



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

Bid Receiving/Réception des sousmissions
RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

**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

Title – Sujet Fire Inspections - F Division Facilities		Date 13 March 2018
Solicitation No. – N° de l'invitation M5000-18-2929/A PW-18-00820122		
Client Reference No. - No. De Référence du Client 201802929		
Solicitation Closes – L'invitation prend fin		
At /à :	2 :00 pm	Central Standard Time
On / le :	23 April 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa Hengen, Contracting Officer teresa.hengen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone (639) 625-3449	Facsimile No. – No. de télécopieur (306) 780-5232	

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



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List of Annexes:

- Annex A, Statement of Work;
- Annex B, Security Requirements Check List;
- Annex C, Basis of Payment and Declaration Form;
- Annex D, Fire Inspection Facilities List;
- Annex E, Team Identification Form;
- Annex F, Evaluation Criteria;
- Annex G, Security Clearance Guidelines and Documents.



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. 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 requirements as indicated in Part 6 - 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.
2. Bidders are reminded to obtain the required security clearance promptly. This information must be provided within five (5) working days of the request. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) 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.

NOTE: If persons currently hold a valid RCMP Reliability Security (RRS) Clearance security clearance issued by RCMP Departmental Security, a new security clearance application (as per Annex "G" – Security Clearance Guidelines and Documents) will not have to be completed and resubmitted by those individuals.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Procurement Ombudsman

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

1.5 Trade Agreements

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

The 2003 (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: 90 days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by 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 ten (10) 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 Saskatchewan.



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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (four (4) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Prices must appear in **Annex “C” – Basis of Payment and Declaration Form** only. No prices must be indicated in any other section of the Bid.

The maximum number of pages including text and graphics to be submitted for **Annex “F” – Evaluation Criteria** is ten (10) pages (single-sided) or five (5) pages (double-sided). A minimum font size 10 must be used.

The following contents are not included as part of the maximum page limitation noted above:

- Covering letter (optional - contents not evaluated)
- Completed **Annex “E” – Team Identification Form**;
- Completed **Annex “C” – Basis of Payment and Declaration Form**;
- Front page of the RFP Solicitation; and,
- Front page of revision(s) to the RFP;

Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.



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 and describe their approach 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

Bidders must submit their financial bid in accordance with Annex C, Basis of Payment and Declaration Form. The total amount of Applicable Taxes must be shown separately.

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

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



See Annex “F” – Evaluation Criteria.

4.1.2 Financial Evaluation

See Annex “C” – Basis of Payment and Declaration Form

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a Bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Criteria; and
 - c. achieve an individual criterion pass mark of **60% and a minimum overall Technical Score of 60% (321 out of the 535 points available)**.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be **85%** for the technical merit and **15%** for the price.
4. To establish the technical merit score, the overall technical score for each responsive Bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **85%**.
5. To establish the pricing score, each responsive Bid will be prorated against the lowest evaluated price and the ratio of **15%**.
6. For each responsive Bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive Bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three Bids are responsive and the selection of the contractor is determined by a 85/15 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Technical Merit Score	115/135 X 85 = 72.41	89/135 X 85 = 56.01	92/135 X 85 = 57.93
Pricing Score	45/55 X 15 = 12.27	45/50 X 15 = 13.50	45/45 X 15 = 15.00



Combined Rating	84.68	69.51	72.93
Overall Rating	1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

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

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

5.1.2 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).

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, "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

Is the Bidder a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Bidder must provide the following information:

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



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

Work Force Reduction Program

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

YES () NO ()

If so, the Bidder must provide the following information:

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

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

5.1.3.3 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.

5.1.3.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (Security Requirement Checklist (SRCL) at Annex B and related clauses) apply and form part of the Contract.

The Contractor's personnel are required to be security cleared at the level of **RCMP Reliability Security (RRS) Clearance** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional twelve (12) month option period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



6.4.5 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Teresa Hengen
Royal Canadian Mounted Police
Procurement Officer
5600-11th Ave
Regina, SK S4P 3J7
Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail: teresa.hengen@rcmp-grc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: **(Insert at Contract Award)**

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

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

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

6.5.3 Contractor's Representative (Insert at Contract Award)

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

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



6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

Part A – Fixed Fees for Services:

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Service:	Fixed Fee (CAD):
Provide report on each facility listed in Annex D as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____

Total Cost of **Part A – Fixed Fee for Services**: \$ _____ (Applicable Taxes extra.)

Part B – Single Fixed Hourly Rates for Services:

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when required” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Prime Consultant

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Administrative Resource	\$ _____

Travel and Living Expenses

All Travel and Living Expenses must be incorporated into the **Part A – Fixed Fee for Services**.



6.7.2 Limitation of Price

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

6.7.3 Disbursements

1. The following costs shall be included in the fixed fees required to deliver the services and shall not be reimbursed separately;
 - a. reproduction and delivery costs of specifications and other Technical Documentation specified in the Statement of Work;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Contractor's main office and branch offices or between the Contractor's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Statement of Work;
 - d. presentation material;
 - e. parking fees;
 - f. taxi charges;
 - g. travel time;
 - h. travel expenses; and
 - i. local project office.
2. The following disbursements reasonably incurred by the Contractor, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Contractor at actual cost:
 - a. reproduction and delivery costs of specifications and other Technical Documentation additional to that specified in the Statement of Work;
 - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
 - c. project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

6.7.4 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.



6.8 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. copy of the completed inspection reports;
 - b. costs broken down by location,
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

Invoices must be broken down by location.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (c) Annex C, Basis of Payment and Declaration Form;
- (d) Annex D, Fire Inspection Facilities List;
- (g) the Contractor's bid dated _____. (insert at contract award)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

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



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

6.12.2 Contract Administration

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

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

6.13 Insurance

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.

6.14 Environmental Considerations

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

Deliverables:

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

Travel Requirements/Meetings:

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

Shipping Requirements:

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





Annex A – Statement of Work

RCMP Fire Inspection Requirements

1. **INTENT;** The intent of these requirements is to ensure ongoing Fire Inspections of existing RCMP owned and *leased buildings* and *facilities* throughout their life cycle in accordance with the requirements of the current edition of the National Fire Code (NFC). This is done to meet the RCMP's obligations under the Treasury Board of Canada Fire Protection Standard.
2. **SCOPE;** All RCMP owned and *leased buildings* and *facilities* with the exception of single family dwelling units unless they are part of a detachment building.
3. **DEFINITIONS;**
 1. *Leased building* means a building occupied by the RCMP but not owned by the RCMP.
 2. *Facility* means property which does not meet the definition of a *building* but is used for the outdoor storage of material regulated by the NFC, such as fuel tanks, and outdoor storage of combustible and flammable materials.
 3. The following italicized words found in this document are defined in National Building Code (NBC) and NFC, Division A, Articles 1.4.1.2.
 - a. **Building** means a structure used or intended for supporting or sheltering any use or *occupancy*.
 - b. **Occupancy** means the use or intended use of a *building* or part thereof for the shelter or support of persons, animals or property.
 - c. **Contained Use Area** means a supervised area containing one or more rooms where occupant movement is restricted to a single room by security measures not under control of the occupant.
 - d. **Impeded Egress Zone** means a supervised area in which occupants have free movement but require the release, by security personal, of security doors at the boundary before they are able to leave the area, but does not include a *contained use area*.
4. **FREQUENCY OF INSPECTIONS;** A minimum of one Fire Inspection every 5 years for all *building occupancies*. A minimum of one Fire Inspection every 3 years for buildings with the following *major occupancies; assembly occupancies, contained use areas or impeded egress zones*.
 1. **Examples;**
 - a. **Assembly Occupancies include;** Arenas, Gymnasiums, Schools and Colleges (non-residential), Licensed Beverage Establishments, Dining Halls, Restaurants, Chapels, Libraries, Museums, Clubs.
 - b. **Buildings with Contained Use Areas and Impede Egress Zones;** Police Buildings with Holding Cells, Police Buildings with lockable Secure Interview Rooms.
5. **QUALIFICATIONS FOR INDIVIDUALS CONDUCTING FIRE INSPECTIONS;** Individuals conducting fire inspections shall have a working knowledge of the; NFC, NBC, and RCMP Fire Protection Requirements. Minimum of five (5) years experience in conducting fire inspections to the NFC or provincial fire codes is also required. A working knowledge of standards relating to the maintenance of life safety equipment is considered as an asset but not a requirement.



-
6. **FIRE INSPECTION REPORTS;** A written report shall be provided to the RCMP Project Authority. This report shall include the following:
1. Evaluation of the Fire Safety Plan and Fire Emergency Organization (if applicable) for the building to ensure that it meets the requirements of RCMP Policy and has been updated such that it reflects the current conditions and staffing in the building.
 2. Evaluation of the maintenance documentation of building life safety systems (as provided in the building) including;
 - a. Monthly and annual fire alarm and voice communication systems checks testing and maintenance, including a log of monthly checks and the annual fire alarm testing report. Reference NFC Articles 6.3.1.2 and 6.3.1.4 as well as CAN/ULC-S536
 - b. Monthly and annual checks and testing of smoke and CO alarms, including a log of monthly checks and the annual testing report. Reference NFC 6.7.1.1 and CAN/ULC-S552.
 - c. Monthly and annual checks and testing of battery pack emergency lighting, including a log of monthly checks and the annual testing report. Reference NFC Article 6.5.1.6.
 - d. Monthly and annual checks and testing of exit signs, including a log of monthly checks and annual testing report. Reference NFC Article 6.5.1.8.
 - e. Monthly and annual checks and testing of fire extinguishers, including log of monthly checks and annual testing report. Reference NFC Article 6.2.1.1 and National Fire Protection Association (NFPA) #10.
 - f. Monthly and annual checks and testing of sprinkler systems, including a log of monthly checks and an annual testing report. Reference NFC Article 6.4.1.1 and NFPA #25.
 - g. Weekly and annual checks and testing of fire pumps, including a log of weekly checks and an annual testing report. Reference NFC Article 6.4.1.1 and NFPA #25.
 - h. Any special fire suppression systems in the building shall have maintenance records in accordance with NBC Article 6.6.1.1.
 - i. If there is an emergency generator and **IF** it is the sole emergency power source for any life safety systems then ensure that the weekly and monthly logs as well as the annual testing report have been done as per NFC Sentence 6.5.1.1(1) and CAN/CSA-C282. If the emergency generator provides a **secondary** backup to the building fire alarm, emergency lighting and exit signs etc. then no review of its testing is required.

The fire inspection report shall identify that the maintenance of life safety systems is being done correctly as per the NFC Part 6 requirements and is up to date. Deficiencies noted in any of the checks, logs, or reports shall be identified in the fire inspection report.
 3. Evaluation of Building and Occupant Fire Safety as per Part 2 of the NFC including;
 - a. Installation deficiencies for; Fire Alarm, Standpipe, Sprinkler Systems, Emergency Lighting, Emergency Power, Exit Signs, Fire Extinguishers, Voice Communication Systems, Smoke Alarms and Special Fire Suppression Systems.
 - b. Deficiencies in fire separations and associated closures.
 - c. Deficiencies in doors in fire separations.
 - d. Deficiencies in fire damper installation and fire damper maintenance.
 - e. Deficiencies in interior finishes and decorative materials
 - f. Fire hazards, inappropriate storage and use of dangerous goods
 - g. Fire department access to the building
 - h. Service Equipment



-
- i. Deficiencies in life safety items relating to egress including; means of egress, exits, egress and exit doors, inappropriate door locking hardware, exit signs, and emergency lighting.
 - j. Emergency Planning and Fire Drills. Refer to item 1 above.
 - k. Other specialized sections of NFC Part 2 applicable to the building.
 4. Evaluation of Indoor and Outdoor Storage (as applicable) as per Part 3 of the NFC including;
 - a. Compressed gasses
 - b. Explosives
 - c. Radioactive Materials
 - d. Dangerous Goods
 - e. Industrial Trucks (if applicable)
 - f. Indoor Storage
 - g. Tire Storage
 - h. Outdoor Storage
 5. Evaluation of the Use and Storage of Flammable and Combustible Liquids (as applicable) as per Part 4 of the NFC.
 6. Evaluation of Hazardous Processes and Operations (as applicable) as per Part 5 of the NFC. This Part includes Laboratories and Workshops.
 7. Alternative Solutions (if applicable);
 - a. If the building or component of the building was designed using the NBC Alternative Solution Process in NBC Division C, Section 2.3 then maintenance and operational requirements of the Alternative Solution shall be reviewed during the Fire Inspection to ensure compliance to the original design assumptions.
 - b. If there was an Alternative Solution to prescriptive NFC requirements using the NFC Alternative Solution Process in NFC Division C, Section 2.3 then the maintenance and operational requirements of the Alternative Solution shall be reviewed during the Fire Inspection to ensure compliance to the assumptions of the Alternative Solution.
 8. RCMP Fire Protection Requirements;
 - a. Evaluation of Building use for compliance to RCMP Fire Protection Requirements including; Mobile Shelving, Fire Protection for Information Technology Facilities and Equipment, and Record and Exhibit Storage, as applicable to the building.
- 7. RESPONSIBILITIES AND ROLES**, from RCMP Property Management Manual Chapter 2.11 Fire Protection;
- Ensuring Fire Inspections are Conducted; Divisional Asset Management (Sections 4.3.1 and 4.3.2)
 - Development of the Fire Safety Plan; Senior Officer in Building (Section 4.5.2)
 - Facilitating and Supporting the Development of the Fire Safety Plan; Divisional Asset Management (Section 4.3.1)
 - Maintenance of Fire Protection Systems; Divisional Asset Management (Section 4.3.6)
 - Code Compliance and Corrective Measures; Divisional Asset Management (Section 4.3.5)



8. DOCUMENTATION

Copies of Fire Inspection Reports shall be submitted to the RCMP Project Authority who will forward copies to the RCMP Fire Marshal as well as the Asset Manager assigned to the building.

Reports for all facilities listed on attached spreadsheet to be completed and submitted to the Project Authority on a monthly basis. All reports to be completed within two years of Contract award, one (1) electronic copy (.PDF) and one (1) hard copy set of the final report.

9. ADDITIONAL SERVICES

Work not included in the base contract scope may be required on an as-and-when basis. This would include building inspections not indicated in Annex "D". Work of this nature would be covered by a change to the base contract value as required.



**Annex B - SECURITY REQUIREMENTS CHECK LIST
(Attached separately)**



Annex C – Basis of Payment and Declaration Form

Project Title: _____

Bidder's Name: _____

Address: _____

Contact Person: _____

Phone number: (____) ____ - ____ Fax number: (____) ____ - ____

Email: _____@_____

Procurement Business Number: _____

Type of Organization:	Size of Organization:
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture	Number of Employees: _____ Graduate Architects/Prof. Engineers _____ Other Professionals _____ Technical Support _____

This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive.

Declaration:

I, the undersigned, being a principal of the Bidder, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

Name (print): _____

Capacity: _____

Signature _____



Instructions to Bidder:

1. Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Bidder's name, Solicitation Number, and "Basis of Payment and Declaration Form" or "Financial Bid" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
5. The Bidder shall provide a single fixed hourly rate for each category of personnel for the duration of any resulting Contract.
6. The single fixed hourly rate identified for each category of personnel shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

Note to Bidder:

1. All Basis of Payment and Declaration Form envelopes corresponding to responsive Bids which have achieved an overall score of 60% in the rated requirements (minimum of 60% for each criterion) are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.
2. All price proposals which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.
3. **Only Part A – Fixed Fee for Services will be used for Evaluation.**

Part A – Fixed Fees for Services:

Service:	Fixed Fee (CAD):
Provide report on each facility listed in Annex D as per Annex A, Statement of Work *cost per location will be requested upon award of Contract.	\$ _____
Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____



Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

1. Prime Consultant

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Administrative Resource	\$ _____

Signature of Contractor or Joint Venture Contractors:

The Contractor agrees to provide all services requested in the RFP. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



Annex D – Fire Inspection Facilities List

(for copy of this report please contact the Contracting Officer via email)



Annex E – Team Identification Form

The Prime Contractor and other members of the Contractor's Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law.

A. Prime Contractor

1. Bidder

Firm or Joint Venture Name:

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....



Annex F – Evaluation Criteria

Bidder Instructions: The Bidder is requested to respond to the Evaluation Criteria using the table formats below.

Note to Bidders: Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section is omitted from the Bid, it will be set aside without further consideration and the Bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the Bid non-responsive and will be set aside without further consideration.

The Bidder must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the contractor's response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

MANDATORY REQUIREMENTS

At bid closing time, the Bidder must:

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% **(321 out of the 535 points available)**.
- c) provide the necessary documentation to support compliance.

Any Bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration. Each requirement should be addressed separately.

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Bidder must have a minimum of five (5) years' experience as a fire inspector and be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial law in the province of Saskatchewan. ** Proof must be provided prior to the award of a contract.		
M2	The Bidder must identify the name of the Bidder firm, and any key Sub-Contractor firms, Key Specialists, and key personnel, if applicable, to be assigned to the project. An example of an acceptable format for submission of the team identification information is provided in Annex "E".		



RATED REQUIREMENTS

Each Technical Proposal that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria. All Point-Rated Evaluation Criteria will be allocated points using “**Evaluation Table 1**” (as identified below).

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><u>Past Achievements on Projects (Project Team):</u></p> <p>The Bidder should describe their accomplishments, achievements and experience as a Fire Inspector on projects. Select two (2) projects undertaken, within the last eight (8) years that had similar reporting requirements being requested in Statement of Work of this proposal. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project/activity is comparable and relevant to the current project requirement. (50 points) 2. Brief CV's of a maximum of two (2) senior project personnel of the Prime Contractor's staff who will be assigned to this project. (30 Points) 3. Professional Accreditation, including licensing/certification info of each team member. Proof of accreditation and certification with the NFPA (National Fire Protection Association), SBOA (Saskatchewan Building Official Association) or other applicable professional training and certification. (30 Points) 4. Relevant experience, expertise, competence, number of years of experience of each team member. (15 Points) 	125		
R2	<p><u>Client References on Past Projects/Activities:</u></p> <p>The Bidder should identify client references for each project described in R1.</p> <p><u>Allocation of Points:</u></p> <p>Points will be awarded for the quality of each review</p>	50		



	<p>with the identified client references, and allocated as follows:</p> <ol style="list-style-type: none"> 1. Quality of client reference for past projects/activities described in R1 related to the Bidder's Communication and Collaborative team-work efforts with the client. (30 Points) 2. Quality of client reference for past projects described in R1 for Client Satisfaction. (15 Points) 3. Client reference information provided including, but not limited to: names, address, phone number, email address. (5 Points) 			
<p>R3</p>	<p><u>Understanding of the Project:</u></p> <p>The Bidder is to demonstrate their understanding of the goals of the current project requirement, the functional and technical requirements, the constraints and the issues that will shape the end product. Ensure your response speaks in specific terms to this project.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. Clearly identify the Functional and Technical Requirements, demonstrating a clear understanding of the current project requirement. (80 Points) 2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. (40 Points) 3. Review the Project Schedule, as presented in Annex "A" – Statement of Work, and clearly identify & assess risk management elements that may affect the current project requirement. (25 Points) 	<p>145</p>		
<p>R4</p>	<p><u>Scope of Services:</u></p> <p>The Bidder should demonstrate their capability to perform the services and meet project challenges.</p> <p><u>Allocation of Points:</u></p>	<p>130</p>		



	<p>1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. (60 Points)</p> <p>3. <u>Project Schedule</u> – Provide a detailed schedule for this project showing major milestones and critical path elements. (50 Points)</p> <p>4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project. (20 Points)</p>			
R5	<p><u>Management of Services:</u></p> <p>The Bidder should provide their intended approach to working directly with the RCMP and their team management structure and organization to support this approach.</p> <p><u>Allocation of Points:</u></p> <p>1. Identify the approach to working with the RCMP within the restraints of meeting all security related requirements and inspecting these types of facilities in remote locations. Include back-up support and peer review/quality control measures. (60 Points)</p> <p>2. As lessons learned from completed projects identify poor communications as one of the reasons for ongoing issues in a project; clearly articulate your team's approach to ensuring appropriate communications in this project and how your strategy will bolster your plan to address the challenges of this specific project. (25 Points)</p>	85		

Pass Mark: 321	Max Score: 535	Total Score: _____
------------------------------	------------------------------	----------------------------------



Evaluation Table 1:

0%	The Bidder did not submit information to be evaluated.
10%	The information submitted is unacceptable and does not meet the rated requirement. The weaknesses cannot be corrected. The Bidder lacks the qualifications and experience. The proposed Team is not likely able to meet the current project requirements. The sample projects demonstrated have no relation with the current project requirement. The Bidder's capability is unacceptable. The Bidder receives 10% of the available points for this element.
20%	The information submitted is extremely poor and generally does not meet the rated requirement. It is doubtful that the weaknesses can be corrected. There are obvious and serious lapses with the Bidder's qualifications and experience. The proposed Team is missing key components and the overall experience is low. The sample projects demonstrated are most likely not related to the current project requirement. The Bidder's capability is extremely poor, and insufficient to meet performance requirements. The Bidder receives 20% of the available points for this element.
30-40%	The information submitted lacks sufficient detail to meet the rated requirement. The weaknesses can most likely be corrected. The Bidder lacks sufficient qualifications and experience. The proposed Team is generally weak, and is either missing components, or lacking overall experience. The sample projects demonstrated are generally not related to the current project requirement. The Bidder has little capability to meet performance requirements. The Bidder receives between 30% and 40% of the available points for this element, based on the Evaluation Team consensus.
50%	The information submitted barely meets the rated requirement. The weaknesses are easy to correct. The Bidder has only minimum qualifications and experience. The proposed Team is capable of minimally fulfilling the current project requirement. The sample projects demonstrated are somewhat related to the current project requirement. The Bidder has an acceptable capability, and should be able to meet minimum performance requirements. The Bidder receives 50% of the available points for this element.
60-70%	The information submitted satisfies the rated requirement. There are no significant weaknesses identified. The Bidder is adequately qualified and experienced. The proposed Team covers all components and will most likely completely fulfill the current project requirement. The sample projects demonstrated are related to the current project requirement. The Bidder has average capability, and should be adequate for effective results. The Bidder receives between 60% and 70% of the available points for this element, based on the Evaluation Team consensus.
80-90%	The information submitted more than satisfies the rated requirement. There are no apparent weaknesses present. The Bidder is well qualified and experienced. The proposed Team is quite strong, with some members previously working together. The sample projects demonstrated are directly related to the current project requirement. The Bidder has superior capability and should ensure effective results. The Bidder receives between 80% and 90% of the available points for this element, based on the Evaluation Team consensus.
100%	The information submitted exceeds the rated requirement. There are no weaknesses. The Bidder is highly qualified and experienced. The proposed Team is exceptional, and has previously worked effectively together on comparable assignments to the current project requirement. As per the sample projects demonstrated, the Bidder has taken the lead with work directly related to the current project requirement. The Bidder is exceptionally capable, and should ensure extremely effective results. The Bidder receives 100% of the available points for this element.



Annex G – Security Clearance Guidelines and Documents

This Annex has been included to provide Bidders with RCMP's Security Clearance Guidelines and identify some of the documents which must be completed by persons who do not currently hold a valid RCMP Reliability Status Clearance issued by RCMP's Departmental Security Unit, and/or Personnel Security Unit.

Only the successful Bidder receiving a Contract as a result of this solicitation will be required to either review, or complete the following documents:

1. RCMP Security Clearance Requirements (Law Enforcement Checks) – Guidelines
2. Contractor Consultant Information Sheet
3. TBS 330-23E – Personnel Screening Consent and Authorization Form
 - a. TBS 330-23E – Residence (Additional Information) Form
 - b. Sample Document of Completed TBS 330-23E – Personnel Screening Consent and Authorization Form
4. TBS 330-60E – Security Screening Form
 - a. Sample Document of Completed TBS 330-60E – Security Screening Form
5. Security/Reliability Interview Pre-Interview Questionnaire

** It is the Prime Contractor's responsibility to ensure all necessary forms are accurately completed, and submitted to the RCMP on a timely basis, following Contract Award.