



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

RCMP-GRC  
Bid Receiving/Réception des sousmissions  
Attention: Laurie Quinn  
Mail Stop/Arret postal 15  
73 chemin Leikin drive  
Ottawa, ON K1A 0R2

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone.

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Project Support Specialists		<b>Date</b> March 5, 2018
<b>Solicitation No. – N° de l'invitation</b> 201805788/A		
<b>Client Reference No. - No. De Référence du Client</b> 201805788		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00PM	EDT (Eastern Daylight Time) HAE (heure avancée de l'Est)
<b>On / le :</b>	April 16, 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> <a href="mailto:Laurie.quinn@rcmp-grc.gc.ca">Laurie.quinn@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 613-843-3652	<b>Facsimile No. – No. de télécopieur</b> 613-825-0082	

<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</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 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, Financial Evaluation, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form 572 and any other annexes.

### 1.2 Summary

The Royal Canadian Mounted Police (RCMP) has a requirement for support in conducting the business of National Project Delivery Office (NPDO).

The requirement described herein is for “as and when requested” services through Task Authorization (TAs) for the Director of the NPDO, or designate.

The Contractor shall

1. Support the RCMP role which includes, among other activities, the planning and management of various projects, many, but not all, of which are in the real property area; collecting requirements from organizational components; ensuring the plans for new space and/ or equipment meets the requirements; scheduling the moves of the various organizational components; acquiring and managing services to remove personnel, equipment, furniture and other materials; acquiring and managing services to configure the new spaces; providing communications to RCMP organizational units; acquiring and deploying goods; coordinating with other stakeholders (e.g. Public Works and Government Services Canada); monitoring and reporting progress; and managing RCMP security in projects and on sites where project work is conducted;
2. Adhere to all health and safety requirements for the Work locations; and,
3. Support the RCMP objectives by performing the activities outlined herein, and by assisting others in the Work as required.

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 [Industrial Security Program \(ISP\)](http://ssi-) of Public Works and Government Services Canada (<http://ssi->



iss.tpsgc-pwgsc.gc.ca/index-eng.html) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian European Union Comprehensive Economic and Trade Agreement (CETA), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)

### **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).

## **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.

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 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 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.

## **2.4 Applicable Laws**

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

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 – three (3) hard copies and one (1) soft copy on CD/DVD or USB in Portable Document Format (.pdf)
- Section II: Financial Bid – one (1) hard copy and one (1) soft copy on CD/DVD or USB in Portable Document Format (.pdf). All information necessary to complete the pricing tables must be in the format set out in Annex “C”- Financial Evaluation. The bidder must provide the pricing tables in electronic format if requested to do so.
- Section III: Certifications – one (1) hard copy and one (1) soft copy on CD/DVD or USB in Portable Document Format (.pdf).

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 Financial Evaluation in Annex "C". Costs shall not appear in any other area of the proposal except in the financial proposal section.

### **3.1.2 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**

1. Listing experience without providing any supporting data to describe where, when, and how such experience was obtained will result in the experience not being included for evaluation purposes.
2. For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. Co-op terms are considered work experience provided that they are related to the required services.
3. For each resume submitted, the Bidder must ensure that:
  - a. the proposed individual's name applicable to a Category is clearly indicated; and
  - b. the resume clearly demonstrates "where", "when" and "how" the stated qualifications/experience of the individual, in relation to the requirements of the Statement of Work for that Category, were acquired.
  - c. For evaluation purposes in the interpretation of resumes,
    - i. "where" means the name of the employer as well as the position/title held by the individual;
    - ii. "when" means the start date and end date (e.g. from January 2000 to March 2002) of the period during which the individual acquired the qualification/experience; and
    - iii. "how" means a clear description of the activities performed and the responsibilities assigned to the individual under this position and during this period.
  - d. Bidders are advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2015 to December 2015; Project 2 timeframe is October 2015 to January 2016; the total months of experience for these two project references is seven (7) months.
  - e. Where there is a requirement have experience within a certain number of years, the timeframe will be taken to START that number of years before the RFP PUBLICATION DATE, and will be allowed to encompass the additional time up to the final RFP closing date. For example, if the requirement is to have experience "...within the last five years..." and the publication date of the RFP is 01 April 2015, with a closing date of 31





May 2015, then the five year period will START at 01 April 2010 and continue to the final RFP closing date of 31 May 2015, thus being slightly longer than five years.

#### 4.1.1.1 Mandatory Technical Criteria

1. At bid closing time, the Bidder must comply with the Mandatory Requirements, including those stated in this section and tables for the Bidder and each resource, and provide the necessary documentation to support compliance.
2. Any proposal which fails to meet the following Mandatory Requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.
3. The Bidder must propose resources for each one of the Categories of personnel. An individual can only be proposed for one of the Categories. In total, the Bidder must propose nine (9) resources for its bid to be considered for evaluation purposes.
4. For the purposes of this RFP, experience in work “similar” to that required in this RFP means that the work was in a real property area, was project oriented, and contained multiple tasks and personnel; and preferably involved construction or fit-up and the move of personnel into a building.
5. The Bidder must demonstrate the following experience for each proposed resource:

#### Bidder (B)

Criteria:	Requirement:
M-B-1	The Bidder MUST offer services in the National Capital Region (NCR) and be capable of offering services nationwide when and as required. For the purpose of this evaluation, nationwide means in all major urban centres across Canada, except any requirement for deliveries within CLCA areas.
M-B-2	The Bidder MUST offer ALL resource categories required. For the purposes of this evaluation, the proposed resources should provide services in the National Capital Region (NCR).
M-B-3	The Bidder MUST comply with ALL Certifications required.

#### Resources:

Move Coordinator – Senior (SMC):	
Criteria:	Requirement:
M-SMC-1	The proposed resource MUST provide their name, and resume.
M-SMC-2	The proposed resource MUST have a minimum of forty eight (48) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years
Move Coordinator – Intermediate (IMC):	
Criteria:	Requirement:
M-IMC-1	The proposed resource MUST provide their name, and resume.
M-IMC-2	The proposed resource MUST have a minimum of thirty-six (36) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years
Move Coordinator – Junior (JMC):	
Criteria:	Requirement:
M-JMC-1	The proposed resource MUST provide their name, and resume.
M-JMC-2	The proposed resource MUST have a minimum of twenty-four (24) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years.
Interior Designer – Senior (SID):	
Criteria:	Requirement:
M-SID-1	The proposed resource MUST provide their name, and resume.
M-SID-2	The proposed resource MUST have a minimum of forty eight (48) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years.
M-SID-3	The proposed resource MUST have successfully completed a three (3) or four (4) year



	program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
<b>Interior Designer – Intermediate (IID):</b>	
<b>Criteria:</b>	<b>Requirement:</b>
M-IID-1	The proposed resource <b>MUST</b> provide their name, and resume.
M-IID-2	The proposed resource <b>MUST</b> have a minimum of thirty-six (36) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years.
M-IID-3	The proposed resource <b>MUST</b> have successfully completed a three (3) or four (4) year program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
<b>Interior Designer – Junior (JID):</b>	
<b>Criteria:</b>	<b>Requirement:</b>
M-JID-1	The proposed resource <b>MUST</b> provide their name, and resume.
M-JID-2	The proposed resource <b>MUST</b> have a minimum of twenty-four (24) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years
M-JID-3	The proposed resource <b>MUST</b> have successfully completed a three (3) or four (4) year program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
<b>Technical Specialist – Security (TSS):</b>	
<b>Criteria:</b>	<b>Requirement:</b>
M-TSS-1	The proposed resource <b>MUST</b> provide their name, and resume.
M-TSS-2	The proposed resource <b>MUST</b> have:  an undergraduate degree in a technical field related to the TSS functions of the SOW from a university recognized by Canada and a minimum of forty-eight (48) months demonstrated security systems and procedures experience as described in the SOW, within the last ten (10) years;  OR  completed a minimum two (2) year program of study at a college recognized by Canada in a technical field related to the TSS functions of the SOW, and a minimum of forty-eight (48) months demonstrated security systems and procedures experience as described in the SOW, within the last seven (7) years.
<b>Technical Specialist – Facility Information &amp; Communications Technology (TSF-ICT):</b>	
<b>Criteria:</b>	<b>Requirement:</b>
M-ICT-1	The proposed resource <b>MUST</b> provide their name, and resume.
M-ICT-2	The proposed resource <b>MUST</b> have:  an undergraduate degree in a technical field related to the TSF-ICT functions of the SOW from a university recognized by Canada or a degree/diploma/certificate from a three (3) or four (4) year program of study at a college recognized by Canada in a technical field related to the TSF-ICT functions of the SOW,  AND  a minimum of forty-eight (48) months demonstrated information and communications technology systems experience as described in the SOW, within the last seven (7) years.



<b>Communication Publicity Advisor (CPA):</b>	
<b>Criteria:</b>	<b>Requirement:</b>
M-CPA-1	The proposed resource <b>MUST</b> provide their name, and resume.
M-CPA-2	The proposed resource <b>MUST</b> have:  an undergraduate degree in a technical field related to the CPA functions of the SOW from a university recognized by Canada and a minimum of twenty-four (24) months demonstrated communications/ publicity experience as described in the SOW, within the last ten (10) years.  OR  completed a three (3) or four (4) year program of study at a college recognized by Canada in a technical field related to the CPS functions of the SOW and a minimum of forty-eight (48) months demonstrated communications/ publicity experience as described in the SOW, within the last ten (10) years.

**4.1.1.2 Point Rated Technical Criteria**

1. Each Technical Proposal which meets all the Mandatory Requirements will be evaluated and scored in accordance with the Point Rated evaluation criteria described below.
2. In addressing the Point Rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resources. All claims with regard to resource experience, qualifications, or expertise must be substantiated through the provision of detailed descriptions of how and where the claimed experience, qualifications or expertise were gained.
3. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.
4. The Bidder should indicate the location of supporting information in the proposed resource's resume, to substantiate relevant experience for each Point Rated evaluation criteria.
5. A pass mark (i.e. minimum required score) of 50% (fifty percent) applies to the score for each proposed resource. A pass mark of 70% (seventy percent) applies to the sum of the scores for all proposed "As and when requested" resources. Proposals for which evaluated scores fail to achieve these pass marks, as a minimum, will be deemed nonresponsive.
6. The Table below describes Rated Resource requirements, and columns ("Months Claimed") and ("Substantiation") must be completed by the Bidder.

<b>Move Coordinator – Senior (SMC)</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-SMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-SMC-2, regardless of the timeframe in which the experience was acquired.	120	_____ months X 2 points = _____
R-SMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SMC-2.	60	_____ months X 1 point = _____
R-SMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of	60	_____ months X 1 point = _____



	the timeframe in which the experience was acquired. Experience may overlap with M-SMC-2.		
<b>Total Points:</b> (minimum 50% required for compliance)		240	
<b>Move Coordinator – Intermediate (IMC):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-IMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-IMC-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-IMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IMC-2.	48	_____ months X 1 point = _____
R-IMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IMC-2.	48	_____ months X 1 points = _____
<b>Total Points:</b> (minimum 50% required for compliance)		192	
<b>Move Coordinator – Junior (JMC):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-JMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-JMC-2, regardless of the timeframe in which the experience was acquired.	72	_____ months X 2 points = _____
R-JMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-JMC-2.	36	_____ months X 1 points = _____
R-JMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-JMC-2.	36	_____ months X 1 points = _____
<b>Total Points:</b> (minimum 50% required for compliance)		144	
<b>Interior Designer – Senior (SID):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-SID-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-SID-2, regardless of the timeframe in which the experience was acquired.	120	_____ months X 2 points = _____



R-SID-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SID-2.	60	_____ months X 1 point = _____
R-SID-2	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SID-2.	60	_____ months X 1 point = _____
<b>Total Points:</b> (minimum 50% required for compliance)		240	
<b>Interior Designer – Intermediate (IID):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-IID-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-IID-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-IID-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IID-2.	48	_____ months X 1 point = _____
R-IID-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IID-2.	48	_____ months X 1 point = _____
<b>Total Points:</b> (minimum 50% required for compliance)		192	
<b>Interior Designer – Junior (JID):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-JID-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M- JID -2, regardless of the timeframe in which the experience was acquired.	72	_____ months X 2 points = _____
R- JID -2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M- JID -2.	36	_____ months X 1 points= _____
R- JID -3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M- JID -2.	36	_____ months X 1 points = _____



<b>Total Points:</b> (minimum 50% required for compliance)		144	
<b>Technical Specialist – Security (TSS):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-TSS-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-TSS-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-TSS-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-TSS-2.	48	_____ months X 1 point = _____
R-TSS-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-TSS-2.	48	_____ months X 1 points = _____
<b>Total Points:</b> (minimum 50% required for compliance)		192	
<b>Technical Specialist – Facility Information &amp; Communications Technology (TSF-ICT):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-ICT-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-ICT-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R- ICT -2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-ICT-2.	48	_____ months X 1 point = _____
R- ICT -3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-ICT-2.	48	_____ months X 1 points = _____
<b>Total Points:</b> (minimum 50% required for compliance)		192	
<b>Communication Publicity Advisor (CPA):</b>			
<b>Criteria:</b>	<b>Requirement:</b>	<b>Max Score:</b>	<b># of Months &amp; Points</b>
R-TSS-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-TSS-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
<b>Total Points:</b> (minimum 50% required for compliance)		96	



**\* High-Security Environment**

- a) work on a real-property project within a Federal or Provincial Government Security Agency, Department or Organization. Examples include but are not limited to Royal Canadian Mounted Police, Canadian Border Security Agency, Department of National Defence, Corrections Canada, Ontario Provincial Police, Sureté du Québec, a provincial corrections facility;
- b) work on a real-property project within a private sector industry where security is paramount, such as financial institutions, secure hospitals (ie.: psychiatric wards), data centres. The onus in this case is for the bidder to demonstrate how the private industry project is a high security environment."

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

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

Evaluation of Price will be based on the evaluated aggregate of the average per diem rate. Costs shall not appear in any other area of the proposal except in the financial proposal section

**4.2 Basis of Selection**

**4.2.1 SACC Manual** Clause A0035T, Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory requirements;
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting all of (a) and (b) and (c) in (1) above will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. If two or more responsive proposals achieve the identical lowest price per rated point, the one achieving the highest technical score will be recommended for award of a contract.



3.

## 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 will 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

#### 5.1.2 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](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 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), for each member of the Joint Venture.





### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Former Public Servant

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

#### Definitions

For the purposes of this clause,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the Public Service Superannuation Act.

"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 FPS 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.

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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.

### **5.1.3.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

### **5.1.3.3 Education and Experience**

#### **5.1.3.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the time of bid closing, the following condition must be met:
  - a) the Bidder must hold a valid organization security clearance from CISD;
2. Before award of a contract, the following conditions must be met:
  - a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
3. 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.
4. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.



## **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 "Task Authorization" form specified in Annex E.
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 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 \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
2. "Minimum Contract Value" means \$35,000.00.
3. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness



throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

4. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
5. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.



## **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) 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.

### **7.2.1 General Conditions**

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

## **7.3 Security Requirements**

**7.3.1** Please see Annex D for the security requirements (SRCL and Security Guide) which apply and form part of the Contract.

## **7.4 Term of Contract**

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

The period of the Contract begins when the initial task authorization is authorized and ends five years later.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Laurie Quinn  
Title: Supply Specialist  
Royal Canadian Mounted Police  
Address: 73 Leikin Drive

Telephone: 613-843-3652  
Facsimile: 613-825-0082  
E-mail address: laurie.quinn@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.



## 7.5.2 Project Authority (To be filled in at Contract Award)

The Project Authority for the Contract is:

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.

## 7.5.3 Contractor's Representative (To be filled in at Contract Award)

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment *in Annex B*, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are *included* and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.



### 7.7.1.1 Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work in the National Capital Region or within the urban centre identified in the TA as the location of work. Any travel or living expenses required outside of the identified location of work will be identified and authorized through each individual Task Authorization and be compensated in accordance with the National Joint Council Travel Directive and Rates.

### 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 \$ \_\_\_\_\_ (TBD at Contract Award). Customs duties are included 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 Method of Payment

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

### 7.7.4 Time Verification

*SACC Manual* clause C0711C (2008-05-12) Time 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;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.





2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the Project Authority indicated in section 5.2 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Ontario.

### 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 general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Security Requirements Check List;
- (f) Annex E, Federal Contractors Program for Employment Equity - Certification;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 7.12 Procurement Ombudsman

#### 7.12.1 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).

### **7.12.2 Contract Administration**

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

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

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

SACC *Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**Note to Bidders:** Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.

### **7.13 Foreign Nationals (Foreign Contractor)**

SACC *Manual* clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.14 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



## ANNEX "A"

### STATEMENT OF WORK

**Title:**

National Project Delivery Office – Project Support Specialists

**Requirement:**

The Royal Canadian Mounted Police (RCMP) has a requirement for support in conducting the business of the National Project Delivery Office (NPDO).

The requirement described herein is for "as and when requested" services through Task Authorizations (TAs) for the Director of the NPDO, or designate.

**The Contractor shall:**

1. Support the RCMP role which includes, among other activities, the planning and management of various projects, many, but not all, of which are in the real property area; collecting requirements from organizational components; ensuring the plans for new space and/ or equipment meets the requirements ; scheduling the moves of the various organizational components; acquiring and managing services to remove personnel, equipment, furniture and other materials; acquiring and managing services to configure the new spaces; providing communications to RCMP organizational units; acquiring and deploying goods; coordinating with other stakeholders (e.g. Public Works and Government Services Canada) ; monitoring and reporting progress ; and managing RCMP security in projects and on sites where project work is conducted;
2. Adhere to all health and safety requirements for the Work locations; and,
3. Support the RCMP objectives by performing the activities outlined herein, and by assisting others in the Work as required.

**Background:**

Upon receiving additional authorities from Treasury Board for project implementation, the RCMP established a National Project Management Office (NPMO) to inaugurate consistent and robust policies, procedures, tools, and monitoring of projects across Canada. A major component of this NPMO is the National Project Delivery Office (NPDO) responsible for the actual delivery of projects.

The National Project Delivery Office (Ottawa) is responsible for implementing real property projects of the highest risk and complexity level as dictated by Treasury Board. All projects delivered by the NPDO have been internally approved by Investment Boards and form part of the RCMP's Investment Plan submitted to Treasury Board on an annual basis. Whether delivering projects through PSPC or by using RCMP's newly approved contracting authorities, our professionally-trained project teams implement projects throughout the country for a multitude of clients using PRINCE2, a project management methodology endorsed by the RCMP.

Aside from specific project management resources, such as Project Managers & Project Administrators which are included through separate contracting vehicles, the NPDO requires a number of other supporting resources to ensure the successful turn-key delivery of the projects under its mandate.

**Resource Categories & Responsibilities:**

The following sections describe the categories of resources that the RCMP requires and outlines the basic responsibilities of each of the category.



In undertaking any assignment of Work, the Contractor shall ensure that the knowledge transfer from the Contractor to RCMP personnel regarding the Work is maximized ; and that a repository of information regarding the Work remains within the RCMP, and is known to and accessible by RCMP personnel.

All personnel of the Contractor must work in an integrated and cooperative manner with other members of the NPDO, whether they be contracted or federal government employees.

The categories required for the conduct of the full scope of the work of the NPDO are:

1	Move Coordinators – Senior, Intermediate AND Junior* (SMC, IMC, JMC)
2	Interior Designer – Senior, Intermediate AND Junior* (SID, IID, JID)
3	Technical Specialist – Security (TSS)
4	Technical Specialist - Facility Information & Communications Technology (TSF-ICT)
5	Communication Publicity Advisor (CPA)

\* In cases where there are Senior, Intermediate and Junior levels for the same category, the duties are essentially similar, but the intermediate and senior level is expected to have greater experience and will be expected to have more oversight, accountability, and responsibilities in the duties, consistent with the greater senior knowledge and experience , than the junior level. **(See Part 4 - Evaluation Procedures & Basis of Selection)**. For simplicity, the text is not repeated for the descriptions of senior, intermediate and junior levels, but during the course of the contract, both might be required simultaneously.

**ALL Categories (1-5)** shall perform the following general activities:

- a. Assist the NPDO project team in all project delivery activities ;
- b. Give briefings on progress and concerns of projects;
- c. Prepare and coordinate documentation in response to scheduled and unscheduled reports, returns and observations to update management of project progress ;
- d. Assist in the production of draft plans and sections for incorporation into the Project Implementation Plan or Requests for Proposal (RFP) or other documents, within Unit Commander Authority; and
- e. Assist in the development, planning, analysis, evaluation and prioritization of deliverables and requirements.

**1. Move Coordinator – Senior, Intermediate and Junior (SMC, IMC, JMC):**

- a. The MC reports to the Technical Authority, or other persons as assigned by the Technical Authority, and manages, coordinates and supervises physical moves of furniture, equipment and personal boxes of client groups related to those specific projects.
- b. Key tasks may include, but are not limited to, the following:
  - i. Assist in the provision of the strategy and management for moves of RCMP personnel;
  - ii. Coordinate the activities of project personnel, internal customers, contractors and other support providers;
  - iii. Review the existing sites to determine the extent of the contents to be moved;
  - iv. Develop a procurement strategy taking into account processes and approvals and timing required. Provide a recommendation for the best approach for the RFPs to hire moving companies, including number of RFPs and scope of each. Provide recommended approach for approval;
  - v. Review available information on inventory lists, consolidate existing information and provide a Gap Analysis. Provide recommendations as to the best approach for inventory of contents not already inventoried. Develop final project inventory list;
  - vi. Review available information related to the move schedule and provide recommendations to the RCMP. Coordinate with designated individuals to develop a schedule based on approved RCMP direction;



- vii. Develop a move strategy complete with parameters for alternatives for approval within the NPDO. The strategy must take into consideration physical parameters of the complex, availability of resources (both contracted and in-house) and constraints of groups being moved, including; timing, security and scope of the move;
- viii. Provide detailed estimates of costs for consultant work and move services for approval for a project budget from the NPDO;
- ix. Develop an approved number of RFP(s), within Unit Commander Authority, to execute the required moves to meet the project requirements. Oversee and supervise moves during execution, coordinating with business unit move coordinators; and,
- x. Manage moves within approved project budgets.

## **2. Interior Designer– Senior, Intermediate and Junior (SID, IID, JID):**

- a. The ID reports to the Technical Authority, or other person as assigned by the Technical Authority, and documents and manages client requirements, provides design inputs, and reviews and comments on designs through the design process and through to commissioning.
- b. Key tasks may include, but are not limited to, the following:
  - i. Actively seek client requirements to determine factors affecting planning interior building environments, such as budget, architectural preferences, equipment to be installed, purpose and function, and other factors which affect planning interior building environments;
  - ii. Advise clients on interior design factors, such as space planning, layout and utilization of furnishings and equipment, colour schemes, and colour coordination;
  - iii. Estimate material requirements and cost, and present design to clients for approval;
  - iv. Select or design, and provide specifications for purchase of furnishings, equipment, art works, and accessories;
  - v. Formulate environmental plans to be practical, aesthetic, and conducive for intended purposes;
  - vi. Subcontract fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items;
  - vii. Render design ideas in the form of paste-ups or drawings or illustrations, estimate material requirements and costs, and present design for approval;
  - viii. Plan and design interior environments for a variety of different buildings and spaces;
  - ix. Interacts with project personnel from other contracted organizations and/or departments on specific projects to represent RCMP interests; and,
  - x. Ensure that the fit-up plans and specifications produced by others match the identified end user requirements.

## **3. Technical Specialist – Security (TSS):**

- a. The TSS reports to the Technical Authority, or other person as assigned by the Technical Authority, and shall provide expert advice for projects, particularly in security features of buildings and sites such as penetration resistance in walls; access controls to particular operational areas, and access control systems; arrangement of ventilation and other systems to maximize security; arrangement of site features to achieve security levels required; locking devices.
- b. Key tasks may include, but are not limited to, the following:
  - i. Gather and document client security requirements;
  - ii. Assist in design, design reviews, and testing of systems and components, and provide comments;
  - iii. Prepare and/or review working drawings and provide comments;
  - iv. Write and/or review specifications;



- v. Estimate costs and materials related to security-related items;
- vi. Carry out site observations to determine compliance with design and prepare report with comments for formal issuance to appropriate stakeholders;
- vii. Provide inputs in preparing estimates, schedules, budgets, plans and specifications, and reports;
- viii. Test and/or coordinate the testing of security equipment and systems, and provide report; and,
- ix. Assist in inspections, testing and adjusting security components.

#### **4. Technical Specialist – Facility Information & Communication Technology (TSF-ICT):**

- a. The TSF-ICT reports to the Technical Authority, or other person as assigned by the Technical Authority, and shall provide expert advice for ICT systems within projects, particularly in telephony including Voice over Internet Protocol (VoIP); wireless technologies; wired technologies; Internet; secure communications; computer networks; service provider practices; video conferencing; AV presentation; multi-media presentation, and media-playback.
- b. Key tasks may include, but are not limited to, the following:
  - i. Gather and document client ICT requirements;
  - ii. Define systems and equipment to satisfy client ITC requirements;
  - iii. Write requirements documents suitable for procurement;
  - iv. Assist in design, design reviews, and testing of systems and components, and a prepare report with comments for formal issuance to appropriate stakeholders;
  - v. Prepare and/or review working drawings and provide comments;
  - vi. Write and/or review specifications;
  - vii. Estimate costs and materials of ITC-related items;
  - viii. Carry out site observations to determine compliance with design and prepare comments;
  - ix. Provide inputs in preparing estimates, schedules, budgets, specifications and reports;
  - x. Verify the correct operations of equipment and systems and provide comments;
  - xi. Assist in inspecting, testing and adjusting ITC components; and
  - xii. Liaise as required with internal and external stakeholders responsible or involved in the planning & delivery of ICT for the project(s).

#### **5. Communications Publicity Advisor (CPA):**

- a. The CPA reports to the Technical Authority, or other person as assigned by the Technical Authority, and acts as the principal point of contact for all media inquiries for NPDO projects, and shall provide expert advice for projects regarding written communications with client groups, partners, the public, media, and others as required.
- b. The key tasks may include, but are not limited to, the following:
  - i. Work/Coordinate with RCMP Communications/Media Relations when and as required;
  - ii. Coordinate media lines for projects with RCMP, PSPC, and others;
  - iii. Develop communications products for distribution to client groups and partners;
  - iv. Organize and control welcome events to the facility;
  - v. Plan, coordinate, and manage media-related events, including media conferences and interviews;
  - vi. Assist in the planning and carrying out of public and cultural affairs events; and
  - vii. Provide various aspects of administrative support to the projects.



### **Language Requirement:**

For each category, the Contractor must be capable of providing services to the RCMP in both official languages: English and French. Each specific Task Authorization will clearly identify the language requirements for that resource: Bilingual, English or French. For the purposes of evaluating most of the resources proposed as part of this RFP, the minimum language requirement will be English Only. However, additional points will be provided in the rated evaluation for bilingual resources.

For the Communications/Publicity Specialist (CPS), the proposed resource **MUST** be fluently Bilingual (English & French), in oral, reading, and writing. The proposed resource must be proficient at reading, writing, speaking, proofreading and editing documents in both English and French. Skills required at this level are normally acquired through specialized training or experience. This would be equivalent to a Government of Canada Proficiency level "BBB". Some examples of previously performed work in both French and English that would meet this level include: proofreading typed texts and correcting errors, writing articles, speeches, press releases or other documents on technical or specialized topics, revising and rewriting scientific and technical documents in terms of their literary presentation, providing editing services for technical or specialized texts, documents and publications, ensuring the linguistic quality of technical or specialized texts, documents and publications, translation of texts, checking translation of texts to ensure quality

### **Deliverables:**

Deliverables will vary according to task and category of resources, and will be specified in each of the authorized TA's.

The Contractor must provide and transmit draft reports, final reports in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.

When printed material is requested, the minimum recycled content of 30% is required and /or certified as originating from a sustainably managed forest.

Recycle unneeded printed documents (in accordance with Security Requirements).

### **Location of Work:**

It is anticipated that most of the Work associated with each TA will be carried out at the NPDO's main offices in Ottawa, Ontario. However, the Contractor must be capable of providing services in any Canadian Province or Territory as defined in any individual TA. In the event that Work is required outside the NCR the Contractor must make every effort to identify a local resource with the required experience and skills sets to reduce travel costs.

### **Travel:**

Travel within the city identified in the TA as the Location of Work is expected to attend meetings or to conduct specific tasks related to the TA. Such travel expenses are expected as part of the proposed per diem rate. All travel outside of the city identified in the TA as the Location of Work must be authorized in advance by the Technical Authority and a travel allocation must be included in the specific TA.

### **Constraints:**

1. The Contractor personnel must have and maintain a minimum RCMP Reliability Status Security clearance approved by the RCMP Personnel Security Unit (PSU). Additional security may be required



dependant on the requirements of the specific project. The security level required will be specified in each of the authorized TA's.

2. Services of some personnel might not be required on a full time basis during the Initial Contract Period or during the Option Periods. The exact requirement will be determined using TA's.

3. The provision of Services requires the Contractor to work within a fast paced, quick turnaround environment. The work hours and the length of time in which services are to be provided will vary from task to task. The Contractor might be required to work outside Normal Working Hours, dependent upon the specific requirements of the TA.

4. The Contractor must be capable of providing more than one resource per category simultaneously. It is not the intention to limit each category to only one resource at any one time, however, **ONLY ONE (1)** resource will be proposed and evaluated until another might be required.





**ANNEX "B"**

**BASIS OF PAYMENT**

The Bidder will be paid firm all-inclusive per diem rates as follows, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

**Year 1:**

<b>Consultant Category</b>	<b>Level of Expertise</b>	<b>Name of Proposed Resource</b>	<b>Firm per diem rate</b>
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Communications Publicity Advisor			\$

**Year 2:**

<b>Consultant Category</b>	<b>Level of Expertise</b>	<b>Name of Proposed Resource</b>	<b>Firm per diem rate</b>
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Communications Publicity Advisor			\$



**Year 3**

<b>Consultant Category</b>	<b>Level of Expertise</b>	<b>Name of Proposed Resource</b>	<b>Firm per diem rate</b>
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Communications Publicity Advisor			\$

**Year 4**

<b>Consultant Category</b>	<b>Level of Expertise</b>	<b>Name of Proposed Resource</b>	<b>Firm per diem rate</b>
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Communications Publicity Advisor			\$



**Year 5**

<b>Consultant Category</b>	<b>Level of Expertise</b>	<b>Name of Proposed Resource</b>	<b>Firm per diem rate</b>
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Communications Publicity Advisor			\$



**ANNEX “C”**

**FINANCIAL EVALUATION**

For evaluation purposes, Bidder's financials will be evaluated based on the total average per diem rate of all resources proposed over the five year period.

Item	Category and Level	2018-2019 (A)	2019-2020 (B)	2020-2021 (C)	2021-2022 (D)	2022-2023 (E)	Sub-total (A+B+C+D+E)	Average (Sub-total/5)
1.1	Move Coordinator - Senior	\$	\$	\$	\$	\$	\$	\$
1.2	Move Coordinator – Intermediate	\$	\$	\$	\$	\$	\$	\$
1.3	Move Coordinator – Junior	\$	\$	\$	\$	\$	\$	\$
2.1	Interior Designer - Senior	\$	\$	\$	\$	\$	\$	\$
2.2	Interior Designer – Intermediate	\$	\$	\$	\$	\$	\$	\$
2.3	Interior Designer - Junior	\$	\$	\$	\$	\$	\$	\$
3.1	Technical Specialist – Security	\$	\$	\$	\$	\$	\$	\$
4.1	Technical Specialist – Facility Information & Communications Technology	\$	\$	\$	\$	\$	\$	\$
5.1	Communications Publicity Advisor	\$	\$	\$	\$	\$	\$	\$
<b>Total Per Diem Rate of all resources:</b>							\$	\$

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays and sick leave.



**ANNEX "D SECURITY REQUIREMENTS CHECK LIST**

20171113541



Contract Number / Numéro du contrat 201805788
Security Classification / Classification de sécurité

**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 RCMP	2. Branch or Directorate / Direction générale ou Direction CM&C/RPM/ National Project Delivery Office (NPDO)	
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 The Royal Canadian Mounted Police (RCMP) has a requirement for support in conducting business of the National Project Delivery Office (NPDO), located primarily in the National Capital Region (NCR) and occasionally nationwide. The requirement is for "as and when requested" services and includes functional categories such as Move Managers, Interior Designers, Technical Specialist in ITC, Security and Communication.		
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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes Non <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



2017113541

Contract Number / Numéro du contrat <span style="font-size: 1.5em; color: blue;">201805788</span>
Security Classification / Classification de sécurité

**PART A / (continued) / PARTIE A (suite)**

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

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

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

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

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

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

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

Special comments: MULTI LEVEL - ERS, SECRET, TS  
Commentaires spéciaux : SEE SECURITY GUIDE FOR ROLES/LEVELS.

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





20171113541

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201805788

Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No  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).



Security Clause - SRCL #: 201711133541

Non-Sensitive



## SRCL Security Guide

SRCL #: 201711133541

Prepared by :  
Central Departmental Security Section  
Royal Canadian Mounted Police

Reviewer initials and date:

Reviewer initials and date:

*[Handwritten signature]* - 2018-02-02  
*[Handwritten initials]* 2018-02-02

Template date: August 8th, 2017







Security Clauses - SRCL #: 201711133541

Non-Sensitive

### **Preamble**

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

### **General Security Requirements**

1. All work will be done from RCMP locations only. Any work from Non-RCMP locations must be formally approved in writing by the appropriate Regional Departmental Security Section before such work may be undertaken.
2. All work will be done using only RCMP-provided IT systems and equipment.

### **Physical Security**

1. At no time during the contract period will RCMP information be processed, stored or discussed at the contractor's site.
2. No sensitive information or assets, Protected A or higher, shall be removed from RCMP property.

### **IT Security**

1. No sensitive information, Protected A or higher, shall be electronically transmitted to or processed at the contractor's site.
2. No sensitive electronic information or assets, Protected A or higher, shall be removed from RCMP networks or property.

### **Personnel Security**

1. All contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).



Security Clauses - SRCL #: 201711133541

Non-Sensitive

2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will have access to RCMP Protected and/or Classified information, an RCMP Clearance at the appropriate level is required.

Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP identifies a requirement for ERS or a security clearance; the Contractor will submit the following to the RCMP:

1. Form TBS 330-23 (LERC version)
2. Form TBS 330-60
3. Form RCMP 1020-1 (Pre Interview)
4. Copy of Birth Certificate and Driver's License
5. 2 Passport size pictures.

The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. will conduct a security interview
3. will obtain a set of fingerprints

PERSEC clearance levels are:

1. Move Coordinator – Senior, Intermediate and Junior (SMC, IMC, JMC): ERS (with upgrade determined on project basis)
2. Interior Designer– Senior, Intermediate and Junior (SID, IID, JID): SECRET (based on determining client requirements, and knowing where CTSN locations will be as part of interior design)
3. Technical Specialist – Security (TSS): SECRET (based on client requirements and security systems knowledge)
4. Technical Specialist – Facility Information & Communication Technology (TSF-ICT) = TOP SECRET
5. Communications Publicity Advisor (CPA): ERS



## ANNEX "E" to PART 5 - BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)





Annex \_\_\_\_\_  
 Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
 Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
 Signature Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
 Name and title of individual authorized - to sign for the Contractor  
 Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
 Signature Date