



RETURN BIDS BY E-MAIL TO:

Nina Caldwell
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 Procurement and Vendor Relations
 Shared Services Canada
 180 Kent Street, 13-100,
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**RETOURNER LES SOUMISSIONS
PAR COURRIEL À:**

Nina Caldwell
Nina.caldwell@canada.ca
 Acquisitions et relations avec les fournisseurs
 Services partagés Canada
 180, rue Kent, 13-100,
 Ottawa, Ontario K1P 0B6

**REQUEST FOR PROPOSAL/
DEMANDE DE PROPOSITION**

Proposal To: Shared Services Canada

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

Proposition aux: Services partagés Canada

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

Comments - Commentaires

Issuing Office – Bureau de distribution

SSC | SPC
 Procurement and Vendors Relations | Achats et relations avec les fournisseurs
 180 Kent Street, 13th floor | 180, rue Kent,
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Title – Sujet RCMP G Division 18 MULTIFUNCTION DEVICES	
Solicitation No. – N° de l’invitation 2BP758919	Date April 4, 2018
Client Reference No. – N° référence du client 17-58919	
File No. – N° de dossier 2BP758919	
Solicitation Closes – L’invitation prend fin on – April 18 @ 2 :00 pm	Time Zone Fuseau horaire Eastern Daylight Time (EDT) / Heure avancée de l'Est (HAE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Nina Caldwell	Buyer Id – Id de l’acheteur
Telephone No. – N° de téléphone : 613-882-8328	FAX No. – N° de FAX Not applicable
Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
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 _____



BID SOLICITATION MULTIFUNCTION DEVICES FOR ROYAL CANADIAN MOUNTED POLICE

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List of Annexes to the Resulting Contract:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Evaluation Criteria & Method of Selection
- Annex D List of Delivery Locations
- Annex E Security Requirements Check List
- Annex F RCMP Form – “330_23 RCMP form”
- Attachment 1 Compatibility Testing
- Attachment 3.2 Bid Submission Forms
- Attachment 5.0 OEM Certification Form
- Attachment 3.2 Substantiation of Technical Compliance Form
- Form 1 Supply chain integrity process (SCI) process



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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications 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:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Evaluation Criteria & Method of Selection
Annex D	List of Delivery Locations
Annex E	Security Requirements Check List
Annex F	RCMP Form – “330_23 RCMP form”
Attachment 1	Compatibility Testing
Attachment 3.2	Bid Submission Forms
Attachment 5.0	OEM Certification Form
Attachment 3.2	Substantiation of Technical Compliance Form
Form 1	Supply chain integrity process (SCI) process

1.2 Summary

Under Comprehensive Land Claim Agreement Obligations, (ineligible for the National Master Standing Offer), the Royal Canadian Mounted Police North West Region’s ‘G’ Division has a requirement for 48 month leases of 18 multi-function devices, with a 1 year option to extend the lease. This contract is for the supply, delivery, unpacking, partial installation (as applicable) and maintenance of the Workplace Technology Devices throughout the duration of the contract, in all locations identified in Annex D.

A total of 18 devices are required: 11 Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm), 3 Monochrome Printer/Copier MFDs, Tabloid (40 - 49 ppm) and 4 Colour, Printer/Copier MFDs, Tabloid (30 - 39 ppm colour) which must meet the mandatory technical specifications detailed in Annex A.



1.3 Optional Additional Quantities

The Bidder grants to Canada an irrevocable option to lease up to an additional five (5) multifunction devices in configurations A2/A3 as specified in Annex A, under the same terms and conditions and at the rates quoted in Annex B. This option will be valid during the contract period and any extensions to the contract period.

1.4 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 of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

1.5 National Security Exception

On May 28, 2012, the Government of Canada announced on the Government Electronic Tendering Service that it had invoked the National Security Exception under the trade agreements in respect of procurements related to email, networks and data centres for Shared Services Canada. As a result, this requirement is subject to the National Security Exception.



PART 2 BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- a) 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.
- b) 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.
- c) The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails. All references to PWGSC contained within the Standard Instructions will be interpreted as a reference to SSC, except for section 5(2)(d).
- d) Section 3 of the Standard Instructions – Goods and Services – Competitive Requirements 2003 is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”
- e) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
 - i) Delete: sixty (60) days
 - ii) Insert: one hundred and twenty (120) days

2.2 Submission of Bids

- a) Bids must be submitted only to Shared Services Canada, Procurement Officer, Nina Caldwell by e-mail only to nina.caldwell@canada.ca by the date and time indicated on the cover page of the bid solicitation. For an offer to be considered, this RFP must be completed and submitted in its entirety. All queries concerning the RFP, whether before or after closing date, must be in writing by e-mail and addressed to Nina Caldwell at nina.caldwell@canada.ca and ssc.wtdprintingproducts-productsimpressionatmt.spc@canada.ca.
- b) Due to the nature of the bid solicitation, bids transmitted by facsimile to Shared Services Canada will not be accepted.

2.3 Enquiries - Bid Solicitation

- a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- b) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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

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

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



PART 3 BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- a) Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:
- i) Section I: Technical Bid (1 soft copy)**
 - ii) Section II: Financial Bid (1 soft copy)**
 - iii) Section III: Certifications (1 soft copy)**
- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- b) Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- i) use a numbering system that corresponds to the bid solicitation;**
 - ii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and**
 - iii) include a table of contents.**

3.2 Section I: Technical Bid

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

Full technical specifications and descriptive materials must be submitted with the bid. Failure to provide these materials with the bid will result in the bid being declared non-compliant.

In order to demonstrate compliance to the technical requirements, it is requested that the Bidder's Technical Bid include at a minimum the following:

(a) a completed Attachment 4 form, indicating compliance to the specifications, supplying equipment details, and providing reference locations to supporting documentation and technical brochures included in the bid, and;

(b) technical brochures and supporting documents should be cross-referenced with Annex A and pertinent information demonstrating compliance should be clearly marked

Information to be filled in by the Bidder are left blank, please fill-in spaces accordingly.

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.

It is the Bidder's responsibility to provide a comprehensible and sufficiently detailed bid that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.



- a) The technical bid consists of the following:
- i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
 - ii) **Substantiation of Technical Compliance Form:** The technical bid must substantiate the compliance of the Bidder and its proposed products with the specific articles of Annex A (Statement of Work) identified in the Substantiation of Technical Compliance Form, which is the requested format for providing the substantiation. The Substantiation of Technical Compliance Form is not required to address any parts of this bid solicitation not referenced in the form. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

3.3 Section II: Financial Bid

- a) Pricing: Bidders must submit their financial bid in accordance with Annex B – *Basis of Payment*. The total amount of Applicable Taxes must be shown separately, if applicable.
A completed Annex B, Basis of Payment, table must be submitted.
- b) Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it will not charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

Bidders must submit the certifications 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 evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.
- c) In addition to any other time periods established in the bid solicitation:
- d) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

4.2 Technical Evaluation - Mandatory Technical

- a) Bids will be evaluated in accordance with the Technical Bid criteria detailed in Annex C. Bids will be assessed to ensure compliance with all of the requirements of this solicitation as described at Annex A - Statement of Work.

4.3 Financial Evaluation

a) Mandatory Financial Criteria

- i) SACC Manual Clause A0220T (2014-06-26), Evaluation of Price.
Please refer to Annex C, and complete the Basis of Payment, Annex B.

4.4 Basis of Selection

- a) SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria
- b) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



PART 5 CERTIFICATIONS

5.1 Certification

- a) Bidders must provide the required certifications and documentation to be awarded a contract.
- b) The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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.
- c) The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.2 Mandatory Certifications Required Precedent to Contract Award

- a) Bidders must submit the following duly completed certifications as part of their bid.
- b) Code of Conduct and Certifications

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications – Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.3 Federal Contractors Program for Employment Equity – Bid Certification

- a) 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 (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) – Labour's website
- b) 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.

5.4 Integrity Provisions – List of Names

- a) Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.
- b) Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- c) Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.5 Additional Certifications Precedent to Contract Award

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



5.6 OEM Certification

- a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

5.7 Code of Conduct Certifications – Certifications Required Precedent to Contract Award

- a) Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.
- b) The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form – PWGSC-TPSGC 229](#)) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

5.8 Common Criteria Security Certification

- a) Bidders should provide with their bids the proposed multi-function devices Common Criteria Security Certification, brochure and configuration pages (aka white pages) for each model submitted for consideration.
- b) If the Common Criteria Security Certification is unavailable due to the fact that the machine is currently in evaluation, Bidders should identify this and provide a verifiable link to the website which demonstrates this status.



PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

- a)** All Contractor and sub-contractor technicians will require an RCMP “Facility Access Level 2” security clearance, with RCMP escort while on site.
 - i)** To acquire this, the technician will be required to coordinate with the identified RCMP Project Authority in completing the 330_23 RCMP form in Annex F, and providing a valid piece of provincial/federal government photo identification to the specified detachment, ahead of coming on-site to perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.
- b)** All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access and the delivery could be rejected.
- c)** See Annex E for SRCL.



PART 7 RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- a) _____ (the “**Contractor**”) agrees to supply to the Client the goods and services described in the Contract, including the Statement of Work at Annex A, in accordance with, and at the prices set out in, the Contract. This includes:
- i) supplying the Leased Hardware;
 - ii) providing the Hardware Documentation;
 - iii) providing maintenance and support services for the Hardware during the Hardware Maintenance Period; Hot Swap option and/or diagnostics over the phone.
 - iv) granting the license to use the Licensed Software described in the Contract;
 - v) providing the Software Documentation; and
 - vi) providing maintenance and support for the Licensed Software during the Software Support Period.

Client: Under the Contract, the “Client” is Shared Services Canada (“SSC”), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to RCMP, which include SSC itself, those government institutions for whom SSC’s services are mandatory at any point during the Contract Period, and those other organizations for whom SSC’s services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.

7.2 Standard Clauses and Conditions

- a) All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.
- b) For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

7.3 General Conditions:

- a) 2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract. These General Conditions are amended as follows:
- Section 2 of the General Conditions is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”

7.4 Supplemental General Conditions:

- a) The following Supplemental General Conditions:
- b) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;
- c) 4003 (2010-08-16), Supplemental General Conditions - Licensed Software;
- d) Section 08 is replaced as follows:



The license to use the Licensed Software under the Contract is transferable by Canada under the same conditions of the Contract, to any Device or Client, as applicable, or to any Canadian government department or Crown corporation, as defined in the Financial Administration Act, R.S.C. 1985, c. F-11, as amended from time to time, or to any other party for which Shared Services Canada has been authorized to act under section 8 of the Shared Services Canada Act, L.C. 2012, ch.19, art 711 as long as Canada informs the Contractor of the transfer within thirty (30) days of the transfer occurring. For the purposes of this section, in the circumstances where an Entity License is transferred, such license will be capped at the number of users in the transferring department, corporation, agency or other party before the transfer; and

- e) 4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software.

7.5 Security Requirement

- a) All Contractor and sub-contractor technicians will require an RCMP "Facility Access Level 2" security clearance, with RCMP escort while on site.
 - i) To acquire this, the technician will be required to coordinate with the identified RCMP Project Authority in completing the 330_23 RCMP form in Annex F, and providing a valid piece of provincial/federal government photo identification to the specified detachment, ahead of coming on-site to perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.
- b) All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access and the delivery could be rejected.
 - i) See Annex E for SRCL.

7.6 National Security Exception (NSE)

On May 28, 2012, the Government of Canada announced on the Government Electronic Tendering Service that it had invoked the National Security Exception under the trade agreements in respect of procurements related to email, networks and data centres for Shared Services Canada. As a result, this requirement is subject to the National Security Exception.

7.7 Contract Period

- a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - i) The "**Initial Contract Period**", which begins within 40 days of contract award; and
 - ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b) **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one additional 12 month period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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



7.8 Delivery Date

- a) All the deliverables must be received within 40 calendar days of Contract Award. For remote locations, additional time can be agreed upon in tandem with the RCMP Project Authority.
- b) Precise Addresses to be provided upon Contract Award. See Annex D.

7.9 Authorities

a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Nina Caldwell
 Title: Procurement Officer - Shared Services Canada
 Directorate: Procurement and Vendors Relations
 Address: 180 Kent St., 13-100, Ottawa, ON K1G 4A8
 Telephone: 613-882-8328
 E-mail address: nina.caldwell@canada.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.

b) Project Authority

The Project Authority will be identified at contract award.

The Project Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical 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.

c) Contractor's Representative

The Contractor's Representative for the Contract is:

Name	
Title	
Company	
Address	
Telephone	
Facsimile	
Email address	

7.10 Payment

a) Basis of Payment

- i) The Contractor will be paid firm monthly rates for the lease of the equipment and firm rates per specified number of prints/copies for maintenance (covering all parts, labour, preventive and remedial maintenance, and imaging consumables), payable each month in arrears, in accordance with Annex B, Basis of Payment. Delivery, installation, and Provincial Electronic Disposal Surcharges are included and all applicable taxes are extra.
- ii) For all A1 devices in a hot swap option, the Royal Canadian Mounted Police will cover the costs of transportation for the swap after phone diagnostics have determined the machine requires replacement.



- iii) 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.

7.11 Competitive Award

The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

7.12 Purpose of Estimates

All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

7.13 Limitation of Expenditure

- a) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page 1 of the Contract, less any Applicable Taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included, if applicable and Applicable Taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- b) No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - i) it is 75 percent committed, or
 - ii) 4 months before the Contract expiry date, or
 - iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
 - iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

7.14 Method of Payment - Monthly Payment

- a) H1008C (2008-05-12), Monthly Payment.

7.15 SACC Manual Clauses

- a) SACC Manual clause A9117C (2007-11-30), Direct Request by Customer Department.

7.16 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the General Conditions. Invoices cannot be submitted until all work identified in the invoices is completed.
- b) Invoices must be distributed as follows:
 - i) On a monthly basis, one electronic copy to the Finance Unit and one to the Procurement Officer (will be identified at contract award). It will be inclusive of two parts:



Part 1 will be an electronic summary PDF sheet including the sub-total, GST divided out and the Total costs for the month.

Part 2 will be an electronic spreadsheet (.xls), outlining the complete breakdown of the consumption costs by machine inclusive of model, serial number, contract start and end date/per unit, detachment location, fixed monthly rate, copies, sub-totals, GST, and a total payable.

7.17 Certifications

- a) Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.18 Applicable Laws

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

7.19 Priority of Documents

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

- a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b) supplemental general conditions, in the following order:
 - i) 4001; (2015-04-01) Hardware Purchase, Lease and Maintenance;
 - ii) 4003; (2010-08-16) Licensed Software;
 - iii) 4004; (2013-04-25) Maintenance and Support Services or Licensed Software;
- c) general conditions 2035 (2015-07-03) General Conditions – Higher Complexity-Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment
- f) Annex C, Evaluation Criteria & Method of Selection
- g) Annex D, List of Delivery Locations
- h) Annex E, SRCL
- i) Annex F, RCMP Form – “330_23 RCMP form”
- j) the Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*).

7.20 Insurance Requirements

- a) SACC Manual clause G1005C (2008-05-12) Insurance

7.21 SACC Manual Clauses

- a) SACC Manual clause A9068C (2010-01-11) Government Site Regulations
- b) SACC Manual clause B7500C (2006-06-16) Excess Goods
- c) SACC Manual clause B1501C (2006-06-16) Electrical Equipment
- d) SACC Manual clause D0018C (2007-11-30) Delivery and Unloading



7.22 Hardware

With respect to the provisions of Supplemental General Conditions 4001:

Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	Yes
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery ⁴⁴ Location	Refer to Part 7 Resulting Contract Clauses, Section 7.5 Delivery
Delivery Date	Refer to Part 7 Resulting Contract Clauses, Section 7.5 Delivery
Contractor must deliver Hardware Documentation	Yes
Contractor must update Hardware Documentation throughout Contract Period	No - Section 7(5) of 4001 does not apply to the Contract.
Hardware Documentation must include maintenance documentation	No
Contractor must Install Hardware at time of Delivery	Yes, as negotiated with the RCMP Project Authority.
Hardware is part of a System	Yes
Lease Period	48 months
Option to Extend Lease Period	The Contractor grants to Canada an irrevocable option to extend the Lease Period by 1 one-year period. This option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment
Delivery of Leased Hardware	The Leased Hardware must be fully delivered within 40 calendar days of contract award, or by negotiated delivery date with Project Authority. For remote locations, additional time can be agreed upon in tandem with the RCMP Project Authority.
Principal Period of Maintenance (PPM)	PPM is defined as the consecutive hour period per day between the hours of 08:00 to 17:00 (ET) Monday through Friday, excluding statutory holidays.
4001 08 - Level of Service	Contractor must ensure 90% availability in a normal user month. See also Attachment 4.
4001 25 (7) Hardware Maintenance Service Report	In addition to the information required for the Hardware Maintenance Service report, the following information is required: (a) Contract number; (b) client's name, telephone number and location; (c) date and time of receipt of request for service; (d) dispatch date and time; (e) site arrival/departure date and time; (f) total down time; (g) reason for call; (h) equipment type and serial number; (i) action taken/service performed, including list of parts replaced/installed; (j) technician's name and signature; and (k) remarks. Copies of these reports must be made available to the Contracting Authority within thirty (30) days of request.
4001 26 Class of Maintenance Service	On-Site Maintenance Service included in the firm monthly rate (FMR) for A2/A3 devices
4001 26 (3).a.(i) Service Response Time	See 7.17 Service Response Time during PPM
Toll-free Telephone Number for Maintenance Service	[to be completed with information from the Contractor at the time of award]



Website for Maintenance Service	[to be completed with information from the Contractor at the time of award]
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In addition to and notwithstanding 4001 (2015-04-01) Supplemental General Conditions Hardware Purchase, Lease and Maintenance the following articles apply to the Contract:

7.23 Training

- a) At the request of the client, the Contractor must provide on-site adequate user and/or Key Operator training, to allow the client's employees to efficiently and effectively operate the equipment, at no extra cost. Any required training facilities or space will be provided by the client. The client may engage the Contractor to provide additional or more in-depth training at an additional cost to be negotiated outside this Contract.

7.24 Service Response Time During the Principal Period of Maintenance for A2/A3 Devices

- a) The Contractor must provide the following level of support in the event of equipment malfunction:
- b) 1 hour to respond to a service call back;
- c) 24 hours from time of service call to have a technician at the print site if required; and
- d) 24 hours to resolve problem allowing the end user to continue operations at minimum 80% capacity, except on written agreement by the Identified User.
- e) Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the Identified User to the arrival of the Contractor's maintenance personnel on site. When the Total Unscheduled Equipment Outage (as per the definition in Article 7.16.3) exceeds two (2) business days, the client may claim a Remedy (as described in Article 7.17).
- f) Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the printer being serviced is operative or until the client notifies the Contractor to suspend work.
- g) If after arrival by the Contractor's maintenance personnel on-site, it is determined that the Contractor cannot repair the defective equipment within four (4) working days and the equipment is not fully operational, the Contractor must provide loaner parts or equipment to permit the client to provide an equal or better level of service while the equipment being repaired, at no charge, within two (2) business days of such determination by the Contractor's maintenance personnel. The client will keep the loaner equipment at no extra charge until the original defective equipment is repaired and returned in working condition.

7.25 Service Response Time During the Principal Period of Maintenance for A1 Devices

- a) The Contractor must provide the following level of support in the event of equipment malfunction:
- b) 1 hour to respond to a service call back;
- c) 24 hours to resolve problem allowing the end user to continue operations at minimum 80% capacity, except on written agreement by the Identified User.
- d) Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the Identified User to the arrival of the contractor's maintenance personnel on site. When the Total Unscheduled Equipment Outage (as per the definition in Article 7.16.3) is deemed unable to be fixed, the client may claim a Hot Swap.
- e) If it is determined that the Contractor cannot repair the defective equipment over the phone and the equipment is not fully operational, the Contractor must provide loaner parts or hot swap equipment to permit the client to provide an equal or better level of service while the



equipment being repaired. The client will keep the loaner equipment at no extra charge until the original defective equipment is repaired and returned in working condition.

- f) Hot Swap Option – when the machine is deemed un-fixable, the Contractor will send out a replacement device.

7.26 Remedies Following Unacceptable Levels of Service

- a) To ensure a continuing acceptable level of service for the client's workload, the Contractor agrees that Canada may exercise the following remedial actions.
- b) The failure of Canada to exercise any or all of the following remedies does not mean that the service received conforms with the applicable mandatory requirements, nor will that failure lower the level of service acceptable for any portion of the Contract.
- c) The Contractor will not be responsible for any deficiencies arising from any use of the equipment by the client that is inconsistent with practices or procedures published by the OEM or any other procedure previously published by the Contractor and accepted by the client.
- d) It is not the intention of Canada to enforce the following remedies for situations resulting from acts of God, civil insurrection, or in general, factors beyond the reasonable control of the Contractor.
- e) Application of any of the remedies detailed below in one or more instances shall not prevent Canada from terminating for default in any instance of nonconformity with the terms of the Contract.
- f) The application of any remedy shall not result in any increase in liability to Canada.
- g) Process to Claim Remedy
 - i) The client must claim the applicable of any remedy, in writing, within 30 days from the time that the failure resulting in the application of the remedy could reasonably be noted by the Identified User.
 - ii) Any such claim for a remedy must include reasonable documentation to support such claim.
 - iii) Where the application of any remedy results in a financial benefit in favour of Canada, then such financial benefit must be applied as a credit to the applicable invoice for the billing period following the billing period in which the claim was received by the Contractor.
 - iv) For A1 Devices in a hot swap situation, where the application of any remedy results in the replacement of the machine,
 - v) For A2/A3 Devices: where the application of any remedy results in the requirement of the Contractor to replace parts of modular equipment, then such replacement equipment must be installed within 48 hours of receipt of the claim, by the Contractor. Should it be required that the Contractor replace the print system or print systems, as within the context of the Total Satisfaction Guarantee, the replacement equipment will be installed within 1 weeks of a request, unless a written extension is given by the client.
 - vi) Where the application of any remedy results in the requirement of the Contractor to provide additional reports or other documentation, then such reports or other written documentation must be provided within 30 days of receipt of the claim, by the Contractor.
- h) Definitions
 - i) "Remedial Equipment Failure" means any equipment malfunction that requires remedial maintenance to be provided by the Contractor in order to make the equipment operational.
 - ii) "Unscheduled Equipment Outage" means the period of time that equipment is unavailable to the client where such unavailability is caused by a Remedial Equipment Failure such period must commence when the Contractor is informed of the Remedial Equipment Failure in accordance with the Contract.



- i) Actual Remedies
- j) Excessive Equipment Failure
 - i) For A2/A3 devices - In the event the printer supplied has 4 or more Remedial Equipment Failures in a 30 day period, then the Contractor must replace such printer with same or like equipment, if requested by the client. The replacement equipment shall be installed within two weeks of a request, unless a written extension is given by the client.
 - ii) For A1 devices – In the event the contractor can't diagnose and repair the problem over the phone with the client, within 48 hours of the client notifying the contractor, then the Contractor must apply the Hot Swap Option, if requested by the client. The replacement machine will be sent to the location within 48 hours from diagnosis conversation.
- k) Failure to Repair Equipment
 - i) For A2/A3 devices - In the event that any single Unscheduled Equipment Outage exceeds 4 successive business days, then the Contractor must replace the equipment.
 - ii) For A1 devices – in the event that the over the phone diagnostics deems the machine unfixable, then the contractor must apply the hot swap option.
- l) Excessive Outage
 - i) In the event that the Total Unscheduled Equipment Outage exceeds 2 business days during the PPM, in any given call, for either print system, the charges associated with that print system shall be reduced in accordance with the following formula:
 - ii) $(TUEO/8) \times .1 \times \text{Total FMR} + \text{Fixed Monthly Service Rate}$; where TUEO is the Total Unscheduled Equipment Outage in hours during the PPM within the applicable month. This remedy must not exceed 2 times the Total FMR for any given monthly period.
- m) Failure to Respond to Remedial Equipment Failures
 - i) In the event that the Contractor fails to provide trained technicians to undertake remedial maintenance, within the response times specified in the Contract, in more than 10% of occurrences measured over a 30 day period of the number of times such services were required in accordance with the individual Contract; then, the Contractor must provide a Remedial Action Plan to the client to identify what steps will be taken by the Contractor to remedy the situation. In the event that the client is unable to negotiate a suitable course of action with the Contractor, the Contracting Authority will determine if there is cause for Termination for Default.
- n) Spoilage of Copies
 - i) One hundred percent (100%) credit must be given for spoiled prints or copies due to machine malfunction or quality of supplies provided by the Contractor.
- o) Additional client requirements
 - i) Preventive maintenance and engineering changes must be scheduled at times consistent with the client's operational and security requirements.
 - ii) Commencing on Date of Acceptance, the printer must meet a minimum availability level of 95% of the client's operational hours, on a monthly basis, commencing on the first day of each month and ending on the last day of each month; over the duration of the contract.
 - iii) During a reported equipment malfunction repair period, the Contractor must issue a verbal progress report to the client's site authority as requested until such time as the problem is resolved and provide a written report of the issue, the total downtime, and steps taken to resolve the issue to the client's Technical Authority at the time the issue is resolved.



7.27 Preventive Maintenance

- a) On-site preventive maintenance (required to inspect, lubricate and adjust the equipment) must be performed during the Principal Period of Maintenance (PPM). This service must be performed in accordance with the OEM specifications or as otherwise agreed between the Identified User and the Contractor. The cost of this maintenance is included in the Base Firm Monthly Rate (FMR) associated with any printer/copier including any leased Additional Equipment. The Contractor must keep a log of all preventive maintenance performed for each printer/copier and ensure that it is available to the Contracting Authority and/or the Administrative Authority.

7.28 Termination

- a) Canada may at its option, with two weeks notice, terminate the use of any installed Hardware, where such termination would take effect at the end of the month following the two week notice period subject to the following conditions:
- b) Termination Fees
 - i) Where the termination takes place prior to the completion of the applicable Commitment Period, then Canada will pay a fixed Termination Fee. The Contractor may choose to, but is not obliged to, waive or reduce this Termination Fee.
 - ii) The Termination Fee will be equal to the applicable Adjusted Amount minus the actual amount paid to-date. The Adjusted Amount will be calculated as following:
 - 1) Where the original Commitment Period was 48 months and the actual period of installation was less than 24 months, then the Adjusted Amount will be based on the rates associated with a 24 month Commitment Period multiplied by 24 months; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated;
 - 2) Where the original Commitment Period was 48 months and where the actual period of installation was less than 36 months, then the Adjusted Amount will be based on the rates associated with a 24 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 36 months using the Firm Monthly Rate for a 36 month Commitment Period, or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.
 - 3) Where the original Commitment Period was 48 months and where the actual period of installation was less than 48 months, then the Adjusted Amount will be based on the rates associated with a 36 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 48 months using the Firm Monthly Rate for a 48 month Commitment Period or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.
 - 4) Where the original Commitment Period was 48 months and where the actual period of installation was less than 60 months, then the Adjusted Amount will be based on the rates associated with a 48 month Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the Commitment Period not been terminated.
 - iii) Lease Termination of Hardware during Extension Periods: Where an installed Hardware is in an optional lease extension period, Canada may terminate the lease by providing three (3) months written notice and no Termination Fees will apply. Where an installed Hardware is in an optional lease extension period, and Canada can show documented evidence of excessive downtime or reduction of functionality, the lease may be terminated with a minimum of thirty days' notice and no Termination Fees will apply.



Shared Services
Canada

Services partagés
Canada

Refer to Annex B, Basis of Payment for rates used to calculate the Termination Fees.



ANNEX A

STATEMENT OF WORK

1. Requirement

1.1 Under Comprehensive Land Claim Agreement Obligations, (ineligible for the National Master Standing Offer), the Royal Canadian Mounted Police North West Region’s ‘G’ Division has a requirement for 48 month leases of 18 multi-function devices with a 1 year option to extend the lease. This contract is for the supply, delivery, unpacking, partial installation (as applicable) and maintenance of the Workplace Technology Devices throughout the duration of the contract, in all identified locations.

1.2 A total of 18 devices are required: 11 Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm), 3 Monochrome Printer/Copier MFDs, Tabloid (40 - 49 ppm) and 4 Colour, Printer/Copier MFDs, Tabloid (30 - 39 ppm colour) which must meet the mandatory technical specifications detailed in Annex A.

1.3 The Contractor grants to Canada an irrevocable option to purchase up to an additional five (5) multifunction devices in any if the configurations as specified in Annex A, under the same terms and conditions and at the rates quoted in Annex B. This option will be valid during the contract period and any extensions to the contract period.

2. Mandatory technical requirement

A1. Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm)

The monochrome devices (11) must meet the following mandatory requirements:

A1.1	Have a machine rated print speed of minimum 50 pages per minute at 600 dpi in monochrome
A1.2	Offer zoom capability of minimum 50% to 200% for walk up copying
A1.3	Include minimum 256 MB RAM
A1.4	Have a hard drive with a minimum capacity of 80 GB
A1.5	Have an originals document feeder with a capacity of at least 30 sheets
A1.6	Include minimum 3 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1000 sheets, with at least one offering letter size media and at least one offering legal sized media.
A1.7	Have an output capacity of minimum 500 sheets
A1.8	Be capable of printing and copying on letter and legal paper sizes; with legal paper size being the maximum print/copy size
A1.9	Be a floor standing model with stand
A1.10	Have a tray
A1.11	Have a stand
A1.12	Have 1 Fax Line
A1.13	Have a Surge Protector
A1.14	Have scan to email/USB capacity in monochrome and colour
A1.15	Total unit does not require more than 15 Amp The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.
A1.16	Desktop OS Supported (Windows 7, 8 &10)
A1.17	Server OS Support (Windows Server 2008, 2012 & 2016)



A2. Monochrome Printer/Copier MFDs, Tabloid (40 - 49 ppm)

The Monochrome devices (3) must meet following mandatory requirements:

A2.1	Have a machine rated print speed of minimum 40 pages per minute and a maximum rated print speed of 49 pages per minute at 600 dpi in monochrome
A2.2	Offer zoom capability of minimum 25% to 400% for walk up copying
A2.3	Include minimum 512 MB RAM
A2.4	Have a hard drive with a minimum capacity of 80 GB
A2.5	Have an originals document feeder with a capacity of at least 50 sheets
A2.6	Include minimum 4 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1500 sheets, with at least one offering letter size media and at least one offering legal sized media.
A2.7	Stack bypass or manual feed minimum 50 sheets
A2.8	Have an output capacity of minimum 750 sheets, separated through either offset stacking or sorting
A2.9	Have auto-stapling capability with a minimum 30 sheet capacity
A2.10	Be capable of printing and copying on letter, legal and tabloid (11" X 17") paper sizes
A2.11	Be able to print a minimum 10.5" X 16.5" full page graphic in both landscape and portrait modes
A2.12	Have 11x17 copying capability from the platen and the document feeder
A2.13	Be a floor standing model (not desktop) with stand
A2.14	Have 1 Fax Line
A2.15	Have a Surge Protector
A2.16	Have scan to email/USB capacity in monochrome and colour
A2.17	Total unit does not require more than 15 Amp. The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.
A2.18	Desktop OS Supported (Windows 7, 8 &10)
A2.19	Server OS Support (Windows Server 2008, 2012 & 2016)

A3. Colour, Printer/Copier MFDs, Tabloid (30 - 39 ppm colour)

The Colour devices (4) must meet following mandatory requirements:

A3.1	Have a machine rated print speed of minimum 30 pages per minute in full colour and a maximum rated print speed of 39 pages per minute in full colour
A3.2	Have an external or embedded print controller with a CPU speed of minimum 400 MHz
A3.3	Include minimum 768MB RAM
A3.4	Have a hard drive with a minimum capacity of 80 GB
A3.5	Offer zoom capability of minimum 25% to 400% for walk up copying
A3.6	Have an originals document feeder with a capacity of at least 30 pages
A3.7	Include minimum 4 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1000 sheets, with at least one offering letter size media and at least one offering legal sized media.
A3.8	Include a bypass or manual feed tray with a minimum of 50 sheet capacity
A3.9	Have an output capacity of minimum 500 sheets, separated through either offset stacking or sorting
A3.10	Have auto-stapling capability with a minimum 30 sheet capacity.



A3.11	Be capable of printing and copying on letter, legal and tabloid (11" X 17") paper sizes
A3.12	Be able to print a minimum 10.5" X 16.5" full page graphic in both landscape and portrait modes
A3.13	Have 11x17 copying capability from the platen and the document feeder
A3.14	Be a floor standing model (not desktop) with stand
A3.15	Have 1 Fax Line
A3.16	Have a Surge Protector
A3.17	Have scan to email/USB capacity in monochrome and colour
A3.18	Total unit does not require more than 15 Amp The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.
A3.19	Desktop OS Supported (Windows 7, 8 &10)
A3.20	Server OS Support (Windows Server 2008, 2012 & 2016)

A4. Delivery and Installation Requirement

The following requirements must be met:

A4.1	At the time of delivery, each unit will be accompanied by a packing slip denoting the make, model, serial number, day of delivery, delivery address, delivery contact person, contractor address, identified contract number, reference number, contract terms (ie rental or purchase) and the Contractor's contact information for the purposed of trouble-shooting.
A4.2	Urban Locations: Within two business days of delivery to the site, each unit will be unpacked by the Contractor, (unless otherwise specified by the RCMP), and the machine will be plugged into the wall to ensure operational status. Remote Locations: Within five business days of delivery to the site, each unit will be unpacked by the Contractor, (unless otherwise specified by the RCMP) and the machine will be plugged into the wall to ensure operational status. Ref Annex D.
A4.3	All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access and the delivery could be rejected.
A4.4	All Contractor and sub-contractor technicians will require an RCMP "Facility Access Level 2" security clearance, with RCMP escort while on site. To acquire this, the technician will be required to coordinate with RCMP Project Authority in completing the 330_23 RCMP form in Annex F and providing current valid provincial/federal photo identification to the specified detachment, ahead of coming on-site to perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.
A4.5	The Contractor will work as directed with the RCMP Helpdesk to ensure that each machine is effectively installed in a timely manner and consistently operational, to the satisfaction of the RCMP Helpdesk and End User.
A4.6	1. The Contractor will work closely with the RCMP Helpdesk to ensure that each machine is fully maintained and operational throughout the rental period. <ul style="list-style-type: none"> a. If a machine is requiring remediation/repairs which result in an outage of service for 4 successive business days, it will be deemed non-operational and a replacement unit will be immediately shipped and installed by the Contractor at no charge to the RCMP. b. If a machine experiences 4 outages requiring repair within a 30 day calendar period, it will be deemed non-operational and a replacement



	unit will be immediately shipped and installed by the Contractor at no charge to the RCMP. c. The replacement machine will arrive within 1 week.
A4.7	Upon delivery of the printer to the site, the Hard Drive immediately becomes the permanent property of the RCMP;

A5. Software Requirement

The following requirements must be met:

A5.1	Any software updates or use of diagnostic equipment must be reviewed and approved by appropriate RCMP Personnel prior to input;
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A6. RCMP Specific Requirements

The following requirements must be met:

A6.1	The Contractor must treat as confidential, during as well as after the provision of the services contracted for, any information pertaining to the affairs of Canada, to which the Contractor's servants or agents become privy;
A6.2	The hard drive will be removed and given to the designated RCMP representative prior to leaving the premises, such as in repair situations, at lease conclusion or if for any reason the machine is rejected/returned;
A6.3	The Contractor confirms that in all proposed models, all Cloud and WiFi services can be disabled.
A6.4	If fax is one of the functions offered, it must comply with ITU-T G-3 standards for facsimile technology and the fax sub-system must be separate from the printing and photocopying subsystems so as not to allow communication with the printing and photocopying sub-system through the fax line; As such, the Contractor confirms that fax board of all printers proposed will disconnect any non T.30 fax protocol connection attempts.
A6.5	That Contractor confirms that faxing can be limited to only walk-up (LAN faxing disabled).
A6.6	The Contractor will have no ability to remotely connect to the device, administer, make changes or configure at any time, without having first received the express approval from the RCMP Helpdesk;
A6.7	If during the life of the contract, it comes to light that a unit is found to be non-compliant with the required security features or RCMP specific requirements, the RCMP retains the right to cancel the remaining unconsumed portion of the contract, without termination fees.
A6.8	For A2/A3 devices - The Contractor will be required to have at least 2 technicians per province/territory security cleared at all times, upon award of contract. This will pro-actively address the need for security cleared technicians to be ready upon request for maintenance. The Contractor will liase directly with the RCMP 'G' Division Project authority to submit the paperwork in pursuit of the clearances.
A6.9	All Contractor and sub-contractor technicians will require an RCMP "Facility Access Level 2" security clearance, with RCMP escort while on site. To acquire this, the technician will be required to coordinate with the RCMP Project Authority in completing the 330_23 RCMP form in Annex F and providing a valid piece of provincial/federal government photo identification to the specified detachment, ahead of coming on-site to perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.
A6.10	All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who



	will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access the delivery could be rejected.
A6.11	Should it become necessary during the course of the service, for the RCMP to invoke further security measures, the Contractor must comply with the security classification established at that time;
A6.12	<p>The RCMP requires the lowest compliant bidder to submit detailed specifications such as white pages, brochures and common criteria security certification papers which clearly identify the following:</p> <ol style="list-style-type: none">1. That faxing can be limited to only walk-up (LAN faxing disabled)2. The fax board will disconnect any non T.30 fax protocol connection attempts3. All Cloud and WiFi services can be disabled. <p>These documents will be scrutinized for pre-approval by RCMP Informatics Security Authority/Technical Authorities. If after reviewing the specifications, it is determined that further compliance and compatibility testing and possible examination is required, the bidder must submit an actual unit, complete with all drivers and software for further scrutiny.</p> <p>The unit will be delivered to an address of the RCMP's choosing for assessment. Delivery and pick-up of the unit will be at the cost of the bidder. At the bidder's expense, any hard drives delivered with the test units will be considered the property of the RCMP, upon completion of the testing, regardless of the outcome.</p> <p>Upon reception of the units for physical inspection, the RCMP will allow for a maximum of 2 technical faults per unit, with a maximum rectification period of 48 hours between the each fault before the lowest compliant bidder is deemed non-compliant. All units proposed must pass inspection and be deemed suitable for the RCMP environment in order for the bid to be deemed compliant.</p>



ANNEX B

BASIS OF PAYMENT

B1. Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm)

For the lease, delivery, configuration and installation of the 11 monochrome devices the Contractor will be paid the following firm rates:

Monochrome Devices: _____ (insert device model)

Equipment Offered List the mainframe and all added optional equipment required to meet the Specifications as detailed in Annex A.	Part Number	FIRM MONTHLY RATES (FMR)			Optional Periods
		24 months	36 months	48 months	Option 1 12 months
Base Unit Model Name:		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTAL FMR		\$	\$	\$	\$

The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 48 month FMR must be lower than the 36 month FMR. This does not include the optional renewal period of 12 months.



B4. Cost Per Copy/Print (CPC)

The fixed (or firm) rate per print or copy including related supplies or consumables (i.e. toner, developer, etc.) and preventive and remedial maintenance.

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 8,000 copies per month)	\$ _____	\$ _____

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)
Monochrome Cost per Copy/Print (CPC) (Estimated usage* is 8,000 copies per month)	\$ _____	\$ _____

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)
Colour Cost per Copy/Print (CPC) for Colour device (Estimated usage* is 5,000 copies per month)	\$ _____	\$ _____

	Cost per Copy/print (Initial lease period)	Cost per Copy/print (Option Year 1)
Monochrome Cost per Copy/Print (CPC) for Colour device (Estimated usage* is 7,000 copies per month)	\$ _____	\$ _____

* **Note:** The number of prints per month is an estimate for evaluation purposes only; the actual usage may be higher or lower than this number. The estimates will not constrain the Department to use this many pages per month.

The Full Service Maintenance agreement will be on a cost per page rate basis. Firm ceiling rates will be established for the entire contract period including all option years, but may be reduced at any time by the Contractor, by notifying the Contracting Authority and requesting a downward amendment.

All prices must include delivery, custom duties and provincial electronic disposal surcharges; GST/HST extra if applicable.



**ANNEX C
EVALUATION CRITERIA & METHOD OF SELECTION**

C1. TECHNICAL EVALUATION

Bidders are requested to submit a completed Form found in Attachment 4- Substantiation of Technical Compliance.

Bidders must demonstrate how they meet each criteria specified in Attachment 4.

Bidders must PASS all mandatory technical specification requirements listed in Annex A, in order to be considered further during the evaluation stage.

C2. FINANCIAL EVALUATION

Canada will use the Bidders price from Annex B, to complete the financial evaluation.

While Canada aims to issue a contract with a 48 month lease period, Canada reserves the right to issue the initial contract for a shorter lease period (24. 36 months) if the rate for the shorter lease period is more financially advantageous than the 48 month lease period.

C2.1 11 Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm) Reference Annex B – B1 & B4	Evaluated Price
FMR x 48 months x 11 units	
FMR x 36 months x 0.50 x 11 units	
FMR x 24 months x 0.50 x 11 units	
FMR Option 1 x Additional 12 months x 11 units	
Monochrome CPC initial lease period x 8,000 pages/month x 48 months x 11 units	
Monochrome CPC option years x 8,000 pages/month x 12 months x 11 units	
C2.1 Total Evaluated Price	

C2.2 3 Monochrome Printer/Copier MFDs, Tabloid (40 - 49 ppm) Reference Annex B – B2 & B4	Evaluated Price
FMR x 48 months x 3 units	
FMR x 36 months x 0.50 x 3 units	
FMR x 24 months x 0.50 x 3 units	
FMR Option 1 x Additional 12 months x 3 units	
Monochrome CPC initial lease period x 8,000 pages/month x 48 months x 3 units	
Monochrome CPC option years x 8,000 pages/month x 12 months x 3 units	
C2.2 Total Evaluated Price	

C2.3 4 Colour, Printer/Copier MFDs, Tabloid (30 - 39 ppm colour) Reference Annex B – B3 & B4	Evaluated Price
FMR x 48 months x 4 units	



FMR x 36 months x 0.50 x 4 units	
FMR x 24 months x 0.50 x 4 units	
FMR Option 1 x Additional 12 months x 4 units	
Colour CPC initial lease period x 5,000 pages/month x 48 months x 4 units	
Colour CPC option years x 5,000 pages/month x 12 months x 4 units	
Monochrome CPC initial lease period x 7,000 pages/month x 48 months x 4 units	
Monochrome CPC option years x 7,000 pages/month x 12 months x 4 units	
C2.3 Total Evaluated Price	

TOTAL EVALUATED PRICE (C.2.1 + C.2.2 + C.2.3 Total Evaluated Price) = \$

C3. BASIS OF SELECTION

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



Annex D- List of Delivery Locations

City/Town	Province	Remote/Urban
Inuvik	NT	Remote
Yellowknife	NT	Urban
Behchoko	NT	Remote
Deline	NT	Remote
Fort Good Hope	NT	Remote
Paulatuk	NT	Remote
Tulita	NT	Remote
Whati	NT	Remote
Aklavik	NT	Remote
Norman Wells	NT	Remote
Ulukhaktok	NT	Remote
Tuktoyaktuk	NT	Remote
Fort McPherson	NT	Remote
Sachs Harbour	NT	Remote

A1 - 11 devices (Plane) - Monochrome MFD, Letter/Legal (50+ ppm) - Aklavik, Deline, Fort Good Hope, FortMcPherson, Norman Wells, Paulatuk, Tulita, Sachs Harbour, Tuktoyaktuk, Ulukhaktok, Whati

A2 - 3 Devices (Car) - Monochrome MFD, Tabloid (40-49 ppm) - Inuvik, Yellowknife, Behchoko

A3 - 4 Devices (Car) - Color MFD, Tabloid (30-39 ppm) – Yellowknife



Annex E Security Requirements Check List

SRCL# 2017111653



Government of Canada / Gouvernement du Canada

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

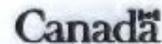
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

(D)

Main body of the Security Requirements Check List form with multiple sections for contract information, access requirements, and classification levels.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Protected





Government of Canada
Gouvernement du Canada

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

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 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 checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : Each technician will require "Facility Access Level 2" with RCMP Escort while on-site.

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



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Protected

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex F
RCMP Form - "330_23 RCMP form"



Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY
Reference number, Department/Organization number, File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

Checkboxes for New, Update, Upgrade, Transfer, Supplemental, Re-activation

The requested level of reliability/security check(s)

Reliability Status, Level I (CONFIDENTIAL), Level II (SECRET), Level III (TOP SECRET)

Other: Per SRCL, Facility Access Level 2- Photocopier Technician- RCMP Security Clearance

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate, Term, Contract, Industry, Other (specify secondment, assignment, etc.)

Justification for security screening requirement

Grid for Position/Contract number, Title, Group/Level, Employee ID, Name and address of department, etc.

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname, Full given names, Family name at birth

All other names, Sex, Date of birth, Country of birth, Date of entry into Canada

RESIDENCE (provide addresses for the last five years, starting with the most current)
Home address, Daytime telephone number, E-mail address

Residence 1: Apartment number, Street number, Street name, Civic number, From, To, City, Province or state, Postal code, Country, Telephone number

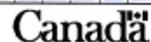
Residence 2: Apartment number, Street number, Street name, Civic number, From, To, City, Province or state, Postal code, Country, Telephone number

Have you previously completed a Government of Canada security screening form? Yes/No

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes/No

Charge(s), Name of police force, City, Province/State, Country, Date of conviction





PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

PROTECTED (when completed)

Surname and full given names, Date of birth (Y, M, D)

C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Table with 5 rows and 5 columns: Checks Required, Applicant's initials, Name of official (print), Official's initials, Official's Telephone number. All 'Checks Required' boxes are checked.

The Privacy Act Statement: The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the Financial Administration Act and the Government Security Policy (GSP) of the Government of Canada...

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy.

Signature, Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title, Telephone number, Address, Facsimile number

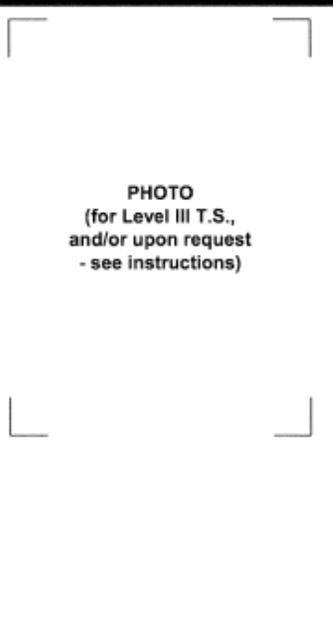
E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status: [] Approved Reliability Status, [] Not approved. Name and title, Signature, Date (Y/M/D)

Security Clearance (if applicable): [] Level I, [] Level II, [] Level III, [] Not recommended. Name and title, Signature, Date (Y/M/D)

Comments





INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)
Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the Security Clearance Form (TBS/SCT 330-60), are required to submit an original Personnel Screening, Consent and Authorization Form, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the **applicant**. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

- 19 years in Nfld., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;
- 18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".

Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.



Attachment 1

COMPATIBILITY TESTING

At the request of Canada, the Contractor with the best value technically compliant bid must make available the test printer, in the configurations specified in the RFP, for a compatibility test by Canada prior to the award of Contract to determine whether the proposed printer will meet Canada's requirements.

To complete these tests, the contractor must make the test printer available for testing in Yellowknife, Northwest Territories **at the RCMP's site** within 15 business days of notification of such test by PWGSC. If the contractor determines that the printer delivery will take longer than 15 days, they must coordinate with the RCMP Project Authority. If the duration of time that a unit can be delivered for compatibility testing is over 30 business days, the contractor could be deemed non-compliant.

The product for testing must:

- (a) be configured and identical to the equipment proposed in the RFP and be in accordance with the Mandatory Technical Specifications;
- (b) be loaded with all necessary drivers; and
- (c) be compatible with the specific hardware, network or software requirements identified by the Project Authority and/or the Contracting Authority at the time notice of testing is given to the Contractor.

Compliance Verification and Compatibility Testing

Failure of the proposed printer to meet the technical specifications of the RFP and any subsequent clarifications thereto may result in elimination of the printer without further consideration.

In the event that the test printer does not function in accordance with the technical requirements of the bid solicitation or is not able to function in the Royal Canadian Mounted Police's virtual or physical environments, or within Royal Canadian Mounted Police's applications, the Contractor will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test printer, or its replacement, exhibits a third technical fault or if the contractor fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be deemed non-compliant.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Contractor to resolve these issues provided that they are reasonable and can be resolved within a reasonable amount of time.

If the test printer provided is new and is to be delivered to the end-user's location, and if it is agreed upon with Canada, the test printer may be considered as the unit of sale.



**Attachment 3.2
BID SUBMISSION FORM**

BID SUBMISSION FORM	
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of the work force adjustment directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that <i>[check the box that applies]</i> :
	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]	



Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	



**Attachment 5.0
OEM Certification Form**

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____



**Attachment 3.2
SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM**

EQUIPMENT REQUIREMENT

The printers must meet the following mandatory requirements:

A1. 11 Monochrome Printer/Copier MFDs - Letter/Legal (50+ ppm): _____ *(insert model name)*

MANDATORY CRITERIA

A1.	Monochrome Device Specifications	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the devices meet the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A1.1	Have a machine rated print speed of minimum 50 pages per minute at 600 dpi in monochrome	Y/N		
A1.2	Offer zoom capability of minimum 50% to 200% for walk up copying	Y/N		
A1.3	Include minimum 256 MB RAM	Y/N		
A1.4	Have a hard drive with a minimum capacity of 80 GB	Y/N		
A1.5	Have an originals document feeder with a capacity of at least 30 sheets	Y/N		
A1.6	Include minimum 3 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1000 sheets, with at least one offering letter size media and at least one offering legal sized media.	Y/N		
A1.7	Have an output capacity of minimum 500 sheets	Y/N		



A1.8	Be capable of printing and copying on letter and legal paper sizes; with legal paper size being the maximum print/copy size supported	Y/N		
A1.9	Be a floor standing model with stand	Y/N		
A1.10	Have a tray	Y/N		
A1.11	Have a stand	Y/N		
A1.12	Have 1 Fax Line	Y/N		
A1.13	Have a Surge Protector	Y/N		
A1.14	Have scan to email/USB in monochrome and colour	Y/N		
A1.15	Total unit does not require more than 15 Amp The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.	Y/N		
A1.16	Desktop OS Supported (Windows 7, 8 &10)	Y/N		
A1.17	Server OS Support (Windows Server 2008, 2012 & 2016)	Y/N		

A2. 3 Monochrome Printer/Copier MFDs, Tabloid (40 - 49 ppm): _____ (insert model name)

A2.	Monochrome Device Specifications	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the devices meet the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A2.1	Have a machine rated print speed of minimum 40 pages per minute and a maximum rated print speed of 49 pages per minute at 600 dpi in monochrome	Y/N		
A2.2	Offer zoom capability of minimum 25% to 400% for walkup copying	Y/N		
A2.3	Include minimum 512 MB RAM	Y/N		
A2.4	Have a hard drive with a minimum capacity of 80 GB	Y/N		



A2.5	Have an originals document feeder with a capacity of at least 50 sheets	Y/N		
A2.6	Include minimum 4 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1500 sheets, with at least one offering letter size media and at least one offering legal sized media.	Y/N		
A2.7	Stack bypass or manual feed minimum 50 sheets	Y/N		
A2.8	Have an output capacity of minimum 750 sheets, separated through either offset stacking or sorting	Y/N		
A2.9	Have auto-stapling capability with a minimum 30 sheet capacity	Y/N		
A2.10	Be capable of printing and copying on letter, legal and tabloid (11" X 17") paper sizes	Y/N		
A2.11	Be able to print a minimum 10.5" X 16.5" full page graphic in both landscape and portrait modes	Y/N		
A2.12	Have 11x17 copying capability from the platen and the document feeder	Y/N		
A2.13	Be a floor standing model (not desktop) with stand	Y/N		
A2.14	Have 1 Fax Line	Y/N		
A2.15	Have a Surge Protector	Y/N		
A2.16	Have scan to email/USB in monochrome and colour	Y/N		
A2.17	Total unit does not require more than 15 Amp. The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.	Y/N		
A2.18	Desktop OS Supported (Windows 7, 8 &10)	Y/N		



A2.19	Server OS Support (Windows Server 2008, 2012 & 2016)	Y/N		
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A3. 4 Colour, Printer/Copier MFDs, Tabloid (30 - 39 ppm colour): _____ *(insert model name)*

A3.	Colour Device Specifications	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the devices meet the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A3.1	Have a machine rated print speed of minimum 30 pages per minute in full colour and a maximum rated print speed of 39 pages per minute in full colour	Y/N		
A3.2	Have an external or embedded print controller with a CPU speed of minimum 400 MHz	Y/N		
A3.3	Include minimum 768MB RAM	Y/N		
A3.4	Have a hard drive with a minimum capacity of 80 GB	Y/N		
A3.5	Offer zoom capability of minimum 25% to 400% for walk up copying	Y/N		
A3.6	Have an originals document feeder with a capacity of at least 30 pages	Y/N		
A3.7	Include minimum 4 paper sources, one of which can be the bypass, with automatic switching and a total capacity of minimum 1000 sheets, with at least one offering letter size media and at least one offering legal sized media.	Y/N		
A3.8	Include a bypass or manual feed tray with a minimum of 50 sheet capacity	Y/N		
A3.9	Have an output capacity of minimum 500 sheets, separated through either offset stacking or sorting	Y/N		
A3.10	Have auto-stapling capability with a minimum 30 sheet capacity.	Y/N		



A3.11	Be capable of printing and copying on letter, legal and tabloid (11" X 17") paper sizes	Y/N		
A3.12	Be able to print a minimum 10.5" X 16.5" full page graphic in both landscape and portrait modes	Y/N		
A3.13	Have 11x17 copying capability from the platen and the document feeder	Y/N		
A3.14	Be a floor standing model (not desktop) with stand	Y/N		
A3.15	Have 1 Fax Line	Y/N		
A3.16	Have a Surge Protector	Y/N		
A3.17	Have scan to email/USB in monochrome and colour	Y/N		
A3.18	Total unit does not require more than 15 Amp. The total unit and all related accessories will not exceed a NEMA5-15 15A-125V plug configuration.	Y/N		
A3.19	Desktop OS Supported (Windows 7, 8 &10)	Y/N		
A3.20	Server OS Support (Windows Server 2008, 2012 & 2016)	Y/N		

A4.	Delivery and Installation Requirement	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the following mandatory criteria will be met.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A4.1	At the time of delivery, each unit will be accompanied by a packing slip denoting the make, model, serial number, day of delivery, delivery address, delivery contact person, contractor address, identified contract number, reference number, contract terms (ie rental or purchase) and the Contractor's contact information for the purposed of trouble-shooting.	Y/N		



A4.2	<p>Urban Locations: Within two business days of delivery to the site, each unit will be unpacked by the Contractor, (unless otherwise specified by the RCMP), and the machine will be plugged into the wall to ensure operational status.</p> <p>Remote Locations: Within five business days of delivery to the site, each unit will be unpacked by the Contractor, (unless otherwise specified by the RCMP) and the machine will be plugged into the wall to ensure operational status. Ref Annex D.</p>	Y/N		
A4.3	<p>All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access and the delivery could be rejected.</p>	Y/N		
A4.4	<p>All Contractor and sub-contractor technicians will require "Facility Access Level 2" with RCMP escort while on site.</p> <p>To acquire this, the technician will be required to coordinate with RCMP Project Authority in completing the 330_23 RCMP form in Annex F and providing current valid provincial/federal photo identification to the specified detachment, ahead of coming on-site to</p>	Y/N		



	perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.			
A4.5	The Contractor will work as directed with the RCMP Helpdesk to ensure that each machine is effectively installed in a timely manner and consistently operational, to the satisfaction of the RCMP Helpdesk and End User.	Y/N		
A4.6	<p>The Contractor will work closely with the RCMP Helpdesk to ensure that each machine is fully maintained and operational throughout the rental period.</p> <p>If a machine is requiring remediation/repairs which result in an outage of service for 4 successive business days, it will be deemed non-operational and a replacement unit will be immediately shipped and installed by the Contractor at no charge to the RCMP.</p> <p>If a machine experiences 4 outages requiring repair within a 30 day calendar period, it will be deemed non-operational and a replacement unit will be immediately shipped and installed by the Contractor at no charge to the RCMP.</p> <p>The replacement machine will arrive within 1 week.</p>	Y/N		
A4.7	Upon delivery of the printer to the site, the Hard Drive immediately becomes the permanent property of the RCMP;	Y/N		



A5.	Software Requirement	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the following mandatory criteria will be met.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A5.1	Any software updates or use of diagnostic equipment must be reviewed and approved by appropriate RCMP Personnel prior to input;	Y/N		

A6.	RCMP Specific Requirements Requirement	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the following mandatory criteria will be met.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
A6.1	The Contractor must treat as confidential, during as well as after the provision of the services contracted for, any information pertaining to the affairs of Canada, to which the Contractor's servants or agents become privy;	Y/N		
A6.2	The hard drive will be removed and given to the designated RCMP representative prior to leaving the premises, such as in repair situations, at lease conclusion or if for any reason the machine is rejected/returned;	Y/N		
A6.3	The Contractor confirms that in all proposed models, all Cloud and WiFi services can be disabled.	Y/N		
A6.4	If fax is one of the functions offered, it must comply with ITU-T G-3 standards for facsimile technology and the fax sub-system must be separate from the printing and photocopying subsystems so as not to allow communication with	Y/N		



	the printing and photocopying sub-system through the fax line; As such , the Contractor confirms that fax board of all printers proposed will disconnect any no T.30 fax protocol connection attempts.			
A6.5	That Contractor confirms that faxing can be limited to only walk-up (LAN faxing disabled).	Y/N		
A6.6	The Contractor will have no ability to remotely connect to the device, administer, make changes or configure at any time, without having first received the express approval from the RCMP Helpdesk;	Y/N		
A6.7	If during the life of the contract, it comes to light that a unit is found to be non-compliant with the required security features, the RCMP retains the right to cancel the remaining unconsumed portion of the contract, without termination fees.	Y/N		
A6.8	For A2/A3 devices - The Contractor will be required to have at least 2 technicians per province/territory security cleared at all times, upon award of contract. This will pro-actively address the need for security cleared technicians to be ready upon request for maintenance. The Contractor will liase directly with the G Division Project authority to submit the paperwork in pursuit of the clearances.	Y/N		
A6.9	All Contractor and sub-contractor technicians will require "Facility Access Level 2" with RCMP escort while on site. To acquire this, the technician will be required to coordinate with the RCMP	Y/N		



	Project Authority in completing the 330_23 RCMP form in Annex F and providing a valid piece of provincial/federal government photo identification to the specified detachment, ahead of coming on-site to perform the installation/removal as applicable. Failure to do this could result in the technician being rejected site access.			
A6.10	All delivery personnel will be required to go through a Canadian Police Information Centre check prior to accessing the premises. This includes presenting one piece of valid provincial/federal government photo identification to an on-site RCMP representative who will be processing it through the RCMP system for a Criminal Records Check. If a Criminal Record is found, the person may be denied access the delivery could be rejected.	Y/N		
A6.11	Should it become necessary during the course of the service, for the RCMP to invoke further security measures, the Contractor must comply with the security classification established at that time;	Y/N		
A6.12	The RCMP requires the lowest compliant bidder to submit detailed specifications such as white pages, brochures and common criteria security certification papers which clearly identify the following: 2. That faxing can be limited to only walk-up (LAN faxing disabled)	Y/N		



	<p>3. The fax board will disconnect any non T.30 fax protocol connection attempts</p> <p>4. All Cloud and WiFi services can be disabled.</p> <p>-These documents will be scrutinized for pre-approval by RCMP Informatics Security Authority/Technical Authorities. If after reviewing the specifications, it is determined that further compliance and compatibility testing and possible examination is required, the bidder must submit an actual unit, complete with all drivers and software for further scrutiny.</p> <p>-The unit will be delivered to an address of the RCMP's choosing for assessment. Delivery and pick-up of the unit will be at the cost of the bidder. At the bidder's expense, any hard drives delivered with the test units will be considered the property of the RCMP, upon completion of the testing, regardless of the outcome.</p> <p>Upon reception of the units for physical inspection, the RCMP will allow for a maximum of 2 technical faults per unit, with a maximum rectification period of 48 hours between the each fault before the lowest compliant bidder is deemed non-compliant. All units proposed must pass inspection and be deemed suitable for the RCMP environment in order for the bid to be deemed compliant.</p>			
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Form 1
SUPPLY CHAIN INTEGRITY PROCESS (SCI) PROCESS

1. SCI REQUIREMENT

In order to remain a Bidder and to be eligible to bid on any solicitation associated with this procurement process, each Bidder will need to complete the Supply Chain Integrity process.

Definitions

The following words and expressions used with respect to Supply Chain Integrity assessment have the following meanings:

- (a) **“Product”** means any hardware that operates at the data link layer of the OSI Model (Layer 2) and above; any software; and any Workplace Technology Devices;
- (b) **“Workplace Technology Device”** means any desktop, mobile workstation (such as a laptop or tablet), smart phone, or phone, as well as any peripheral item or accessory such as a monitor, keyboard, computer mouse, audio device or external or internal storage device such as a USB flash drive, memory card, external hard drive or writable CDs and DVDs or other media;
- (c) **“Product Manufacturer”** means the entity that assembles the component parts to manufacture the final Product;
- (d) **“Software Publisher”** means the owner of the copyright of the software, who has the right to license (and authorize others to license/sub-license) its software products;
- (e) **“Canada’s Data”** means any data originating from the Work, any data received in contribution to the Work or any data that is generated as a result of the delivery of security, configuration, operations, administration and management services, together with any data that would be transported or stored by the contractor or any subcontractor as a result of performing the Work under any contract resulting from a subsequent solicitation; and
- (f) **“Work”** means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the contractor under any contract resulting from a subsequent solicitation.

Mandatory Ongoing Qualification Submission Requirements

A supply chain scope diagram is attached below under Section 3 to provide a visual representation of the Supply Chain Integrity (SCI) process and assessment requirements described in further detail below.

Bidders must submit, by the closing date and time of this RFQ the following Supply Chain Security Information (SCSI):

- a) **IT Product List:** Bidders must identify the Products over which Canada’s Data would be transmitted and/or on which Canada’s Data would be stored, that would be used and/or installed by the Bidders or any of its subcontractors to perform any part of the Work, together with the following information regarding each Product:
 - (i) **Location:** identify the where each Product is interconnected with any given network for Canada’s Data (identify the service delivery points or nodes, such as points of presence, third party locations, data centre facilities, operations centre, security operations centre, internet or other public network peering points, etc.);
 - (ii) **Product Type:** identify the generally recognized description used by industry such as hardware, software, etc.; components of an assembled Product, such as module or card assembly, must be provided for all layer 3 internetworking devices;
 - (iii) **IT Component:** identify the generally recognized description used by industry such as firewall router, switch, server, security appliance, etc.;
 - (iv) **Product Model Name or Number:** identify the advertised name or number of the Product assigned to it by the Product Manufacturer;



- (v) **Description and Purpose of the Product:** identify the advertised description or purpose by the Product Manufacturer of the Product and the intended usage or role in the Work described in the resulting contract;
- (vi) **Source:** identify the Product Manufacturer, Software Publisher and/or Original Equipment Manufacturer of embedded components;
- (vii) **Name of Subcontractor:** in the “SCSI Submission Form” provided with this solicitation, “Name of Subcontractor” refers to the subcontractor that will provide, install or maintain the Product, if the Bidder would not do so itself.

While submitting the information is mandatory, Bidders are requested to provide the SCSI by using the SCSI Submission Form. Canada requests that, on each page, Bidders indicate their legal name and insert a page number as well as the total number of pages. Canada also requests that Bidders insert a separate row in the SCSI Submission Form for each Product. Canada requests that Bidders not repeat multiple iterations of the same Product (e.g., if the serial number and/or the color is the only difference between two Products, they will be treated as the same Product for the purposes of SCSI).

b) **List of Subcontractors:** The Bidder must provide a list of any subcontractors that could be used to perform any part of the Work (including subcontractors affiliated or otherwise related to the Bidder) pursuant to any resulting contract. The list must include at a minimum:

- (i) the name of the subcontractor;
- (ii) the address of the subcontractor’s headquarters;
- (iii) the portion of the Work that would be performed by the subcontractor; and
- (iv) the location(s) where the subcontractor would perform the Work.

This list must identify all third parties who may perform any part of the Work, whether they would be subcontractors to the Bidder, or subcontractors to subcontractors of the Bidder down the chain. Any subcontractor that could have access to Canada’s Data or would be responsible either for transporting it or for storing it must be identified. For the purposes of this requirement, a third party who is merely a supplier of goods to the Bidder, but who does not perform any portion of the Work, is not considered to be a subcontractor. Subcontractors would include, for example, technicians who might be deployed or maintain the Bidder’s solution. If the Bidder does not plan to use any subcontractors to perform any part of the Work, Canada requests that the Bidder indicate this in its bid submission.

2. Assessment of Supply Chain Security Information:

Canada will assess whether, in its opinion, the Supply Chain Security Information creates the possibility that the Bidder’s solution could compromise or be used to compromise the security of Canada’s equipment, firmware, software, systems or information.

In conducting its assessment:

- a) Canada may request from the Bidder any additional information that Canada requires to conduct a complete security assessment of the Supply Chain Security Information. The Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid submission being disqualified.
- b) Canada may use any government resources or consultants to conduct the assessment and may contact third parties to obtain further information. Canada may use any information, whether it is included in the bid submission or comes from another source, that Canada considers advisable to conduct a comprehensive assessment of the Supply Chain Security Information.

If, in Canada’s opinion, any aspect of the Supply Chain Security Information, if used in a solution, could compromise or be used to compromise the security of Canada’s equipment, firmware, software, systems or information:



- a) Canada will notify the Bidder in writing (sent by email) and identify which aspect(s) of the Supply Chain Security Information is subject to concern(s) or cannot be assessed (for example, proposed future releases of products cannot be assessed). Any further information that Canada might be able to provide to the Bidder regarding its concerns will be determined based on the nature of the concerns. In some situations, for reasons of national security, it may not be possible for Canada to provide further information to the Bidder; therefore, in some circumstances, the Bidder will not know the underlying reasons for Canada's concerns with respect to a product, subcontractor or other aspect of the Bidder's Supply Chain Security Information.
- b) The notice will provide the Bidder with one opportunity to submit revised Supply Chain Security Information within the 2 calendar days following the day on which Canada's written notification is sent to the Bidder (or a longer period specified in writing by the Contracting Authority).
- c) If the Bidder submits revised Supply Chain Security Information within the allotted time, Canada will perform a second assessment. If Canada determines that any aspect of the Bidder's revised Supply Chain Security Information could compromise or be used to compromise the security of Canada's equipment, firmware, software, systems or information, no further opportunities to revise the Supply Chain Security Information will be provided and the previously Bidder will be disqualified and unable to participate in the subsequent procurement phase(s).

By participating in this process, the Bidder acknowledges that the nature of information technology is such that new vulnerabilities, including security vulnerabilities, are constantly being identified. Also, the Bidder acknowledges that Canada's security assessment does not involve the assessment of a proposed solution. As a result:

- a) qualification pursuant to the SCI assessment does not constitute an approval that the products or other information included as part of the Supply Chain Security Information will meet the requirements of any subsequent solicitation or any resulting contract or other instrument that may be awarded as a result of any subsequent solicitation;
- b) qualification pursuant to the SCI assessment does not mean that the same or similar Supply Chain Security Information will be assessed in the same way for future requirements;
- c) arising security threats may affect some aspect(s) of a Bidder's Supply Chain Security Information which has become the subject of security concerns. At that point, Canada will notify the Bidder and provide the Bidder with an opportunity to revise its Supply Chain Security Information, using the same process described above; and
- d) during the performance of a subsequent contract, if Canada has concerns regarding certain products, designs or subcontractors originally included in the Supply Chain Security Information, the terms and conditions of that contract will govern the process for addressing those concerns.

The Bidder with the lowest BFOP will be notified in writing regarding whether or not they continue to be qualified to proceed to the next stage of the procurement process based on the SCI assessment.

Any Bidder that has qualified based on the SCI assessment will be required to provide the proposed hardware throughout the contract period. Except pursuant to the potential Product Substitutions, no alternative or additional Products or subcontractors may be proposed by the Bidder. This will be a mandatory requirement of the solicitation process.

By submitting its SCS, the Bidder agrees to the terms of the following non-disclosure agreement (the "**Non-Disclosure Agreement**"):

- a) The Bidder agrees to keep confidential any information it receives from Canada regarding Canada's assessment of the Bidder's Supply Chain Security Information (the "**Sensitive**



Information") including, but not limited to, which aspect of the Supply Chain Security Information is subject to concern, and the reasons for Canada's concerns.

- b) Sensitive Information includes, but is not limited to, any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form or otherwise, and regardless of whether or not that information is labeled as classified, confidential, proprietary or sensitive.
- c) The Bidder agrees that it will not reproduce, copy, divulge, release or disclose, in whole or in part, in whatever way or form any Sensitive Information to any person other than a person employed by the Bidder who has a need to know the information as well as a security clearance commensurate with the level of Sensitive Information being accessed, without first receiving the written consent of the Contracting Authority.
- d) The Bidder agrees to notify the Contracting Authority immediately if any person, other than those permitted by this Sub-article, accesses the Sensitive Information at any time.
- e) All Sensitive Information will remain the property of Canada and must be returned to the Contracting Authority or destroyed, at the option of the Contracting Authority, if requested by the Contracting Authority, within 30 days following that request.
- f) The Bidder agrees that a breach of this Non-Disclosure Agreement may result in disqualification of the Bidder at any stage of the procurement process, or immediate termination of a resulting contract or other resulting instrument. The Bidder also acknowledges that a breach of this Non-Disclosure Agreement may result in a review of the Bidder's security clearance and review of the Bidder's status as an eligible bidder for other requirements.
- g) This Non-Disclosure Agreement remains in force indefinitely. If the Bidder wishes to be discharged from its obligations with respect to any records that include the Sensitive Information, the Bidder may return all the records to an appropriate representative of Canada together with a reference to this Non-Disclosure Agreement. In that case, all Sensitive Information known to the Bidder and its personnel would remain subject to this Non-Disclosure Agreement, but there would be no further obligations with respect to the secure storage of the records containing that Sensitive Information (unless the Bidder created new records containing the Sensitive Information).