

REQUEST FOR PROPOSAL
MAINTENANCE AND SUPPORT OF THE PSC'S PHYSICAL SECURITY SYSTEMS
FOR
THE PUBLIC SERVICE COMMISSION

SOLICITATION DATE: *September 6th, 2017*

CLOSING DATE AND TIME: *October 16th, 2017 at 2:00 p.m. EASTERN DAYLIGHT SAVINGS TIME*

Contracting Authority: **Julie Gauthier**

Public Service Commission
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(The Contracting Authority is responsible for establishing and administering the contract.)

Proposal Submission:

Proposals must be sent to the Public Service Commission, at one of the following addresses:

For delivery by courier services:

Bid Receiving
SOLICITATION NUMBER: CON17-1025
Public Service Commission c/o SCI
Procurement Services
465 Industrial Ave.
Ottawa, Ontario K1G 0Z1

Attention: **Julie Gauthier**

For in-person drop-off :

Bid Receiving
SOLICITATION NUMBER: CON17-1025
Public Service Commission
Procurement Services
22 Eddy Street, 12th Floor, Room 12012
Gatineau, Québec K1A 0M7

IMPORTANT: (In-Person Drop-Off)

Please call the Contracting Authority or the backup from the commissionaire's desk upon arrival.

It is strongly recommended that the bidder contact the Contracting Authority or the backup and schedule an in-person drop-off. It is solely the bidder's responsibility to ensure that the proposal is received at the address above by the closing date and time.

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**Proposal to the Public Service Commission
Bidder Information and Authorization**

Bidder Name and Address:
Legal Status (incorporated, registered, etc.)
GST or HST Registration Number and/or Business Identification Number (The Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name	Title
Signature	Date

Central Point of Contact:

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name	Title
Telephone	Fax
E-Mail	

Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein.

NOTE: It is the Bidder's responsibility to contact the Contracting Authority as soon as possible if there are any changes to the Bidder's contact information. The PSC's main method of communicating with Bidders is via email; therefore, it is the Bidder's responsibility to ensure that they verify their email account for important information during both the solicitation period, and the resulting contract period. The PSC is under no obligation to contact the Bidder via any other means (such as phone, fax or mail), and should the Bidder miss important deadlines sent to their email address identified above, it will be at no fault of the PSC (unless the Bidder has previously advised the Contracting Authority of a change in their email address).

PART 1 – GENERAL INFORMATION

1.1 Summary

This is a Request for Proposal (RFP) that proposals be developed and submitted to the Public Service Commission (PSC) setting out the alternative means by which several technical, performance, time and other goals and objectives may be best met, having regard to stated mandatory requirements. The PSC will consider entering into a contract for the implementation of the most acceptable proposal, which will be determined by the evaluation of factors set out in this RFP. In addition, the proposal will be measured against the content terms and conditions set forth in this RFP.

This requirement is subject to the terms of the North-American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCOFTA), the Canada-Korea Free Trade Agreement (CKFTA), the Canada-Panama Free Trade Agreement (CPAFTA) and the Canadian Free Trade Agreement (CFTA).

1.2 Information

1.2.1 Standard Information

- a) The PSC reserves the right to choose the firm that best meets the requirements, without incurring any obligation to any other firms having responded to this solicitation. The proposal that is lowest in cost shall not necessarily be chosen.
- b) The PSC reserves the right to accept any proposal without negotiating with the bidder. It is the responsibility of the bidder to obtain all information on the project before bidding.
- c) No proposal jointly submitted by two or more candidates will be accepted. However, a proposal submitted by one candidate as project lead who subcontracts part of the work to another candidate will be accepted, provided that the potential sub-contractor withdraws from the competition by not submitting a proposal.

1.2.2 Right To Negotiate or Cancel

The PSC reserves the right to further negotiate with bidders in order to arrive at the most cost effective contract that is in keeping with the terms and conditions of the Request for Proposals or, alternatively, not to award a contract at all.

1.2.3 Office of the 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.

1.3 Instructions

1.3.1 Confidentiality

All bidders submitting proposals shall maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by the PSC and shall not communicate such information, documents or materials to any third party without the prior consent of the PSC.

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1.3.2 Monitoring

The Contractor is to monitor the personnel assigned to any contract resulting from this RFP to ensure that the work progresses to the satisfaction of the Project Authority.

The Contractor is also responsible for monitoring and verifying the days billed using periodic audits.

1.3.3 Standard Instructions

- a) It is essential that section 5.2 – Mandatory Requirements in this solicitation be fully described in the proposal. Any failure to provide information shall work to the disadvantage of the bidder.
- b) The bidder's proposal must conform to the stipulated format indicated in section 2.2 – Presentation of proposals and Part 5 – Evaluation and Selection Criteria Method. If the bidders feel that certain items restrict them in some way, they must indicate this in their proposals. Any deviation from the conditions laid down in this document must be described in detail with supporting arguments.

1.4 Conditions

1.4.1 Conditions to Bidders

Bids submitted in response to this solicitation shall be valid in all respects for not less than ninety (90) calendar days from the closing date of this request.

1.4.2 General Conditions, Supplementary Conditions, Terms of Payment

The attached Appendix "A" – General Conditions, Appendix "B" – Supplementary Conditions, Appendix "C" – Terms of Payment, are hereby incorporated into and form part of this solicitation. Submission of a bid constitutes acknowledgement that the bidder has read and agrees to be bound by such instructions.

1.4.3 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for two (2) site visits to be held at 22 Eddy Street in Gatineau, Quebec on **September 26th, 2017**. The first site visit will begin at **9:30 am**, and the second site visit will begin at **2:00 pm**. A PSC Representative will be in the lobby of 22 Eddy to escort Bidders fifteen (15) minutes prior to each scheduled site visit.

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets or sites. Bidders must communicate with the Contracting Authority no later than **September 21st, 2017** to confirm attendance. The Bidder must provide the name(s) of the person(s) who will attend and their security clearance number or date of birth to allow the PSC to confirm that the attendee(s) has at least a **RELIABILITY** clearance. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders will be provided a list of equipment at the site visit. During the visit, attendees may take notes, however, it is not permitted to take pictures.

Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to this RFP.

PART 2 – BIDDER INSTRUCTIONS

2.1 Submission of Proposals

Bidders must submit **four (4) copies** of the **technical proposal** and **one (1) copy** of the **financial proposal** to the PSC (see page 1 for complete address) no later than **October 16th, 2017, 2:00 PM (Eastern Daylight Saving Time)**. It is the responsibility of the bidders to ensure that proposals are received at the required address before closing date and time. **Proposals will not be accepted after October 16th, 2017, 2:00 PM (Eastern Daylight Saving Time) and will be returned unopened to the sender.**

Proposals should be concise and should address, but not necessarily be limited to, the evaluation and selection criteria. Items not addressed will be given a score of zero. Bids will be evaluated solely on their content. Evaluation criteria not addressed will be given a score of zero. It is the responsibility of the Bidder to obtain clarification of the requirements contained, herein, if necessary prior to submitting a bid using the procedure described in Part 2 – Bidder Instructions.

Due to the high risk of technical difficulties and unsecured equipment, electronic transmission of proposals by such means as electronic mail, facsimile, or commercial telex is not considered to be practical and therefore **will not be accepted.**

During the bid evaluation period, bidders may or may not be required to supply other information to support, validate or clarify the details included in bids. Information shall be made available to the PSC within five (5) working days of receipt of a request.

2.2 Presentation of Proposals

The PSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid. Non-compliance with this condition (for that reason alone) may result in bid disqualification.

The PSC 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 that of the Request for proposals;
- c) Include the certifications as a separate section of the Technical Bid.

2.2.1 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.

The Technical Proposal must clearly address the following aspects:

- a) Mandatory Proposal Requirements
- b) Mandatory Technical Requirements

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The Technical Proposal must demonstrate compliance with all mandatory proposal requirements and must demonstrate how each proposed resource meets the mandatory technical requirements set out in Part 5 – Evaluation and Selection Criteria Method. The Technical Proposal must respond to each of the Mandatory Requirements demonstrating how the qualifications including experience of the proposed resources satisfy the requirement. As outlined in Part 5 – Evaluation and Selection Criteria Method – bidders should use the tables provided in order to provide a structured response. Sufficient details including dates, titles, functions, activities, achievements, degrees, etc. **MUST** be provided to demonstrate that the requirement is met. Failure to provide sufficient details may result in a non-compliant proposal.

Proposals should be structured so that responses for each proposed resource are separate from any other proposed resource.

Bidders **MUST** include a curriculum vitae (CV) or resume of proposed resources to provide a summary of the qualifications and experience of the individuals.

1. The evaluation team will evaluate all proposed individuals in accordance with the evaluation procedures described herein.
2. The bidder must provide information indicating how and where he or she acquired the experience described in the technical proposal; otherwise, it will not be included in the evaluation process.
3. To facilitate the evaluation and to ensure that sufficient information is provided to permit a complete evaluation, it is **strongly** suggested that the résumé of each proposed individual be presented using the following format:
 - A. Name of bidder and name of proposed individual.
 - B. Position title or affiliation with bidder.
 - C. Security clearance level of the individual.
 - D. Relevant academic and/or professional qualifications.
 - E. Career summary:
 - a. Individual’s detailed employment history;
 - b. Past experience relevant to the evaluation criteria;
 - c. Organization(s) where the individual was employed, including:
 - i. Organization name and total workforce (permanent, full-time employees);
 - ii. Positions occupied, including start and end dates (mm-yy);
 - iii. Individual’s hierarchical level in the organization;
 - iv. Reporting structure both below and above the individual’s position

2.2.2 Section II: Financial Bid

Bidders must submit their Financial Bid in accordance with the Appendix “D” – Basis of Payment. The total amount of Taxes is to be shown separately, if applicable.

In the Financial Proposal, bidders must include prices and/or rates for the services to be provided, in Canadian dollars, in compliance with the following pricing basis:

- A. For Canadian-based bidders, prices and/or rates of pay for services must be firm and all-inclusive, as indicated in Appendix “D” – Basis of Payment attached (excluding taxes) where applicable, and inclusive of excise taxes and Canadian customs duties, where applicable, and the deliverables FOB Destination.

During the bid evaluation period, Bidders may or may not be required to clarify the details included in bids. Information must be made available to the PSC within three (3) working days of receipt of a request. Information or clarifications submitted after the three (3) working day deadline will not be accepted. The PSC is under no obligation to request clarification(s) from the Bidder; therefore it is in the Bidder's best interest to include complete, descriptive information in its proposal.

2.3 Enquiries – Request for Proposals

All enquiries must be submitted in writing (either by regular mail or electronic mail) to the PSC Contracting Authority (identified on page one (1) of the solicitation document) on or before **four (4) calendar days** before the RFP closing date. All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the **Contracting Authority (or his or her Backup)** named on page one (1) of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of bids.

Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable PSC 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 PSC determines that the enquiry is not of a proprietary nature. PSC may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry together with the response can be distributed to all Bidders either through a posting on the Government Electronic Tendering Services (GETS) or through electronic mail. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by PSC.

2.4 Applicable Laws

The resulting contract must be interpreted and governed by the laws in force in Québec.

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.

PART 3 – REQUIREMENTS

3.1 Title

Maintenance and support of the Public Service Commission's (PSC) physical security system.

3.2 Objective

To provide necessary technical support to maintain the PSC's security system.

3.3 Background

The PSC must ensure that its security system is performing optimally at all times.

The PSC security system is designed to provide superior protection and effective access control for the department in the following three-stage formats:

- 1- Access Control
- 2- CCTV (video surveillance)
- 3- Intrusion detection

The PSC is one in a number of federal tenants located at 22 Eddy Street, Gatineau, Quebec.

3.4 Tasks

This project requires for four streams of work:

- 1- Preventive maintenance of the system;
- 2- Emergency service coverage and ad hoc repairs;
- 3- System Programming; and
- 4- Provision of training.

3.4.1 Preventive Maintenance

At contract award, the Contractor must:

- 1- Attend initial kick off meeting with representatives from the PSC Security team. A complete detailed list of security equipment and their location will be provided;
- 2- Prepare and present a draft maintenance schedule of work deemed necessary to be performed throughout the contract period in order to keep the system in good working order at all times. The plan, subject to approval by the Project Authority, has to indicate detailed maintenance tasks to be performed to each security component (i.e.: dusting of equipment, verify wiring, clean lenses, test doors and alarms, verify components are operational, installation of free manufacturer's updates) as well as their frequency (ie: monthly, quarterly, semi-annually, annually, etc);
- 3- Prepare and present a draft activity report template, to be used following maintenance or repair activities in order to report work that was completed, corrective measures taken, or other relevant information; and
- 4- Perform maintenance tasks as listed in the proposed schedule as approved by the Project Authority

All free security updates to security systems provided by manufacturer are to be presented to PSC for approval as to whether to apply them or not. If approval is granted, these updates or patches are to be installed at no cost to the PSC.

3.4.2 Emergency Service Coverage and Ad Hoc Repairs

For the duration of the contract, the Contractor must provide a 24/7 call-back service and adhere to the following response times:

- i. Response within thirty (30) minutes following receipt of a telephone call to any emergency service request;
- ii. On-site response within eight (8) working hours following receipt of an emergency service call.
- iii. The Contractor must have the PSC Security System in operation within forty-eight (48) hours from on-site arrival.

If, after arrival of the technician on site, the Contractor determines that the unit cannot be repaired within forty-eight (48) hours, then the Contractor must propose to the Project Authority a repair action plan with estimated timelines.

The action plan must include remedial actions that ensures an appropriate security posture at all times.

3.4.3 System programming

The Contractor must perform system programming tasks when required on, but not limited to, the following elements of the PSC's security system:

- Avigilon Video Surveillance Software;
- Kantech Entrapass Software;
- DSC Maxsys Intrusion Alarm Panels; and
- Morse Watchman's Key Control Software.

3.4.4 Provision of training

For the duration of the contract, and on an "as and when" required basis, the Contractor must provide training sessions on different PSC security system devices and components.

Training sessions may include but not be limited to:

- Basic and advanced functions of various security devices and components
- Extraction of reports (ie: from Kantech or Avigilon)
- Backup of information

The training sessions must be provided to the PSC security team members on an as and when required basis, for up to a maximum of 16 hours for the contract period, and up to a maximum of 16 hours per option period.

The training sessions will be held at the PSC facility located at 22 Eddy Street, Gatineau, Quebec. If necessary, the PSC will install the software on a stand-alone system for training purposes.

3.5 Constraints

All critical issues noted at any time during the performance of the work must immediately be reported to the Project Authority.

Passwords provided to the Contractor by the Project Authority are to never be revealed to anyone without written consent by the Project Authority. No changes in user passwords or permissions on the system must be performed without prior written consent of the Project Authority.

All repairs are to be conducted only when authorized by the Project Authority.

A date and time for ad hoc work to be done will be agreed to by both the Contractor and the Project Authority.

All replacement parts used must be identical to the existing parts unless otherwise agreed to by the Project Authority.

Material and replacement parts (excluding replacement batteries for control panels which are covered in the firm lot price) shall be reimbursed to the Contractor at purchase cost (which includes invoices and transportation costs, exchange, customs and brokerage charges), upon submission of paid invoices. The Contractor must obtain the Project Authority's approval prior to purchasing material and replacement parts. The PSC reserves the right to purchase its own material and parts, if deemed to result in best value.

3.6 Client Support

The PSC shall provide access to the system and work spaces as necessary for the Contractor to carry out the work.

3.7 Deliverables

The Contractor must, without being limited to, submit the following:

1- Maintenance schedule:

- a. Must include device names and locations, maintenance tasks to be performed and frequency.
- b. Subject to approval by the Project Authority.

2- Activity report template:

- a. Must include device names and locations, maintenance tasks, corrections or recommendations, and observations.
- b. Subject to approval by the Project Authority.

3- Activity report:

- a. To be provided no later than three (3) working days following activities (planned maintenance or emergency/ad hoc activities)
- b. All possible points of concern or discussion must be raised on these reports.
- c. A summary of any actions taken and discussions with the Project Authority must be included in report, along with time lines.
- d. Report must include the date of activity, arrival and departure time from site, detailed nature of the activity, any issues that may affect the performance or security.

All deliverables must be submitted in Microsoft Office 2013 format, or in another format approved by the Project Authority.

All deliverables will be inspected, and will have to be accepted by the Project Authority. The Project Authority may have portions of the deliverables reviewed. Any document that fails to meet the established criteria will have to be reworked at the Contractor's own expense.

3.8 Location of work

The Contractor must perform the work at the PSC Headquarters, located at 22 Eddy Street, Gatineau, Québec. The PSC will not pay any travel fees under this contract.

3.9 Security Requirements

The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

The Contractor personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), or by the PSC.

The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the PSC.

The Contractor must comply with the provisions of the:

1. Security Requirements Check List and security guide (if applicable), attached at Annex E;
2. Industrial Security Manual (Latest Edition).

The Contractor **MUST NOT** save or copy the information, even working copies, on their computer hard drives. The PSC will provide encrypted USB sticks which shall be used for the sole purpose of work on PSC reports. Storage, transport and transmittal of all Protected documents and/or USB stick containing PSC information must be executed in accordance with Treasury Board Secretariat of Canada-Operational Security Standard on Physical Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329>).

3.10 Meetings

The Contractor must attend:

- a. Initial kick off meeting at contract award;
- b. On-site meetings with the Project Authority to be conducted within five (5) working days from each submitted report, if such a meeting is required, to discuss the content of the report or other related activities; and
- c. Any other meeting as required by the Project Authority.

3.11 Official Languages

The Contractor must perform all work and submit all deliverables in English

3.12 Intellectual Property

The Contractor will own all intellectual property rights in foreground information.

3.13 Green Procurement and Services

The Contractor should make every effort to ensure that all documents prepared or delivered are printed double-sided on Ecology-certified recycled paper or on paper with equivalent post-consumer recycled content, to the full extent to which it is practical.

PART 4 – PERIOD OF PROPOSED CONTRACT

The period of the proposed contract shall be for a period of one (1) year from the date of contract award.

The Contractor grants to Canada the irrevocable option to extend the period of the contract by up to three (3) additional one (1) year periods under the same terms and conditions.

Canada may exercise this option at any time by sending a written notice to the Contractor prior to the Contract expiry date.

The Contractor agrees that, during the extended period of the Contract, the rates/prices will be in accordance with the provisions of the Contract.

The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a formal Contract Amendment.

PART 5 – EVALUATION AND SELECTION CRITERIA METHOD

Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Proposals failing to adequately respond to the mandatory requirements will be excluded from further considerations. Your technical proposal should address each of the requirements in the order in which they appear. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience MUST be fully documented and substantiated in the proposal.

5.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the Request for Proposals including the technical evaluation criteria.
- b) An evaluation team composed of representatives of the PSC will evaluate the bids.

5.2 Mandatory Requirements

Table – Mandatory Requirements

Item #	Mandatory Requirements	References Section / Page in Bidder’s Proposal
M1	<p>A completed and signed “Proposal to the Public Service Commission Bidder Information and Authorization” form as provided on page 3 of this solicitation document must be included in the technical proposal portion of this proposal.</p> <p>Bidders who do not submit the certification with their proposal will have 72 hours (three business days), from request of the Contracting Authority, to provide them. If the document is not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	
M2	<p>The Bidder MUST complete the “Corporate References Template” provided in Appendix “F”, in order to clearly demonstrate that it has operated in the security industry, performing security services similar in scope to the services described in Part 3 – Requirements, for a minimum of five (5) cumulative years within the last eight (8) years preceding the closing date of this Request for Proposal.</p> <p>The PSC may contact the references to confirm the information provided by the Bidder.</p>	

<p>NOTE: The Bidder may choose to propose the same resources in criteria M3 to M6, or different resources, as long as the proposed resource meet the requirements of the criterion. In all cases, the Bidder must clearly indicate which resource it is proposing for the criterion and must provide sufficient information to demonstrate that the proposed resource has the experience required.</p>		
M3	<p>Technicians</p> <p>The Bidder MUST demonstrate that they have at least two (2) resources available in their workforce <u>who each have</u> at least two (2) years of experience within the last five (5) years from the date of bid closing in the maintenance and repair of <u>all of the following</u>:</p> <ul style="list-style-type: none"> • Access Control Systems and • CCTV Camera Systems <p>Bidders should provide the following details as to how the stated experience was obtained for each resource:</p> <ol style="list-style-type: none"> 1. Name of the client and contact information; 2. When (start date and end date) the experience was acquired; 3. Details about the work performed (including brand and type of equipment); and 4. A reference. 	
M4	<p>Kantech Global Experience</p> <p>The Bidder MUST demonstrate that they have at least two (2) resources available in their workforce, <u>who each have</u> a minimum of two (2) years of experience in the support of Kantech Global Software.</p> <p>Bidders should provide the following details as to how the stated experience was obtained for each resource:</p> <ol style="list-style-type: none"> 1. Name of the client and contact information; 2. When (start date and end date) the experience was acquired; 3. Details about the work performed (including brand and type of equipment); and 4. A reference. 	
M5	<p>Kantech Global Software Certification</p> <p>The Bidder MUST demonstrate that they have at least two (2) resources available in their workforce, <u>who each have</u> a valid Kantech Global Software Certificate.</p> <p>Bidders should provide a copy of the certifications. Bidders who do not submit the certifications with their proposal will have 72 hours (three business days), from request of the Contracting Authority, to provide them. If the document is not provided within the 72 hours, the proposal will be deemed non-compliant.</p>	

<p>M6</p>	<p>Avigilon Experience</p> <p>The Bidder MUST demonstrate that they have at least two (2) resources in their workforce <u>who each have</u> a minimum of two (2) years of experience in the support of Avigilon CCTV systems.</p> <p>Bidders should provide the following details as to how the stated experience was obtained for each resource:</p> <ol style="list-style-type: none"> 1. Name of the client and contact information; 2. When (start date and end date) the experience was acquired; 3. Details about the work performed (including brand and type of equipment); and 4. A reference. 	
<p>M7</p>	<p>Programming Specialist</p> <p>The Bidder MUST demonstrate that they have at least one (1) resource with a minimum of three (3) years of experience within the last five (5) years from bid closing date with the provision of advanced support in programming and updating security softwares.</p> <p>The proposed specialist resource MUST possess a valid Kantech Global systems and Avigilon certifications. The Bidder MUST provide a copy of the resource’s Kantech and Avigilon Certificates of the proposed resource in their bid.</p> <p>Bidders who do not submit the certifications with their proposal will have 72 hours (three business days), from request of the Contracting Authority, to provide them. If the form is not provided within the 72 hours, the proposal will be deemed non-compliant.</p> <p>NOTE: The Bidder may propose one of the resources named in M3 to M6, if he or she also meets the requirements of the criterion. In all cases, the Bidder must clearly indicate which resource it is proposing for the criterion and must provide sufficient information to demonstrate that the proposed resource has the experience required.</p>	

5.3 Contractor Selection Method / Lowest weighted price

A bid must comply with the requirements of the RFP and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest weighted price will be recommended for issuance of a contract.

5.3.1 Weighted Price Calculation Example*

The following example shows a situation where the weighted price is calculated for a bid that has met all mandatory technical evaluation criteria:

Firm lot price		Contract Period (A)	Option Period #1 (B)	Option Period #2 (C)	Option Period #3 (D)	Sub-total (E=A+B+C+D)	Weight (F)	Weighted Price (G=ExF)
1	Maintenance services	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000	80%	\$ 32,000
Hourly rate		Contract Period (A)	Option Period #1 (B)	Option Period #2 (C)	Option Period #3 (D)	Sub-total (E=A+B+C+D)	Weight (F)	Weighted Price (G=ExF)
2	Emergency Service Coverage	\$ 15	\$ 15	\$ 15	\$ 15	\$ 60	10%	\$ 6
3	Training	\$ 10	\$ 10	\$ 10	\$ 10	\$ 40	10%	\$ 4
TOTAL WEIGHTED PRICE								\$ 32,010

**The prices shown in the table above are fictitious and used for the sole purpose of providing a calculation example.*

Figures are rounded up to the second decimal when necessary.

In the example above, the bidder has achieved **total weighted price of \$32,010.**

PART 6 – CERTIFICATIONS

Bidders must provide the required certifications to be issued a contract. The PSC will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to the PSC is subject to verification by the PSC during the bid evaluation period (before issuance of a contract) and after issuance of a contract. The PSC Contracting Authority will have the right to ask for additional information to verify the Bidders' compliance with the certifications before issuance of a Contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the PSC Contracting Authority for additional information will also render the bid non-responsive.

6.1 Certifications Precedent to Issuance of a Contract

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the PSC Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the PSC Contracting Authority and meet the requirements within that time period will render the bid non-responsive.

6.2 Federal Contractors Program for Employment Equity - Contractor Certification

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

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

Signature of authorized representative

Date

6.3 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

Definitions

For the purposes of this clause,

1. "Former public servant" means a 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 and includes:
 - a) an individual;
 - b) an individual who has incorporated;
 - c) a partnership made up of former public servants; or
 - d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
2. "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 Public Service.
3. "pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Bidders who are former public servants in receipt of a pension must identify themselves as such by completing the following:

- () The bidder is a former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who has incorporated;
- () The bidder is a partnership made up of former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who is the sole proprietorship or has a major interested in the entity;
- () The bidder is a former public servant not in receipt of a pension.
- () The bidder is NOT a former public servant.

If the Bidder is a FPS in receipt of a pension, the Bidder must provide the following information:

- a) Name of the former public servant_____
- b) Date of termination of employment or retirement from the Public Service_____
- c) Former maximum salary_____
- d) Total annual (gross) pension_____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction program_____

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

Signature of authorized representative

Date

6.4 Status and Availability of Resources

The Bidder certifies that, should it be issued a Contract as a result of the Request for proposals, every individual proposed in its bid will be available to perform the Work resulting from the contract as required by Canada's representatives and /or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with equal or superior qualifications and experience. The Bidder must advise the Project Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

Subsequently, the Contracting Authority will provide its approval for the substitution prior to the issuance of an amendment to the original contract.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting he Bidder and of his/her availability.

Signature of authorized representative

Date

6.5 Conflict of Interest

The Bidder acknowledges and agrees that it is a term of this RFP that no person who is not in compliance with the provisions of Chapter 2 - Conflict and Interest Measures and Chapter 3 - Post-Employment Measures of the *Values and Ethics Code for the Public Service* (current version) shall derive any direct benefit from this RFP, any resulting contract. The Bidder further acknowledges and agrees that failure to comply with the provisions of chapters 2 and 3 referenced herein will render the Bidder ineligible to provide services under any resulting contract from this RFP.

The Bidder certifies that he has not accepted or received, directly or indirectly, advantage, benefit, preferential treatment or assistance of any kind through a member of his family or a friend in relation to this RFP and any resulting contract.

Signature of authorized representative

Date

6.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to the Public Service Commission for this Request for Proposals do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
- (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable):**
- (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

Position Title

Date

6.7 Certification of education and experience

The Bidder hereby certifies that all statements made with regard to the education and experience of the resources proposed for carrying out the work relating to this bid are accurate and factual. The Bidder is aware that the PSC reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive or result in any other action that the PSC may consider appropriate.

(Name and signature of the Bidder’s authorized representative)

Title

Date

PART 7 – ABORIGINAL SUPPLIER

Self-identification

The PSC has made a commitment to increase contracting actions between the federal government and Aboriginal businesses, in accordance with The Procurement Strategy for Aboriginal Business. In order to assist the PSC in reporting contracting activities with Aboriginal businesses, it is important that Aboriginal bidders identify themselves as such by completing and providing appropriate Certification Requirements which have been developed by the Department of Indigenous and Northern Affairs Canada.

APPENDIX “A” - General Conditions of a Service Contract
APPENDIX “B” - Supplementary Conditions of a Service Contract
APPENDIX “C” - Terms of Payment of a Service Contract

The above documents are available at the following Web site:

<https://www.canada.ca/en/public-service-commission/corporate/about-us/doing-business-public-service-commission/general-conditions-service-contract.html>

Integrity Provisions:

The *Ineligibility and Suspension Policy* (the “Policy”) and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada’s website at Ineligibility and Suspension Policy: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>.

APPENDIX “D” - Basis of Payment

As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its cost for each of the identified items.

The firm prices submitted in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for the performance of the Work described in Part 3 – Requirements of this bid solicitation, and includes the following:

- a) inside the National Capital Region (NCR) is defined in the National Capital Act (R.S.C., 1985, c. N-4), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
- b) any travel required between the successful bidder’s place of business and PSC’s office; and
- c) any relocation of resources required to satisfy the terms of any resulting contract.

Firm lot price*		Contract Period	Option Period #1	Option Period #2	Option Period #3
1	Maintenance services	\$	\$	\$	\$
Hourly rate**		Contract Period	Option Period #1	Option Period #2	Option Period #3
2	Emergency Service Coverage	\$	\$	\$	\$
3	Training	\$	\$	\$	\$

* The above firm lot price include replacement batteries for control panels, installation of security software and/or hardware patches (subject to approval by the PSC), repair and replacement of damaged labeling, labor to replace defective or broken system components, and all work specified in Part 3 – Requirements.

** Should the PSC request services as described in subsection 3.4.2 – Emergency Service Coverage and ad hoc repairs or in subsection 3.4.4 – Provision of training, the Contractor will be paid for labour at this submitted hourly rate. Only time spent on the repair or the training itself (up to 16 hours for the contract period, and up to 16 hours per option period) is to be charged. The provision of an emergency call-back service and travel time to and from the Contractor’s place of business and the PSC are included in the firm, all-inclusive lot price of the maintenance services.

Material and Replacement Parts

Material and replacement parts (excluding replacement batteries for control panels which are covered in the firm lot price) shall be reimbursed to the Contractor at purchase cost (which includes invoices and transportation costs, exchange, customs and brokerage charges), upon submission of paid invoices. The Contractor must obtain the Project Authority’s approval prior to purchasing material and replacement parts. The PSC reserves the right to purchase its own material and parts, if deemed to result in best value.

Closure of Government Offices

Where the Contractor’s employees are providing services on government premises pursuant to this contract and the said premises become non-accessible due to evacuation or closure of government offices, and consequently no work is being performed as a result of the closure, the PSC will not be liable for payment to the Contractor for the period of closure.

APPENDIX "E" - Security Requirements Check List (SRCL)



Contract Number / Numéro du contrat CON17-1025
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine PSC		2. Branch or Directorate / Direction générale ou Direction PCAB / FAD / Admin. Security	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Maintenance Service Contract for PSC security system located at 22 EDDY ST., GATINEAU, QC			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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Security Classification / Classification de sécurité





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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

APPENDIX “F” - Corporate References Template

The Bidder must demonstrate that it has operated in the security industry, performing security services similar in scope to the services described in Part 3 – Requirements (maintenance, support, repairs and upgrade to access management, intrusion alarm and CCTV systems) for a minimum of five (5) cumulative years within the last eight (8) years preceding the closing date of this Request for Proposal.

The Bidder must provide as many client references (using the template below) as required to demonstrate this experience.

Corporate Reference	
Name of the Bidder	
Name of the Client Organization	
Client Contact Information	Name: Title: Telephone Number: E-mail address:
Dates and duration of the work	Start Date: End Date: Total Duration:
Scope of Work	
Did the work involve inspection of access control systems, CCTV Camera System and an Intrusion Detection Systems? <i>Please describe experience.</i>	
Did the work involve the programming of access control systems / components? <i>Please describe experience.</i>	
Did the work involve programming CCTV camera? <i>Please describe experience.</i>	
Did the work involve programming of an intrusion alarm system? <i>Please describe experience.</i>	
Did the work involve programming of access controls? <i>Please describe experience.</i>	

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<p>Did the work involve Kantech Global software maintenance and repair services?</p> <p><i>Please describe experience.</i></p>	
<p>Did the work involve Avigilon software maintenance and repair services?</p> <p><i>Please describe experience.</i></p>	