 Utility room door
 - Building H14 – 2 doors + 1 Utility room door
 - Building H15 – 2 doors + 1 Utility room door
 - Building H16 – 2 doors + 1 Utility room door
 - Building H17 – 2 doors + 1 Utility room door
 - Building H18 – 2 doors + 1 Utility room door
 - Building H19 – 2 doors + 1 Utility room door
 - Building H20 – 2 doors + 1 Utility room door
 - Building H21 – 2 doors + 1 Utility room door
 - Building H22 – 2 doors + 1 Utility room door
 - Building H23 – 2 doors + 1 Utility room door
 - Building H24 – 2 doors + 1 Utility room door
 - Building H25 – 2 doors + 1 Utility room door
 - Building H31 (PFV) – 2 doors + 1 Utility room door
 - Building H26 (basement) – 5 doors

-
- Building H26 (main floor) – 12 doors
 - Building H26 (upper floor) – 11 doors (2 are new installations)

Willow Cree Healing Lodge

There are 46 doors that require replacement or new door contacts; 1 control panel in building B01 in the duty area. 25 additional doors in new building B24 require integration to the new alarm system, however 25 door contacts are new and do not require replacement. Building B24 has 4 card swipe access points that require integration into new alarm system. There are three existing alarm inputs that require integration into the new alarm system, these are: "Lift Station Level Alarm", "Temperature Alarm Cooler" and "Temperature Alarm Freezer".

- Building B03 (PFV) – 1 door + 1 utility room door
- Building B07 – 2 doors + 1 utility room door
- Building B08 – 2 doors + 1 utility room door
- Building B09 – 2 doors + 1 utility room door
- Building B10 – 2 doors + 1 utility room door
- Building B11 – 2 doors + 1 utility room door
- Building B16 – 2 doors + 1 utility room door
- Building B17 – 2 doors + 1 utility room door
- Building B18 – 2 doors + 1 utility room door
- Building B19 – 2 doors + 1 utility room door
- Building B20 – 2 doors + 1 utility room door
- Building B02 – 4 external doors
- Building B04 – 2 external doors
- Building B05 – 1 external door

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- Building B06 – 5 external doors
 - Building B12 – 2 external doors
 - Building B24 – Integrate 25 existing contacts
 - Building B24 – Integrate 4 card swipe access points
 - Integrate existing alarm inputs “Lift Station Level Alarm”, “Temperature Alarm Cooler” and “Temperature Alarm Freezer”

4.2.2. Control Panel Touchscreen and PC

Provide New (minimum) 21” Touch Screen monitor and PC for each identified site

4.2.3. Wire, Cable, Conduit, Ducts

Existing wiring, contacts and conduits may be reused wherever feasible. New Fibre-optic infrastructure to be installed to facilitate door contacts. Any new wiring and required contacts to control locations will be supplied by the contractor

The contractor must connect this equipment to the existing AC supply of the institution. Controllers and Displays must be connected to existing UPS supplied Power.

It is essential that all wiring be installed in a manner that facilitates quick and simple troubleshooting should any wiring be suspect. A cable termination system and demarcation at building entrances shall be employed.

4.3. Functional Operation

4.3.1. Main Security Control Panel Touch Screen and PC

- The touch screen will utilize a Map graphical interface Utilizing overall site Diagram and associated doors and windows
- When Unsecured, Doors will display a Red icon when open and a Green icon when closed
- Selecting a door on the map screen will bring up option to Secure/Unsecure

- When Secured, Doors will Display a Blue icon, if a door is opened while in the secure state; corresponding door will flash red and an alarm will sound in the control post.
- If a door enters an alarm state an acknowledge button will display on the screen to allow operator to acknowledge alarm and silence tone. Alarm cannot be re-alarmed until it is in a secure state.
- All contacts must utilize a tamper feature that will alarm the corresponding location if a contact wire is cut or contact tampered with
- Main PC processor unit Must be capable of 24/7 operation with low noise and minimal heat generation while maintaining fast alarm processing and functionality.

4.4. Other System Functions

4.4.1. PPA Flash Integration

Any existing PPA FLASH systems shall be integrated onto the new touch screen with PPA maps displayed in a BINGO card fashion. Low battery alarms for the PPA's shall be displayed on a separate map. All PPA alarms will be set as the highest priority in the system and shall override any door or window alarms that are displayed.

4.4.2. Activity Log

The system shall generate a comprehensive event activity log that will permit subsequent analysis of requests and events through a Report Generation User Interface.

4.5. System Capacity

The central system shall include a minimum future site expansion capacity of 50% (door and window contacts/alarms)

4.6. Environmental Conditions

4.6.1. Equipment Operating Environment

The system shall operate under environmental conditions as specified by the Environmental Conditions of ES/SOW-0102. The electronic equipment will be located in an indoor environment.

5. QUALITY ASSURANCE

5.1. General

The contractor shall conduct a quality assurance plan that shall include the complete test results of in-plant and on-site tests.

All on-site installation and testing shall be in accordance with CSC document ES/SOW-0102.

5.2. Availability

The contractor shall include an availability model as a part of his proposal as specified by CSC document ES/SOW-0101.

5.3. Removal of Existing Systems

Any existing, redundant card swipe system hardware and wiring at identified sites to be removed and disposed of by installation contractor

5.4. Reliability

The contractor's proposal shall include expected MTBF and MTTR figures for all system components. Industrial grade electronic components shall be used exclusively throughout the system. Wherever possible, COTS equipment is to be used.

Wherever possible, the failure of a single component shall not result in the failure of the entire system. The contractor shall address possible failure modes and system fault tolerance in his proposal. MTTR shall be provided for any single-point failure modes.

6. PREPARATION FOR DELIVERY

6.1. Manuals and Drawings

The contractor shall provide at least four sets of complete documentation including 4 CD's or DVD's, which shall include operation manuals, service manuals, and as-built documentation for the system in English; including drawings in AutoCAD 2010 and PDF format. This documentation shall be in accordance with CSC document ES/SOW-0101.

6.2. Software Documentation

The contractor shall outline in his proposal specifically what software is to be used and what documentation will be provided with the system.

The contractor must supply operation manuals documenting all supplied software. The supplier must indicate whether any site-specific source code will be supplied. Systems that operate on open software systems (non-proprietary) are preferred.

6.3. Acceptance Testing

- 6.3.1 The contractor shall 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 systems.
- 6.3.2 The contractor shall complete one hundred percent of the tests outlined in the ATP prior to the ATP testing being carried out by the DA.
- 6.3.3 The contractor shall 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 shall include all of the results of the tests carried out in Section 5.6.2.
- 6.3.4 In the case where subcontractors have been used, the contractor shall provide written confirmation that the work of their subcontractor has been inspected and verified. This verification shall be sent to the DA or his designated representative, by fax or email, at least two days prior to the start of the ATP.
- 6.3.5 Testing may be carried out by the DA, a designated representative or a third party contractor.
- 6.3.6 The DA may repeat all of the ATP tests done by the contractor or a percentage of them. If an unacceptable level of failed tests are encountered during the ATP testing by the DA; the ATP testing will be halted until the contractor has corrected the failures.
- 6.3.7 If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the systems, the ATP testing may continue. If a major deficiency is found during the ATP testing that does affect the operational effectiveness of the radio equipment or system; the testing must cease until the deficiency has been corrected.

- 6.3.8 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.
- 6.3.9 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 will be indicated on the ATP form. This signature indicates the Conditional Acceptance of the system.
- 6.3.10 The system will 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.
- 6.3.11 Any deficiencies noted by CSC during this two (2) week operational testing period will 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.
- 6.3.12 The equipment warranty period will start on the date the system is formally accepted.

6.4. Spares

The contractor shall recommend the type and quantity of spares required to support:

- a. installation and on-site testing; and
- b. operational requirements

Due to the remoteness of the site, contractor will supply a configured spare PC and touch screen monitor as a minimum sparing requirement plus any additional recommended spares.

6.5. Warranty

The required warranty period will be for twelve months effective from the date of the on-site acceptance or the date the system is put into service by CSC, whichever is the earlier. The contractor shall provide all materials and labour required to correct any system/equipment problems occurring during the warranty period.

6.6. Schedule

The contractor shall provide a detailed installation schedule as well as a project

completion date.

6.7. Operational Downtime

Equipment and systems operational down time shall be kept to a minimum. All down time will be coordinated with the institution's representative as identified at the bidder's and/or the start-up meeting. 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

6.8. Institutional Operations

All employees of the contractor will be required to be in possession of a valid, current security clearance before they are permitted to enter and work in the institutions. The contractor shall submit the attached security clearance form to PWGSC. The contractor must take every precaution to minimize any disturbance to institutional operations. While on site, the contractor and his staff shall cooperate fully with operational staff and conform to all security requirements.

6.9. Safety

The contractor must, at all times, be in full compliance with the Canada Labor Code, Part II and the Alberta Occupational Health and Safety Act and Regulations

6.10. Institution Addresses

Willow Cree Healing Lodge
Beardys and Okemasis, 1st Nation, PO Box 520
Duck Lake, SK, S0K1J0

Stony Mountain Unit 7 (formerly Rockwood)
HWY #7 N, PO Box 4500 STN Main
Winnipeg, MB, R0C 3A0

Saskpen Unit 8 (formerly Riverbend)
15th St W, PO Box 850
Prince Albert, SK, S6V 5S4

Bowden Institution Annex
Hwy #2, PO Box 6000

Innisfail, AB, T4G 1V1

6.11. Handover Report

The contractor shall complete a handover report for the systems installed.
(Annex A)

7. OTHER

7.1. Existing Conditions

There is an existing Security panel, control panel and door contact interface at the institution. Existing Alarm processor panel is located in room M126 of the maintenance building and additional relay panel is located in room C137 of the Ceremonial lodge (building C)
Existing Security control panel and backup panel is located in Room E105 of the main lodge. (Security control post)

7.2. Continuity of Use

To the greatest extent possible, the cutover from the old system to the new system must result in minimal disruption to the institution. The contractor shall provide a cutover plan in the proposal.

7.3. Training

The contractor shall provide operator and technical training in accordance with CSC document ES/SOW-0101. The training plan shall be included with the proposal.

7.4. Custom Equipment

To the maximum extent possible, it is preferred that systems consist or readily available off-the-shelf equipment. Custom assemblies and software shall be used only when such off-the-shelf equipment or software does not exist.

To the maximum extent possible, it is preferred that system configuration and changes be executed by means of software changes, not changes in hardware.

It is expected that manufacturers of major components of the system have a network of national distribution with local supply and service available in larger cities across Canada.

All equipment including any custom assemblies will require CSA approval as per CSC document ES/SOW-0102.

7.5. Sparing Plan

The contractor shall include an itemized list of recommended spare parts and/or test equipment with his proposal. This list shall include current unit costs.

7.6. Existing Equipment Integration

It will be necessary to physically integrate this equipment with other equipment in some cases. This shall be accomplished in accordance with accepted human engineering principles.

7.7. Existing Equipment Removal

It is the responsibility of the contractor to remove from service any equipment that is being decommissioned as a result of this Intercom System upgrade. Equipment will be turned over to the local CSC Design Authority or other designated authority.

The contractor shall pull out and dispose of all of the wiring rendered redundant, as a result of an advanced design, off site in an environmentally friendly way.

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.

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

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 shall 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 shall include a hazard assessment, controls, an emergency plan and a communications strategy.
 - b. The contractor shall complete a hazard assessment. All critical tasks and the associated hazards shall be identified.
 - c. Once hazards are identified, controls shall be put in place to minimize the risks. The controls shall include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.
 - d. An emergency plan shall be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan shall outline the emergency procedures to be taken in the event of an accident and shall 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 shall 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 shall 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 shall 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 shall have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.

INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUESTACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION
DU DOSSIER AU CPICPUT 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

Institution – Établissement	Request received / Demande reçue le	Date (YYAA-MM-DJ)	PUT AWAY ON FILE / CLASSER AU DOSSIER ▶ 3170-12
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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
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Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

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
Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?		If so, provide names - Si oui, fournir son nom :		<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
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
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 moulées 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 :		

SIGNATURES

<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)	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non
Institutional Head / Directeur de l'établissement	Date (YYAA-MM-DJ)	By: / Par :	
		Visit Review Board / Comité des visites	Date (YYAA-MM-DJ)