



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatchewan

S7K 0E1

<b>Title - Sujet</b> Access Control System Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W7702-186032/A	<b>Date</b> 2018-01-03
<b>Client Reference No. - N° de référence du client</b> W7702-186032	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-205-5036	
<b>File No. - N° de dossier</b> STN-7-40035 (205)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-02-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baessler, Nancy	<b>Buyer Id - Id de l'acheteur</b> stn205
<b>Telephone No. - N° de téléphone</b> (306) 241-2826 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE; DRDC SUFFIELD BLDG 560 RECEIVING 560 MOUNT SORRELL ROAD RALSTON AB T0J 2N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **1.2 Summary**

- 1.2.1 DRDC Suffield currently utilizes FC WNX software (Lenel product), Genetec Omnicast, Veri Admin, and Commend Intercom Software along with the required hardware and components to provide access control and monitoring for the Centre. This system requires maintenance, upgrade/updates, an on occasion repairs. In order to protect the previous investment the most cost efficient and desired method is to maintain and build upon the existing system utilizing only necessary software and hardware that seamlessly integrates, updates, or upgrades the existing system. FC WNX software and the circuit boards associated to it are nearing the end of serviceable life and this system will be required to be updated utilizing the existing system.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.3 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), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

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- 1.2.4 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

### 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.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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.

## **2.5 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.



## **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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B."

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

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If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.3 Exchange Rate Fluctuation**

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

### **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

Mandatory and point rated technical evaluation criteria are included in Annex C.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

SACC *Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 198 points (75%) overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 264 points.
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%. Evaluated price to be determined as follows:

Contract Period – 01 April 2018 to 31 March 2019

$$1a + 1b + 1c + 1d + 1e + 1f + 1g + 1h + 1i + 1j + 1k = 1l$$

Contract Option Period 1 – 01 April 2018 to 31 March 2019

$$2a + 2b + 2c + 2d + 2e + 2f + 2g + 2h + 2i + 2j + 2k = 2l$$

Contract Option Period 2 – 01 April 2019 to 31 March 2020

$$3a + 3b + 3c + 3d + 3e + 3f + 3g + 3h + 3i + 3j + 3k = 3l$$

**1l + 2l + 3l = evaluated price**

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%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex F.

If the information is not provided in the bid, the 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 Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 72 hours (3 calendar days) of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$30,000.00**. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **7.1.2.3 Canada's Obligation – Portion of the Work – Task Authorization**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

##### **7.1.2.4 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Defence Research and Development Canada (DRDC). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.2.2 Supplemental General Conditions**

[4003](#) (2010-08-16), Licensed Software, apply to and form part of the contract.

[4004](#) (2013-04-25), Maintenance and Support Services for licensed Software, apply to and form part of the contract.

[4012](#) (2012-07-16), Goods – Higher Complexity, apply to and form part of the contract.

## **7.3 Security Requirements**

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract:



**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE Subcontract N° W7702-186032**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex
  - (b) Industrial Security Manual (Latest Edition).

**NOTE:** There are **multiple levels of personnel security screenings** associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

**NOTE:** There are **multiple levels of release restrictions** associated with this file. In this instance, a *Security Guide* should be added to the SRCL clarifying these restrictions. The *Security Guide* is normally generated by the organization's project authority and/or security authority.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from **2018-04-01** to **2019-03-31** inclusive.

### **7.4.2 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 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.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nancy Baessler  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
Address: Suite 110, 101 22<sup>nd</sup> Street East  
Saskatoon, SK  
S7K 0E1  
Telephone: 306 241 2826  
E-mail address: nancy.baessler@pwgsc-tpsgc.gc.ca

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

### **7.5.2 Project Authority**

The Project Authority for the Contract is:

*To be determined.*

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.

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N° VME

### 7.5.3 Contractor's Representative

(To be completed by bidder.)

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

### 7.6 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.

### 7.7 Payment

#### 7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and applicable taxes are extra.

#### 7.7.2 Limitation of Expenditure – Cumulative Total of All Task Authorizations

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

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

### **7.7.3 Terms of Payment – Single Payment**

H1000C (2008-05-12), Single Payment

### **7.7.4 Travel and Living Expenses**

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

All travel must have the prior authorization of the Project Authority or the Technical Authority. All payment are subject to government audit.

### **7.7.5 Direct Request by Customer**

A9117C (2007-11-30), T1204 Direct Request by Customer

### **7.7.6 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. *To be determined.*

### **7.7.7 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

### **7.7.8 Time Verification**

C0710C (2007-11-30), Time and Contract Price Verification

## **7.8 Invoicing Instructions**

1. 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 be supported by:

- a. a copy of time sheets to support the time claimed;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. One (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### 7.9.1 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.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions,
  - [4012](#) Goods – Higher Complexity ( )
  - [4003](#) Licensed Software ( )
  - [4004](#) Maintenance and Support Services for Licensed Software ( )
- (c) the general conditions [2035](#) (2016-04-04), Higher Complexity - Services,
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex F, Insurance Requirements;
- (g) Annex G, Task Authorization Form
- (g) Annex H, Task Authorization – Periodic Usage Report
- (h) the Contractor's bid dated \_\_\_\_\_,

### 7.12 Defence Contract

[A9006C](#) (2012-07-16), Defence Contract

### 7.13 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor), or  
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for

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STN205  
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Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7.15 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
B1501C (2006-06-16), Electrical Equipment  
B1505C (2016-01-28), Shipment of Hazardous Materials  
B7500C (2006-06-16), Excess Goods

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Task authorization contract**

##### **1. TITLE**

DRDC SUFFIELD ACCESS CONTROL SYSTEM MAINTENANCE & UPGRADE

##### **2. BACKGROUND**

DRDC Suffield currently utilizes FC WNX software (Lenel product), Genetec Omnicast, Veri Admin, and Commend Intercom Software along with the required hardware and components to provide access control and monitoring for the Centre. This system requires maintenance, upgrades/updates, and on occasion repairs. In order to protect the previous investment the most cost efficient and desired method is to maintain and build upon the existing system utilizing only necessary software and hardware that seamlessly integrates, updates, or upgrades the existing system. FC WNX software and the circuit boards associated to it are nearing the end of serviceable life and this system will be required to be updated utilizing the existing system.

##### **3. ACRONYMS**

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority

##### **4. APPLICABLE DOCUMENTS & REFERENCES**

None

##### **5. TASKS**

The Contractor must provide a cost and completion date estimate for all Task Authorizations requested by the Technical Authority (TA) within 72 hours of the request (except for critical failure, which must be provided on-site). All tasks will be issued by the Project Authority via DND 626. No work will commence prior to the issuance of a DND 626. If, while conducting approved work, it is discovered that additional unforeseen work has to be performed, the Contractor must advise the Technical Authority immediately.

###### **5.1 Servicing and Maintenance of Current System**

- a. the Contractor must service and support Lenel access control products including FC Wnx & OnGuard, Genetec Omnicast, Veri Admin, and Commend Intercom Software, and all hardware associated to these products;
- b. the Contractor must have a 24 hour service support network and be able to provide direct support on site within six (6) hours for critical failures;
- c. the Contractor must have replacement parts on hand for immediate repairs; and
- d. the Contractor must be able to provide service within 24 hours for less critical failures.

###### **5.2 Updating, Upgrading and Expanding the Current System**

- a. the Contractor must be prepared to undertake updates, upgrades, and/or expand the access control system. All projects to update, upgrade, or expand the system, as requested by the client, are to be preceded by a quote and are to be scheduled by the TA in consultation with the Contractor; and

- b. any system updates, upgrades or expansions must be completed while maintaining access control integrity.

### **5.3 Training**

The Contractor must provide on-site training to the client in the operation of the Access Control System as required.

### **5.4 Maintenance Inspections**

The Contractor must:

- a. test all communications equipment that is tied into the Access Control System which includes CCTV, intercom, and Bio Metrics;
- b. verify fire alarm disconnect for maglocks;
- c. test and clean all maglocks;
- d. clean all external cameras;
- e. test and adjust sensor exit bars;
- f. test request to exit buttons;
- g. clean biometrics scanners;
- h. test and clean all card readers;
- i. test all emergency pull stations;
- J. provide updates for out of date software;
- k. document all system test results and inspection services performed; and
- l. inspect the equipment and advise the TA if any repairs are required.

Maintenance inspections will be scheduled by the TA in consultation with the Contractor

## **6. Deliverables**

### **Deliverable 6.1 for Task 5.1:**

The Contractor will maintain and service the access control system and all communications equipment tied into that system in accordance with the requirements of Task 5.1.

### **Deliverable 6.2 for Task 5.2:**

The Contractor will update, upgrade and expand the existing system in accordance with the requirements of Task 5.2.

### **Deliverable 6.3 for Task 5.3:**

The Contractor will provide training to the client, ensuring personnel can operate the Access Control System. The Contractor must provide all relevant training material in electronic format (either Microsoft Word or PDF) at least 10 business days prior to the scheduled training.

### **Deliverable 6.4 for Task 5.4:**

The Contractor will complete the maintenance inspection as identified in Task 5.4.

### **Deliverable 6.5 for Task 5.4:**

The Contractor will provide a Microsoft Word formatted report on all bi-annual maintenance inspections and the results of all tests conducted.



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**Deliverable 6.6 for Task 5.4:**

The Contractor will provide a Microsoft Excel formatted spreadsheet report on all testing of BSL-3 maglocks and door release.

**7. DATE OF DELIVERY**

<b>Deliverable</b>	<b>Delivery date</b>
<b>6.1</b>	Maintenance period is required for a period of one year from 01 April 2018 to 31 March 2019. As requested, within 6 hours for critical failures and 24 hours for less critical failures.
<b>6.2</b>	System update and upgrade period is required for a period of one year from 01 April 2018 to 31 March 2019. As requested, within 30 calendar days or within a timeframe agreeable to the TA.
<b>6.3</b>	System training is required for a period of one year from 01 April 2018 to 31 March 2019. As requested, within 30 calendar days or within a timeframe agreeable to the TA.
<b>6.4</b>	Maintenance inspection service is required for a period of one year from 01 April 2018 to 31 March 2019. As requested, estimated 2 times annually.
<b>6.5</b>	Within 10 business days of completion of work.
<b>6.6</b>	Within 10 business days of completion of work.

*Plus two one year option periods.*

**8. Language of Work**

English.

**9. Location of Work**

The work must be performed at:

Defence Research and Development Canada – Suffield Research Centre  
Ralston, AB T0J 2N0  
Canada

## 10.Travel

Travel costs will be included in the overall cost but will not be reimbursed separately. The Contractor is required to travel to the following location under the following tasks:

**Tasks:** 5.1, 5.2, 5.3 and 5.4

**Location:** Suffield Research Centre

**Address:** Defence Research and Development Canada – Suffield Research Centre  
Ralston, AB  
T0J 2P2  
Canada

**Tasks 5.1, 5.2 and 5.3 Duration:** as required

**Tasks 5.1, 5.2 and 5.3 Frequency:** as required

**Task 5.4 Duration:** as required

**Task 5.4 Frequency:** estimated twice annually

## 11.MEETINGS

None

## 12.GOVERNMENT SUPPLIED MATERIAL (GSM)

None

## 13.GOVERNMENT FURNISHED EQUIPMENT (GFE)

Access to system for maintenance, update, upgrade, expansion and inspection. The Contractor will provide all tools and supplies to complete the service.

## 14.SPECIAL CONSIDERATIONS

None

## 15.SECURITY

There is a security requirement, see Security Requirements Checklist (SRCL) for all details.

## ANNEX "B" BASIS OF PAYMENT

**CONTRACT PERIOD - 01 April 2018 to 31 March 2019**

### **Task 5.1 System Maintenance Service**

Category	Unit	Price/Unit (CAD)
<b>1a)</b> On-Site Repair and Maintenance – Labour - Normal Working Hours	Hourly Rate	\$ _____
<b>1b)</b> On-Site Repair and Maintenance – Labour - Outside Normal Working Hours – Monday to Friday	Hourly Rate	\$ _____
<b>1c)</b> On-Site Repair and Maintenance – Labour – Outside Normal Working Hours - Weekends and Statutory Holidays	Hourly Rate	\$ _____
<b>1d)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>1e)</b> Service Call – Outside Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>1f)</b> Service Call – Outside Normal Working Hours – Weekends and Statutory Holidays (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.2 System Update, Upgrade or Expansion

Category	Unit	Price/Unit (CAD)
<b>1g)</b> On-Site Update, Upgrade or Expansion – Labour Normal Working Hours	Hourly Rate	\$_____
<b>1h)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.3 Training

Category	Unit	Price/Unit (CAD)
<b>1i)</b> Training – Labour - Normal Working Hours	Hourly Rate	\$_____
<b>1j)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____

Every effort will be made to coordinate training with another task/on-site visit.

## Task 5.4 Maintenance Inspection

Category	Unit	Price/Unit (CAD)
<b>1k)</b> On-Site Maintenance Inspection (Lump sum value covering all costs associated with completing the maintenance inspection and travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Inspection	\$_____

**CONTRACT OPTION PERIOD 1 - 01 April 2019 to 31 March 2020**

**Task 5.1 System Maintenance Service**

Category	Unit	Price/Unit (CAD)
<b>2a)</b> On-Site Repair and Maintenance – Labour - Normal Working Hours	Hourly Rate	\$ _____
<b>2b)</b> On-Site Repair and Maintenance – Labour - Outside Normal Working Hours – Monday to Friday	Hourly Rate	\$ _____
<b>2c)</b> On-Site Repair and Maintenance – Labour – Outside Normal Working Hours - Weekends and Statutory Holidays	Hourly Rate	\$ _____
<b>2d)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>2e)</b> Service Call – Outside Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>2f)</b> Service Call – Outside Normal Working Hours – Weekends and Statutory Holidays (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.2 System Update, Upgrade or Expansion

Category	Unit	Price/Unit (CAD)
<b>2g)</b> On-Site Update, Upgrade or Expansion – Labour Normal Working Hours	Hourly Rate	\$_____
<b>2h)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.3 Training

Category	Unit	Price/Unit (CAD)
<b>2i)</b> Training – Labour - Normal Working Hours	Hourly Rate	\$_____
<b>2j)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____

Every effort will be made to coordinate training with another task/on-site visit.

## Task 5.4 Maintenance Inspection

Category	Unit	Price/Unit (CAD)
<b>2k)</b> On-Site Maintenance Inspection (Lump sum value covering all costs associated with completing the maintenance inspection and travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Inspection	\$_____

**CONTRACT OPTION PERIOD 2 - 01 April 2020 to 31 March 2021**

**Task 5.1 System Maintenance Service**

Category	Unit	Price/Unit (CAD)
<b>3a)</b> On-Site Repair and Maintenance – Labour - Normal Working Hours	Hourly Rate	\$ _____
<b>3b)</b> On-Site Repair and Maintenance – Labour - Outside Normal Working Hours – Monday to Friday	Hourly Rate	\$ _____
<b>3c)</b> On-Site Repair and Maintenance – Labour – Outside Normal Working Hours - Weekends and Statutory Holidays	Hourly Rate	\$ _____
<b>3d)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>3e)</b> Service Call – Outside Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
<b>3f)</b> Service Call – Outside Normal Working Hours – Weekends and Statutory Holidays (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$ _____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.2 System Update, Upgrade or Expansion

Category	Unit	Price/Unit (CAD)
<b>3g)</b> On-Site Update, Upgrade or Expansion – Labour Normal Working Hours	Hourly Rate	\$_____
<b>3h)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____
Material and Replacement Products	<p>Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____% (except free issue).</p> <p>The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.</p>	

## Task 5.3 Training

Category	Unit	Price/Unit (CAD)
<b>3i)</b> Training – Labour - Normal Working Hours	Hourly Rate	\$_____
<b>3j)</b> Service Call – Normal Working Hours – Monday to Friday (Lump sum value covering all costs associated with travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Trip	\$_____

Every effort will be made to coordinate training with another task/on-site visit.

## Task 5.4 Maintenance Inspection

Category	Unit	Price/Unit (CAD)
<b>3k)</b> On-Site Maintenance Inspection (Lump sum value covering all costs associated with completing the maintenance inspection and travel to and from the DRDC site. Travel costs will not be reimbursed separately.)	Per Inspection	\$_____



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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**



Government of Canada  
Gouvernement du Canada

Cc Number / Numéro du contrat

SEP 14 2017

W7702-186032

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND/DRDC SUFFIELD	
2. Branch or Directorate / Direction générale ou Direction	DRDC SUFFIELD	
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 TO PROVIDE MAINTENANCE FOR THE DRDC SUFFIELD ACCESS CONTROL SYSTEM AND TO SUPPLY PARTS & LABOUR INCLUDING EMERGENCY RESPONSE FOR NECESSARY REPAIRS, SERVICING, INSTALLATION AND UPGRADES TO EQUIPMENT AND SOFTWARE AS REQUIRED.		
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 checked="" type="checkbox"/> No / Non <input 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	No release restrictions / Aucune restriction relative à la diffusion
Not releasable / À ne pas diffuser		
Restricted to: / Limité à:	Restricted to: / Limité à:	Restricted to: / Limité à:
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	PROTECTED A / PROTÉGÉ A
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	PROTECTED B / PROTÉGÉ B
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL	PROTECTED C / PROTÉGÉ C
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET	CONFIDENTIAL / CONFIDENTIEL
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	SECRET / SECRET
TOP SECRET / TRÈS SECRET		TOP SECRET / TRÈS SECRET
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

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? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

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  TOP SECRET - SIGINT TRÈS SECRET - SIGINT  SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL  NATO CONFIDENTIAL NATO CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET  NATO SECRET NATO SECRET	TOP SECRET TRÈS SECRET  COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: 10(b) unclassified work may be carried out off site; unscreened personnel will access public reception zones only 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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui



W7702-186032

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART C - (continued) / PARTIL 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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 Yes  
Non 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 Yes  
Non 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).

This form must be completed in addition to SRCL question 7.b) when multiple release restrictions are therein identified and/or in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified.

Part A - Multiple Release Restrictions: Security Classification Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
<b>Canadian Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X		X	X		
Not Releasable							
Restricted to:							
Permanent Residents Included*							
<b>NATO Information</b>							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
<b>Foreign Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to:							
Permanent Residents Included*							
<b>COMSEC Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
<b>DND ONLY Embedded Contractor (Access to Controlled Goods)</b>							
Restriction					NO		
SECRET clearance with CEO applies							

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.

## Part B - Multiple Levels of Personnel Screening: Security Classification Guide

To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.

Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Personnel Clearance  RELIABILITY STATUS	Any contractor or subcontractor personnel	<ul style="list-style-type: none"> <li>- Unescorted access to DND site permitted.</li> <li>- Access to UNCLASSIFIED work / information.</li> <li>- Access to PROTECTED A work / information with need to know.</li> <li>- Access to PROTECTED B work / information with need to know.</li> <li>- Work may be onsite or offsite or a combination of onsite and offsite.</li> </ul>	Not applicable.
Personnel Clearance  CONFIDENTIAL	Any contractor or subcontractor personnel	<ul style="list-style-type: none"> <li>- Unescorted access to DND site.</li> <li>- Access to UNCLASSIFIED work / information.</li> <li>- Access to PROTECTED A work / information with need to know.</li> <li>- Access to PROTECTED B work / information with need to know.</li> <li>- Access to CONFIDENTIAL work / information with need to know.</li> <li>- Work may be onsite or offsite or a combination of onsite and offsite.</li> </ul>	Not applicable.
Personnel Clearance  SECRET	Any contractor or subcontractor personnel	<ul style="list-style-type: none"> <li>- Unescorted access to DND site.</li> <li>- Access to UNCLASSIFIED work / information.</li> <li>- Access to PROTECTED A work / information with need to know.</li> <li>- Access to PROTECTED B work / information with need to know.</li> <li>- Access to CONFIDENTIAL work / information with need to know.</li> <li>- Access to SECRET work / information with need to know.</li> </ul>	Not applicable.

		- Work may be onsite or offsite or a combination of onsite and offsite.	
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<b>Part C – Safeguards / Information Technology (IT) Media – 11d = yes</b>
IT security requirements must be specified in a separate technical document and submitted with the SRCL

#### **OTHER SECURITY INSTRUCTIONS**

The necessary clearance levels for each task will be defined in the respective signed Task Authorization document. Each task may include UNCLASSIFIED, PROTECTED A, PROTECTED B, CONFIDENTIAL, SECRET, or any combination thereof, but will not exceed a level of SECRET.
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## ANNEX "D" – EVALUATION CRITERIA

Completion and submission of Mandatory Specification is required to be considered responsive and for your bid to be given further consideration.

Bidders must record whether they meet (YES) or not meet (NO) each of the specifications.

Bidders must provide documentation to demonstrate compliance to each technical criterion identified and must provide written response to R1 through R3.

Bidders must cross reference where in their bid, the technical specification is located.

Item	Scope of Requirement			
	Note: All work herein specified must meet and maintain minimum certification(s) and approval(s) as they may apply by Industry Standards (including OEM), and the Province of Alberta and Canada.			
M	Mandatory Criteria	Bidder is to indicate how they meet the specifications addressed below.	Cross Reference	Compliant (Yes/No)
M1	The bidder must provide company profile and experience with 3 similar projects of equivalent scope within the last 3 years.			
M2	<b>Industry Certification:</b> The bidder must provide and identify technical competency and provide evidence of industry certification for: a) Commend IP b) Belden cabling c) CommScope data cabling d) Lenel products including FC Wnx and OnGuard e) Genetec software and equipment			
M3	<b>Support and Maintenance</b> The Contractor must : a) provide 24 hour technical support seven days a week b) provide on-site service within 24 hours for non-critical failures c) provide on-site emergency service for critical failures/emergencies within 6 hours from call-out for continued operation of the system d) be prepared to upgrade access control system			



<b>M4</b>	<b>Authorized Agent:</b> Contractor to be within 300 kms of CFB Suffield or to provide/identify regional authorized service agent within 300 kms of CFB Suffield for on-site service and emergency maintenance. Individuals assigned by the Contractor to perform the work must possess current valid certification to perform the work or be registered as an apprentice under the supervision of an individual in possession of a valid certificate of qualification (Certification as required by Canada, the Province of Alberta or a recognized regulatory authority).			
<b>M5</b>	<b>Project Team</b> The bidder must name and provide certifications and qualification for personnel assigned to the project: a) Account Representative b) System Technicians c) Support Personnel [As required by the Security Requirement Part 7 Section 3]			
<b>M6</b>	Certificate of Recognition (COR) or equivalent registered safety plan (WCB)			
<b>R</b>	<b>Company Profile and Experience - Point Rated Criteria and Scoring</b>	<b>Bidder must provide written response</b>	<b>Bidder Points</b>	<b>Compliant (Yes/No)</b>
<b>R1</b>	<b>Industry Knowledge and Experience:</b> The bidder must provide a narrative and identify industry knowledge and experience specific to security systems installation and operating hardware, software and system integration : a) Lenel products including FC Wnx & OnGuard b) BioMetric scanners c) Programming and set-up d) Interconnectivity between fiber and copper communications equipment for multiple facilities e) IP and Analog cameras	Industry experience covering sub-items (a) through (e) to a maximum of 30 points each:  1+ to 2 years = 20 2+ to 3 years = 25 3+ to 4 years = 30  Maximum points:150 (Minimum 105)		
<b>R2</b>	<b>Maintenance Support and Service</b> The bidder must provide a detailed narrative clearly demonstrating how they will ensure maintenance and service for continuity of operations in compliance with Scope of Work. Refer to Annex A: Section 5.1, 5.2 and 5.4 - 18 bullets specific to maintenance and ongoing service and support. Marks will be assigned 3 for each bullet adequately addressing the subject.	Maximum points 3 X 18 = 54 points (Minimum 38)		

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R3	<b>Technical Capacity and Experience:</b> The bidder must provide a narrative and identify technical knowledge and capacity : a) Testing and Troubleshooting communications equipment connecting to an access control server and periphery b) Conducting Maintenance and servicing to ensure proper functionality of hardware associated with an integrated access control system c) Programming and set-up of photo badge software and equipment	Technical Capacity experience covering sub-items (a) through (c) to a maximum of 20 points each:  1+ to 2 years = 12 2+ to 3 years = 15 3+ to 4 years = 20 (Minimum 42)		
	<b>Note: There is a minimum passing mark of 70% for each criterion (R1-R3) and an overall passing mark of 75%. Simply reaching the minimum pass mark in each criterion will not equate to a successful passing mark.</b>	<b>Overall passing mark 198 out of 264 points</b>		

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## **ANNEX “E” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## **ANNEX "F"**

### **INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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**ANNEX "G"**

**DND 626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

[illegible]

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



## ANNEX "H"

### TASK AUTHORIZATION PERIODIC USAGE REPORT

#### Contract W7702-186032

The Contractor must submit quarterly usage reports tracking all TAs made for the services supplied under Contract. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing such usage reports. Each Task Authorization Usage Report must include all completed TAs for services provided under this Contract.

Task Authorization usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
September 15	May 15	August 14
December 15	August 15	November 14
March 15	November 15	February 14
June 15	February 15	May 14

The Contractor must provide information on completed TAs using the following format:

Task Authorization No.	Dollar Value (taxes included)	Cumulative Dollar Value (taxes included)	Comments
Invoice Date and Invoice #			
<b>Total Dollar Value of TAs for the Period _____ to _____:</b> <b>\$ _____</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value)</b>			

( ) Check here if you are submitting a NIL REPORT.

Please send all reports to the attention of the Contracting Officer:

Name: Nancy Baessler  
E-mail: [nancy.baessler@pwgsc-tpsgc.gc.ca](mailto:nancy.baessler@pwgsc-tpsgc.gc.ca)