



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

Courier to:

Bid Receiving/Réception des sousmissions  
Royal Canadian Mounted Police (RCMP)  
Procurement & Contracting Services  
5th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**INVITATION TO TENDER**

**APPEL D'OFFRES**

Tender to: Royal Canadian Mounted Police

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

Soumission aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

<b>Title – Sujet</b> Secure Indoor Training Facility Rental - RCMP 'D' Division Training Services		<b>Date</b> February 15, 2018
<b>Solicitation No. – N° de l'invitation</b>		M5000-18-02105/A
<b>Client Reference No. - No. De Référence du Client</b> N/A		
<b>GETS Reference No. - No. De Référence du SEAG</b> PW-18-00816656		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
<b>On / le :</b>	March 27, 2018	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shelley Doering		
<b>Email Address – adresse électronique</b> Shelley.doering@rcmp-grc.gc.ca		

<b>COMPLETE BELOW IN FULL – REMPLISSEZ CI-DESSOUS EN ENTIER</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>	
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the requirement.

### **1.2 Requirement**

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Procurement Ombudsman**

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

### **1.5 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

## **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.

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

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



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

## **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

## **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

## **2.4 Applicable Laws**

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

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

## **2.5 Promotion of Direct Deposit Initiative**

The following information is not related to the solicitation process:

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



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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid - two (2) hard copies
- Section II: Financial Bid – one (1) hard copy
- Section III: Certifications – one (1) 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 – See Annex B**

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



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## **Section II: Financial Bid – See Annex C**

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

## **Section III: Certifications – See Annex D**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria – See Annex B**

Mandatory technical evaluation criteria are included in Annex B.

The Bidder must provide in its bid/proposal the supporting documentation to substantiate the answers in Annex B, failure to comply with this request will render the bid non-responsive and no further consideration will be given.

At bid closing time, the bidder **must comply with ALL Mandatory Requirements** and provide the necessary documentation to support compliance as listed in Annex B.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a



contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

## **5.1 Certifications Precedent to Contract Award and Additional Information**

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

### **5.1.1 Integrity Provisions**

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

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

#### **5.1.1.1. Integrity Provisions Form**

Bidder to complete Annex "E".

### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's candidates 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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

### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Former Public Servant**

Refer to Annex "D".





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## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to this Contract.

### **6.2 Requirement**

The Contractor must provide space in a secure training facility building for Simunition and Scenario Based training in accordance with the Requirement at Annex 'A' and the Contractor's technical bid dated \_\_\_\_\_.

### **6.3 Standard Clauses and Conditions**

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

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract for a three (3) year period.

#### **6.4.2. Option to Extend the Contract**

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

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



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through a contract amendment.

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point specified at Annex “A” of the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shelley Doering  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Directorate: NWR Procurement and Contracting Services Unit  
Address: 11140 – 109 Street, Edmonton, AB T5G 2T4

Telephone: 780-670-8636  
Facsimile: 780-454-4527  
E-mail address: shelly.doering@rcmp-grc.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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is:  
(To be identified at Contract Award.)

Name:  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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



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### 6.5.3 Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is:  
(The Contractor's Representative will be identified at Contract Award)

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex "C" for a cost of \$\_\_\_\_\_. Customs duties are "included" and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 6.7.2. Monthly Payment

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

### 6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, which can be found under section 6.3.1. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment, within the first week of the following month. The address where the invoices are to be sent to, will be indicated at Contract Award.



## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2016-04-04) General Conditions – Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex C, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_” **or**“, as amended on\_\_\_\_\_”.

### 6.12. Procurement Ombudsman

#### 6.12.1 Dispute Resolution Services

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

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

#### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of*



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*Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

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



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## ANNEX 'A' REQUIREMENT

### 1. SCOPE

#### 1.1. Introduction

Secure facility for Simunition and Scenario Based training for RCMP 'D' Division Training Services.

#### 1.2. Objectives of the Requirement

To provide Simunition and Secenario Based training in a realistic "Police Use of Force" environment to RCMP candidates in a secure training facility.

#### 1.3. Background and Specific Scope of the Requirement

The RCMP 'D' Division Training Services is required to provide Simunition and Secenario Based training to RCMP candidates on a yearly basis. The Scenario Based training must be provided in a realistic environment so as to provided a higher quality of training.

### 2. REQUIREMENTS

#### 2.1. Tasks, Activities, Deliverables and Milestones

##### 2.1.1. Tasks

The Contractor will provide 60 days, annually, of access from 0700-1700 hours to a facility that is able to facilitate Simunition training in a realistic environment for RCMP Scenario Based Training.

#### 2.2. Specifications and Standards

##### 2.2.1. Location

Contractor's facility must be within a 30 kilometre radius from RCMP 'D' Division Headquarters situated at:

1091 Portage Avenue, Winnipeg, MB, R3G 0S6

##### 2.2.2. Facility

###### 2.2.1.1. Venue must be:

- a. A minimum of 1500 square feet of open training area
- b. Secure – general public just can't come in
- c. Scenario Area must have multiple rooms
- d. Open area for demonstrations and practical manipulations, i.e. conducted energy weapons, hand to hand combat



- 2.2.1.2. A room for presentations set up in classroom style that can accommodate at least 12 candidates, has tables and chairs and includes a projector and screen.
- 2.2.1.3. Change rooms – includes washrooms and lockers.
- 2.2.1.4. Separate space for debriefing candidates after scenario training.
- 2.2.1.5. Lunchroom with a fridge

**2.2.2. Operational - Availability**

The Contractor to provide year round facility access Monday to Friday from 0700-1700 hours, excluding holidays.

**3. ADDITIONAL INFORMATION**

**3.1. Canada’s Obligations**

The RCMP will provide the contractor the following:

- At least 30 days notice to book space
- Leave facility in the same condition as it was found

**3.2. Contractor’s Obligations**

The Contractor must provide:

- A venue capable of Simunition facilitated Scenario Based Training;
- Acces year round Monday to Friday from 0700 to 1700hrs excluding holidays;
- Room in a classroom setting that includes tables, chairs, a projector and screen and has enough space for at least 12 candidates;
- Men and Women washroom facilities;
- Space for candidate debriefing separate from the scenario venue.

**3.3. Location of Work, Work site and Delivery Point**

(To be determined at Contract Award.)

The requirement will be provided at the contractor’s facility located at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**3.4. Official Languages:**

All work to be performed in English only.





**ANNEX B  
MANDATORY TECHNICAL CRITERIA**

**NOTE: Bidders must provide Annex B Table in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.**

**Complete the table below by circling (YES or NO).**

Item	Secure Indoor Training Facility Rental - Mandatory Technical Criteria	Reference Page # in Bid	Meets
M1	Facility is located within a 30 kilometre radius from RCMP 'D' Division Headquarters: 1091 Portage Avenue, Winnipeg, MB, R3G 0S6	PG # _____	Yes / No
M2	Annual access, Monday to Friday from 0700 to 1700hrs, excluding holidays	PG # _____	Yes / No
M3	Venue capable: <ul style="list-style-type: none"> <li>a. A minimum of 1500 square feet of open training area</li> <li>b. Secure – general public just can't come in</li> <li>c. Holding realistic Scenario Based training in which the area must have multiple rooms</li> <li>d. Open area for demonstrations and practical manipulations. i.e. conductive energy weapons, hand to hand combat</li> </ul>	PG # _____	Yes / No
M4	Presentation room that can: <ul style="list-style-type: none"> <li>a. accommodate at least 12 candidates</li> <li>b. Have tables and chairs set up in a classroom style</li> <li>c. Projector and screen</li> </ul>	PG # _____	Yes / No
M5	Adequate space, separate from the scenario venue, to debrief candidates	PG # _____	Yes / No
M6	Men and Women Washroom facilities	PG # _____	Yes / No
M7	Lunchroom with Fridge	PG # _____	Yes / No



**ANNEX “C”  
Basis of Payment**

**Bidder’s Pricing:**

- Prices are firm.
- Prices are to include the complete cost of performing the work under this contract.
- Firm Prices are in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

**Please Note:**

**Annex “C” must be completed in its entirety or the tender/bid will be considered non-responsive and will not be evaluated.**

Item	Description	Rate	Term	Price
1	Facility Rental – <b>1<sup>st</sup> year</b> Inclusive rate per day, excluding GST	\$ _____/day	X 60 days/year=	\$ _____
2	Facility Rental – <b>2<sup>nd</sup> year</b> Inclusive rate per day, excluding GST	\$ _____/day	X 60 days/year=	\$ _____
3	Facility Rental – <b>3<sup>rd</sup> year</b> Inclusive rate per day, excluding GST	\$ _____/day	X 60 days/year=	\$ _____
4	Facility Rental – <b>Option Year</b> Inclusive rate per day, excluding GST	\$ _____/day	X 60 days/year=	\$ _____
<b>Total Price of Bid (including Option year):</b>				\$ _____



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## ANNEX D CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

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 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.

### **B.1 Former Public Servant – Competitive Bid**

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 candidate of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former candidate of the Canadian Armed Forces or a former candidate 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 [Candidates of Parliament](#)



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[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.

### **Certification**

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## ANNEX 'E' INTEGRITY PROVISIONS

### Integrity Provisions

In accordance with 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/Offeror/Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable<sup>1</sup>)  Applicable  Not Applicable  
If applicable, please complete and submit the [Integrity Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>).
- Documentation Required (see below)

By submitting a bid/offer/proposal, the Bidder/Offeror/Supplier certifies that:

- It has read and understands the Ineligibility and Suspension Policy;
- It understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- It is aware that Canada may request additional information, certifications, and validations from the supplier or a third party for purposes of making a determination of ineligibility or suspension;
- It has provided with its bid/offer/proposal a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first-tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- None of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first-tier subcontractors; and
- It is not aware of a determination of ineligibility or suspension issued by Public Services and Procurement Canada (PSPC) that applies to it.

### Documentation Required:

1. **Legal Name:** \_\_\_\_\_

2. **Business Entity:**  
(select one)

Individual (person)	<input type="checkbox"/>
Corporate (company ie. incorporated, limited, etc.)	<input type="checkbox"/>
Joint Venture (2 or more parties in a business arrangement)	<input type="checkbox"/>
Other (ie. society, commission or partnership)	<input type="checkbox"/>

<sup>1</sup> An Integrity Declaration Form must be submitted **only** when:

- A. the supplier, one of its affiliates or a proposed first-tier subcontractor has been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the [Ineligibility and Suspension Policy](#) (the "Policy"); and/or
- B. the supplier is unable to provide any of the certifications required by the [Integrity Clauses](#).



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**3. List of Names** (members of the board of directors, private owners, or sole proprietors, as outlined in section 17 of the *Ineligibility and Suspension Policy*: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html#no17>):  
Please insert names below (add/remove lines as required).

- a)
- b)
- c)
- d)
- e)
- f)

**The Bidder certifies that the information submitted in response to the above requirement is accurate and complete.**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>



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**Annex “F”  
CHECKLIST FOR BID SUBMISSION**

**Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.**

RCMP/GRC  
Procurement & Contracting Services  
Bid Receiving Unit  
5th Floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

**Ensure the following pages are completed in full and attached:**

- Front Page of Invitation to Tender document – signed & dated
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex “B” Mandatory Technical Criteria
- Annex “C” Basis of Payment

**The following documents can be submitted with the bid or submitted after upon request from the Contracting Authority:**

- Annex “D” Certifications
- Annex “E” Integrity Provisions