



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Fire Alarm Monitoring, Multiple Locations Across Alberta		Date : June 14, 2017
Solicitation No. – N° de l'invitation M5000-18-0128/A – PW-17-00782661		
Client Reference No. - No. De Référence du Client 201800128		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	July 25, 2017	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Tania Sentes, Procurement Officer		
Telephone No. – No. de téléphone 639-625-3463	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Security Requirement
- 1.2. Statement of Work
- 1.3. Debriefings
- 1.4. Procurement Ombudsman
- 1.5. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1. Security Requirement
- 6.2. Statement of Work
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Proactive Disclosure of Contracts with Former Public Servants
- 6.7. Payment
- 6.8. Invoicing Instructions
- 6.9. Certifications and Additional Information
- 6.10. Applicable Laws
- 6.11. Priority of Documents
- 6.12. Procurement Ombudsman
- 6.13. SACC Manual Clauses
- 6.14. Environmental Considerations

List of Annexes:

- Annex A Statement of Work
- Appendix A-1 Flow Chart
- Appendix A-2 Locations
- Annex B Evaluation Criteria
- Annex C Basis of Payment
- Annex D Integrity Form – Bidder's Information



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

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.

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5 Trade Agreements

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



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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Bids

Bids must be submitted only to RCMP 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 RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Alberta.

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



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 (one hard copy)
- Section II:** Financial Bid (one hard copy)
- Section III:** Certifications (one hard 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.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders are required to indicate whether or not they comply with the mandatory specifications.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided, if applicable.

Failure to meet any of the following specifications will render your proposal non-compliant and will be given no further consideration.

No.	Requirement	MET	NOT MET	Comments
1.	Underwriter's Laboratories Canada Certification CAN/ULC – S561-03. A copy of the certificate must be provided with the bid.			

4.1.1.2 Point Rated Technical Criteria – Refer to Annex “B” - Evaluation Criteria

The bids will be evaluated using a weighted evaluation scoring method and will be assigned scores using a predetermined scale of 0 to 5, at the sole discretion of the Royal Canadian Mounted Police based on pre-determined weighted evaluation values for each particular item or question. The total score for the bid will be determined and will be the basis for ranking bids.



Evaluation

Evaluation will occur in the following Stages:

Stage 1 – Confirmation of compliance with Mandatory Requirements.

The RCMP will determine the bids' compliance with all Mandatory Requirements as determined at the sole discretion of the RCMP.

Stage 2 – Point Rated Criteria Weighted Evaluation and Schedule of Rates Scoring.

Bids meeting all of the preceding Mandatory Criteria will be reviewed, evaluated and rated in accordance with the following Point Rated Criteria:

No.	Point Rated Criteria	Weight	Evaluation Factors
1.	Does the bidder have more than one back up location?	/ 3	If the bidder has one back up location they receive one point for every additional location to a maximum of three points.
2.	How long does it take to switch to an alternate location?	/ 3	Time for response, Switch to alternate location: 3 points for 1 minute or less, 2 points for between (1:01) one minute and one second and 5 minutes, 1 point for between (5:01) five minutes and one second and 10 minutes. (3 Points)
3.	Provide an outline of the Business Continuity Plan addressing the HR resources and Technical resources when switching from main location to alternate location.	/ 3	Addressing HR Resources, 1point, Addressing Technical Strengths/Weaknesses, 2 points (3 points)
4.	Does the alternate location need a different number programmed additionally into the monitoring device at the site?	/ 5	5 points awarded for no additional digital or analog number required to be saved in the monitoring device at the site for alternate location. 0 points awarded if alternate numbers are required for the alternate location to be saved in the monitoring device at the site. (5 points)

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price



4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory technical evaluation criteria; and
 - c) obtain the required five (5) minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 may render the bid non-responsive or constitute a default under the Contract.

5.1 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.

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.



5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

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



6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract award for a period of two (2) years inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tania Sentes
Procurement Officer
Royal Canadian Mounted Police
Corporate Management Branch
5600 - 11th Ave
Regina, SK S4P 3J7

Telephone: 639-625-3463

Facsimile: 306-780-5232

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.



6.5.2 Project Authority

The Project Authority for the Contract is: *(To be completed at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority 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 Project Authority, however the Project 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.

6.5.3 Contractor's Representative *(to be completed at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly rate as specified in Annex C, Basis of Payment for a cost of \$ _____ *(amount indicated at contract award)*. 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.



6.7.2 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.8 Invoicing Instructions

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

Each invoice must have the contract number and the building number for each location monitored during that month.

The address where the invoices are to be sent will be indicated at Contract Award.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.11 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 general conditions 2010C (2016-04-04), General Conditions – Services (medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Appendix A-1 – Flow Chart;
- (e) Appendix A-2 – Locations;
- (f) Annex C, Basis of Payment;
- (g) the Contractor's bid dated _____



6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.13 SACC Manual Clauses

G1005C (2016-01-28) Insurance – No Specific Requirement

6.14 Environmental Considerations

Where applicable, Contractors are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).



Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.

Shipping Requirements:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX "A"

STATEMENT OF WORK

1. **Introduction:**

This tender is for ULC certified fire alarm and fire alarm panel trouble signal receiving services, to include the monitoring of monitoring equipment and reacting to all fire panels and sprinkler alarm conditions, for the Royal Canadian Mounted Police (RCMP) - 'K' Division Crown owned and operated buildings within the Province of Alberta, twenty-four (24) hours a day, three hundred sixty-five (365) days per year without interruption.

2. **Site Equipment**

2.1 All sites will use a wide variety of equipment, supplied by the Royal Canadian Mounted Police, which will interface between the fire panels and the alarm signal receiving center communications line card. Alarm panels are communicating to a telephone line and a digital dial out panel.

2.1.1 The Royal Canadian Mounted Police will use an existing proprietary digital dial out phone number and account numbers with one of its two lines of communication by cellular communication. The second form of communication is to be a land line phone number supplied by the RCMP.

2.2 Contractor to provide:

2.2.1 Communications line card capable of accepting three (3) incoming telecommunications phone numbers supplied by the RCMP at the Signal Receiving Center, compatible with digital dial out.

2.2.2 A minimum of two (2) back-up Signal Receiving Centers and systems in place ensuring automatic uninterrupted continuation of Signal Receiving Center Services.

2.2.3 Contractor will agree to a working partnership with the current property management provider through communication and a collaborative approach.

2.2.4 Contractor must use a Telecommunications Company (Telus or Bell) to ensure reliable communication, and to provide SIM cards for GSM monitoring equipment in each Detachment.

3. **Description of Work**

3.1 **Services – As per Appendix A-1**

3.1.1 The Signal Receiving Center shall provide certified fire alarm panel signals receiving services 24 hours each day, 7 days per week without interruption for the RCMP 'K' Division Portfolio Fire alarm and sprinkler systems. Initiate emergency services and 'K' Division Operational Communications Centre



(OCC)/, report and record all events.

3.1.2 The Contractor will be responsible for monitoring sites as they are added by updating facility's building codes, descriptions, contacts and addresses. Amount of sites that will be monitored upon contract initiation is to be determined. Building(s) fire alarm panels will be added or removed during the duration of this contract with thirty (30) days prior notification to the Contractor.

3.1.3 The contractor will be responsible for inspections and maintenance to ensure that the following ULC compliance are being met:

3.1.3.1 CAN/ULC –S561-13 – “Installation for Services for Fire Signal Receiving Centres and Systems”

3.1.3.2 CAN/ULC –S559-13 – “Equipment for Fire Signal Receiving Centres and Systems”

3.2 Alarm Signals- As per Appendix A-1

3.2.1 Upon activation of any fire alarm initiating device, the Contractor shall perform the actions below in the order listed:

- a. Notify local fire/emergency services.
- b. Provide name and address of building in alarm; if available provide the location of the zone alarm signal and the type of alarm triggered.
- c. Contact the Detachment/Operational Communications Centre (OCC) monitoring to dispatch mobile assistance to provide access for emergency services, provide name and address of building in alarm, and if available provide the location of the zone alarm signal.
- d. Record and report events.

3.3 Trouble Signals - As per Appendix A-1

3.3.1 Upon receiving a Trouble Signal in any fire alarm panel / sprinkler system the contractor shall perform the actions below in the order listed;

- a. Contact the local Detachment to report the event.
- b. Record and report events.

3.3.2 Fire Alarm and Trouble Signals initiated by others doing repairs, fire drills & Maintenance Services.

- a) When service is conducted on a fire alarm panel / sprinkler system, the RCMP will contact the Signal Receiving Center and report on type of work, building location, and duration of work. When work is completed,



the contractor will contact the Signal Receiving Center and the Signal Receiving Center is to document and verify upon completion that the trouble signal is cleared.

- b. Record and report events.

3.4 Reporting Events

- 3.4.1 Contractor must record and track alarm, trouble events, and responses for retrieval and review by 'K' Division Asset Management or Fire Investigators on a monthly basis. This report must be sent by email by the 5th Day of each month summing up the previous months events. The report must be in English language and PDF format.

3.5 Interruption of Service

- 3.5.1 If for any reason the Contractor experiences a system failure on any of the Signal Receiving Centre Functions, 'K' Division Asset Management is to be notified by telephone and email immediately. This must be logged and recorded as per section 3.4.1.

3.6 Meetings

- 3.6.1 RCMP 'K' Division Asset Management reserves the right to request a meeting with the designated RCMP portfolio contact(s) once every six (6) months to review monthly reports. 'K' Division Asset Management reserves the right to call a scheduled meeting to resolve issues that may arise, and determine what actions are to be taken.

3.7 RCMP Addresses and Contact Information

- 3.7.1 All addresses and contact information **must** be stored and kept in Canada.



APPENDIX A-1 FLOWCHART





APPENDIX A-2

LOCATIONS

A list of all locations and contact information will be provided to the Contractor at contract award.



ANNEX "B"

EVALUATION CRITERIA

The bidder is requested to complete the following form in its entirety for evaluation.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

No.	Question	Response
1	Does the bidder have more than one back up location?	Back up location(s): City/ Province: 1. _____ 2. _____ 3. _____ 4. _____
2.	How long does it take to switch to an alternate location?	Check the appropriate box. <input type="checkbox"/> 0:01 – 1:00 (one minute or less) <input type="checkbox"/> 1:01 – 5:00 <input type="checkbox"/> 5:01 – 10:00 <input type="checkbox"/> 10:00 +
3.	Provide an outline of the Business Continuity Plan addressing the HR resources and Technical resources when switching from main location to alternate location.	Attach a separate sheet if required,
4.	Does alternate location need a different number programmed additionally into the monitoring device at the site?	Check the appropriate box. <input type="checkbox"/> Yes <input type="checkbox"/> No



ANNEX "C"

BASIS OF PAYMENT

- All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.

Monthly Monitoring

Initial Period – Date of Contract Award for a period of two (2) years inclusive.

Signal Monitoring Service	Estimated number of locations	Firm Monthly Rate Initial Period	Total Cost - Monthly Rate x twenty four (24)
Signal Monitoring Service	75 to 85	\$ _____	\$ _____

First Option Period – One (1) Year

Signal Monitoring Service	Estimated number of locations	Firm Monthly Rate 1st Option Period	Total Cost Monthly Rate x twelve (12)
Signal Monitoring Service	75 to 85	\$ _____	\$ _____

Second Option Period – One (1) Year

Signal Monitoring Service	Estimated number of locations	Firm Monthly Rate 2nd Option Period	Total Cost Monthly Rate x twelve (12)
Signal Monitoring Service	75 to 85	\$ _____	\$ _____



Annex "D" INTEGRITY FORM - BIDDER'S INFORMATION

As per the new Integrity Regime within the Federal Government the following information is required from all vendors prior to contract award.

Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the quote 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 vendor 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 quote to be non-responsive.

Integrity Provisions – Required Documentation

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

Individual Corporation Joint Venture

Legal Business Name:

Alternate Name: (Name that your company is operating under if different from Legal Business Name.)

Telephone Number:

Address:

City/Province:

Postal Code:

Fax Number:

E-mail Address:

GST or Business #

The entire Business Number or GST has 15 characters. (ex: 123456789 RT0001)

If no GST or Business #, provide your SIN #

Complete list of name(s) of Board of Directors or Owners, as applicable:

Table with 2 columns: Complete Name, Please indicate if they are a Board of Director or Owner.