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Nicole.Pontes@canada.ca &
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REQUEST FOR QUOTATION-
DEMANDE DE PRIX

You are requested 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 or prices set out therefore.

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

Comments - Commentaires

Issuing Office – Bureau de distribution
SSC | SPC
Procurement and Vendor Relations | Achats et relations avec les fournisseurs
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Ottawa, Ontario
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Title – Sujet Imaging Hardware Rental for G7 Summit for Global Affairs Canada	
Solicitation No. – N° de l'invitation RFQ 2BP767238/B	Date 5 April 2018
Requisition No. – N° de la demande RAS 17-67238	
Client Reference No. – N° référence du client RAS 17-67238	
Solicitation Closes – L'invitation prend fin at – à 2 :00 PM on – le April 10, 2018	Time Zone Fuseau horaire Eastern Daylight Time (EDT)/ heure normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Nicole Pontes	
Telephone No. – N° de téléphone : 613-462-2832	FAX No. – N° de FAX Not applicable
Email Address for RFQ Submission - Adresse électronique réservée aux DDP ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca Bidders are requested to also email: Nicole.Pontes@canada.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : (Further Client coordinates to be inserted at contract award) Global Affairs Canada Summit Management Office Ottawa, Ontario K1A 0G2	
Invoices: Factures: **Invoices to be submitted by email only** (Further Client coordinates to be inserted at contract award)	
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1. Requirement	4
1.2. Background	4
1.3. National Security Exception	4
1.4. Debriefings	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1. Signatures	5
2.2. Standard Instructions, Clauses and Conditions	5
2.3. Electronic Submission of Bids	5
2.4. Enquiries - Bid Solicitation	6
2.5. Applicable Laws	6
2.6. Supply Chain Integrity Verification – Mandatory Qualification Requirement	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1. Bid Preparation Instructions	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1. Financial Evaluation Procedures	8
4.2. Technical Evaluation Procedures	8
4.3. Basis of Selection	8
PART 5 - CERTIFICATIONS	9
5.1. Certifications Precedent to Contract Award and Additional Information	9
5.2. OEM Certification	9
5.3. Integrity Provisions – Required Documentation	9
5.4. Federal Contractors Program for Employment Equity - Bid Certification	9
5.5. Status and Availability of Resources (A3005T)	10
5.6. Education and Experience (A3010T)	10
5.7. Non-Disclosure Agreement	10
PART 6 - RESULTING CONTRACT CLAUSES	11
6.1. Statement of Work	11
6.2. Security Requirement	11
6.3. National Security Exception (NSE)	11
6.4. Standard Clauses and Conditions	11
6.5. General Conditions	12
6.6. Supplemental General Conditions	12
6.7. Period of the Contract	12
6.8. Delivery	12
6.9. Authorities	13
6.10. Payment	13
6.11. Competitive Award	13

6.12. Limitation of Price	14
6.13. Method of Payment – Multiple Payments	14
6.14. Invoicing Instructions	14
6.15. Certifications - Compliance	14
6.16. Applicable Laws	14
6.17. Taxes – Foreign-based Contractor	15
6.18. Priority of Documents	15
6.19. Hardware	16
6.20. Limitation of Liability - Information Management/Information Technology	16
6.21. Insurance Requirements	18
6.22. Cellular Phones and/or Pagers	18
6.23. Site Regulations	18
6.24. Workers Compensation	18
ANNEX A – STATEMENT OF WORK	19
ANNEX B – BASIS OF PAYMENT	26
ANNEX C – SITES, SCHEDULE & ESTIMATE HOURS	28
ANNEX D – INSURANCE REQUIREMENTS	32
ANNEX E – NON-DISCLOSURE AGREEMENT	34
Attachment 2.7 – SUPPLY CHAIN INTEGRITY PROCESS	36
Attachment 3.1 – BID SUBMISSION FORM	42
Attachment 5.3 – OEM CERTIFICATION FORM	43
Attachment 5.4 – INTEGRITY FORM	44
Form 1.1 – SCSI FORM	

PART 1 - GENERAL INFORMATION

1.1. Requirement

- a. To deliver, install and provide the personnel to operate the main sites print centres as well as the remote sites print centres before, during and after the G7 Summit event. The Contractor must provide personnel, photocopiers, printers, scanners and shredders as identified in Annex B. The Contractor is responsible for technical support and repair of this equipment on sites.
- b. No Product Substitution
Bidders must provide products are of the same description and brand name as detailed in The Statement of Work (SOW), Part 4.0 Technical Mandatory Requirement of the bid solicitation. Bidders are advised the substitute products will not be considered.

1.2. Background

- a. Global Affairs Canada (GAC) will be hosting the 2018 G7 Summit, to be held in the Province of Quebec on June 8th and 9th, 2018.
- b. The Summit Management Office of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in the Saguenay and Quebec City regions of Quebec. As part of the requirement for these events, GAC will host the G-7 Leaders Summit in La Malbaie, Québec at the Fairmont Manoir Richelieu resort with press and peripheral events at the International Media Centre in Québec City. The G7 meeting will take place from June 8, 2018 to June 9, 2018. Over the course of the week, there will be more than 8,000 delegates and members of the press in the Charlevoix Region, Quebec City and the surrounding area. The infield at Canadian Forces Base Bagotville and other sites in the region will also be key venues and will serve both the G7 Summit in La Malbaie as well as delegations and press in Québec City.

1.3. National Security Exception

On May 4, 2014, 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 end user device hardware, software and associated support services for Shared Services Canada. As a result, this requirement is subject to the National Security Exception and none of the Trade Agreements apply to this requirement.

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing.

1.5. Security Requirement

There is a security requirement associated with this requirement, see Part 6, Article 6.2.

PART 2 - BIDDER INSTRUCTIONS

2.1. Signatures

Bidders MUST sign Page 1 (front page) of the Request for Quotation (RFQ) and any certifications identified in Part 5.

2.2. Standard Instructions, Clauses and Conditions

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

For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

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

The [2003](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 3 of the Standard Instructions is amended as follows: delete "Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16"

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, states:

Bids will remain open for acceptance for a period of **not less than 60 days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

2.3. Electronic Submission of Bids

- a. Bids must be submitted electronically by the date and time indicated to the address indicated on page 1.
- b. Bidders must submit their bids either as PDF documents attached to their email or as documents that can be opened with the Microsoft Office Suite of applications.
- c. Bidders may submit their bid in multiple emails, but all emails must arrive before the solicitation closing date and time to be evaluated as part of the bid. The maximum email size that can be received by SSC is 10 MB. Bidders should ensure that they submit their bid in multiple emails if their attachments will cause the email to exceed that size.
- d. The time at which the bid is received by SSC will be determined by the "Sent Time" indicated in the email received by SSC at the Email Address for RFQ Submission.
- e. During the two hours leading up to the closing date and time, an SSC representative will monitor the Email Address for RFQ Submission and will be available by telephone at the Contracting Authority's telephone number). If the Bidder is experiencing difficulties transmitting the email, the Bidder should contact SSC immediately.
- f. Canada will not be responsible for any technical problems experienced by the Bidder in submitting its bid, unless Canada's systems are responsible for a delay in delivering the email to the SSC Email Address for RFQ Submission.
- g. In the case of emergency, SSC has the discretion to accept a hand delivered (in person by a representative of the Bidder or by courier) of a hard copy submission that includes the entire bid. However, the hand delivered bid must be received by the closing date and time. As indicated above, an SSC representative will be available at the Contracting Authority's telephone number during the two hours before the solicitation closing date and time to receive bids submitted in this way. The only

circumstances in which SSC will accept a delayed hand delivered bid is if the Supplier can show that the SSC representative was unavailable to receive the hand delivered bid, and attempts were made during the two hours before the solicitation closing date and time to make delivery.

- (i) A bid delivered to the specified email identified as the "Email Address for RFQ Submission" after the closing date and time but before the contract award date may be considered, provided the Supplier can prove the delay is due solely to a delay in delivery that can be attributed to:
 - A. Canada's systems causing a delay in delivering the emailed submission to the SSC Email Address for RFQ Submission; and
 - B. The Supplier can show that attempts were made during the two hours before the solicitation closing date and time to hand deliver the submission, but the SSC representative was unavailable to receive the hand delivered submission.
- (ii) Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of arrangements are not acceptable reasons for the arrangement to be accepted by SSC."

2.4. Enquiries - Bid Solicitation

All enquiries must be submitted electronically to the specified email identified as the "Email Address for RFQ Submission" on page 1, no later than 48 hours before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the RFQ to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to allow Canada to provide an accurate answer. Canada may edit the questions or may request that the Bidder do so.

All Bidders will be informed of the outcome of the RFQ.

2.5. Applicable Laws

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

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

2.6. Supply Chain Integrity Verification – Mandatory Qualification Requirement

The Supply Chain Integrity (SCI) Verification is a mandatory on-going qualification submission requirements process. SCI is an important corporate requirement. Challenged by an increasingly complex cyber threat environment, Canada is committed to applying enhanced security process and contract clauses to the acquisition of both products and services. The purpose of the Supply Chain Integrity Verification process is to ensure that all product, equipment, software firmware and services that are procured by SSC meet the required security and supply chain standards.

Please refer to Attachment 2.7 – SCI for additional SCI information.

PART 3 - - BID PREPARTION INSTRUCTIONS

3.1. Bid Preparation Instructions

a. Financial Bid

- (i) **Bidder's Quotation (Mandatory):** Bidders must quote firm unit prices, FOB destination (see Annex B – Basis of Payment), delivery included, tax extra and Duty included (where applicable), for the deliverables specified in Annex A – Statement of Work. The Bidder is requested to fill in the bid prices at Annex B.
- (ii) **All Costs to be Included:** All prices must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (iii) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to 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

b. Technical Bid

- (i) **Product List (Mandatory):** Bidders must provide the part numbers for each item described in Annex A – Statement of Work, Part 9.0 Equipment List.
- (ii) **SCI Submission (Mandatory upon Contract award):** The Supply Chain Security Information (SCI) required by Attachment 2.7 – Supply Chain Integrity (SCI) Process should be submitted with the bid, but may be submitted afterwards. Bidders must include the SCI form as per Attachment 2.7 – SCI Form – IT Product List, prior to Contract award. If any of this information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide this SCI information under Attachment 2.7 – SCI Form within the time frame provided will render the bid non-responsive.
- (iii) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form from Attachment 3.1 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.
- (iv) **Certifications:** Bidders should submit the certifications required under Part 5 –Certifications.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Financial Evaluation Procedures

The financial evaluation will be conducted by calculating the Total Bid Price using the Pricing Table in Annex B completed by the Bidders.

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

a. Evaluation of Price - Canadian / Foreign Bidders:

- (i) The price of the bid will be evaluated as follows:
 - A. Canadian-based Bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - B. Foreign-based Bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based Bidders.
- (ii) Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
- (iii) Although Canada reserves the right to award the Contract either on an FOB plant or FOB destination, Canada requests that Bidders provide prices FOB their plant or shipping point and FOB destination. Bids will be assessed on an FOB destination basis.
- (iv) For the purpose of the bid solicitation, Bidders with an address in Canada are considered Canadian-based Bidders and Bidders with an address outside of Canada are considered foreign-based Bidders.

4.2. Technical Evaluation Procedures

Bids will be reviewed to determine whether they meet the mandatory requirements of the RFQ. All elements of the RFQ that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. If the response with the lowest Total Bid Price is responsive, Canada reserves the right to not review the other responses.

4.3. Basis of Selection

A bid must comply with all requirements of the bid solicitation 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. Bidders must provide the required certifications and associated information to be awarded a contract.

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

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.3. OEM Certification

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.

If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.

For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware, on all accompanying documentation, on mandatory certification reports, and on any support software. "Hardware" is defined as the assembled end product being proposed. See Attachment 5.3.

5.4. Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation in Attachment 5.4 – Integrity Form, as applicable, to be given further consideration in the procurement process.

5.5. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

5.6. Status and Availability of Resources (A3005T)

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes

of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.7. Education and Experience (A3010T)

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

5.8. Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the work.

PART 6 - RESULTING CONTRACT CLAUSES

6.1. Statement of Work

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

a. 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 Global Affairs Canada and those government institutions for whom SSC's services are mandatory at any point during the life of any resulting instrument(s), and those other organizations for whom SSC's services are optional at any point during the life of any resulting instrument(s) and that choose to use those services from time to time.

b. Reorganization of Client

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

c. Defined Terms

Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

- (i) any reference to a "deliverable" or "deliverables" includes the Hardware.

6.2. Security Requirement

Contractors and all their staff members and subcontractors requiring access to the premises of the Summit Management Office and / or the various secure sites must first obtain an accreditation from RCMP. These individuals will be required to submit personal information on an appropriate accreditation website provided to them by Global Affairs Canada (GAC). This information will be shared with the Royal Canadian Mounted Police (RCMP) for criminal record checks and to conduct a credit check. The normal time for such an audit is usually between 5 and 10 business days after the request.

Her Majesty has the right to establish security clearance requirements in her sole discretion. These requirements may include the requirement to complete a personal history form, to provide fingerprints and to be subject to an ad hoc investigation.

For more details on this subject, please contact SMOSecurity-SecuriteBGS@international.gc.ca

6.3. National Security Exception (NSE)

On May 4, 2014, 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 end user device hardware, software and associated support services for Shared Services Canada. As a result, this requirement is subject to the National Security Exception.

6.4. 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 (<https://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.

6.5. General Conditions:

2035 (2016-04-04), General Conditions – High Complexity – Services, apply to and form part of the Contract;

2030 (2016-04-04), General Conditions – High Complexity - Goods, apply to and form part of the Contract.

Both 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”

6.6. Supplemental General Conditions:

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;

4003 (2010-08-16) Licensed Software; and

4004 (2013-04-25) Maintenance and Support Services for Licensed Software apply to and form part of the Contract.

6.7. Period of the Contract

The period of the Contract is from contract award to August 01, 2018 inclusive.

6.8. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B– Basis of Payment of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.9. Delivery

a. Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A – Statement of Work of the Contract.

b. Shipping Instructions

FOB Destination (See Annex C – Sites and Scheduling) including all delivery charges and customs duties and Applicable Taxes.

6.10. Authorities

a. Contracting Authority

The Contracting Authority for the Contract is:

Nicole Pontes
A/Procurement Team Leader
Shared Services Canada
180 rue Kent St, 13-088
PO Box/CP 9808 STS T CSC,
Ottawa Ontario, K1G 4A8

Telephone: (613) 462-2832
Email: nicole.pontes@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 for the Contract is:

(The name and contact information will be provided in the resulting contract)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

c. Contractor Representative

The Contractor Representative is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.11. Payment

a. Basis of Payment – Limitation of Expenditure

(i) Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (amount will be inserted at contract award). Customs duties are excluded and Applicable Taxes are extra.

A. 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:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work; whichever comes first.

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

6.12. 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.

6.13. Limitation of Price

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

6.14. Method of Payment – Multiple Payments

H1001C (2008-05-12), Multiple Payments

6.15. Invoicing Instructions

- a.** The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b.** By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c.** To ensure prompt invoice processing by client departments, all packing slips and invoices should include the below reference if applicable:
 - (a) Company name and address;
 - (b) Contract Number and Financial Code;
 - (c) Description of work;
 - (d) Location of work;
 - (e) Goods and Services Tax/Harmonized Sales Tax, as a separate line item;
 - (g) Client Reference Number and
 - (h) Procurement Business Number.
- d.** Invoices must be sent to:

Patrick.lemieux2@international.gc.ca

6.16. Certifications - Compliance

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

6.17. Applicable Laws

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

6.18 Taxes – Foreign-based Contractor

- a.** **Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.**
- b.** Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will

reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

6.19 Priority of Documents

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

- c.** These Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- d.** Supplemental General Conditions:
 - (i)** 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;
 - (ii)** 4003 (2010-08-16) Licensed Software;
 - (iii)** 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- e.** General Conditions 2035 (2016-04-04), High Complexity – Services;
- f.** General conditions 2030 (2016-04-04), High Complexity - Goods;
- g.** Annex A, Statement of Work;
- h.** Annex B, Basis of Payment;
- i.** Annex C, Sites and Scheduling;
- j.** Annex D, Insurance Requirements;
- k.** Annex E, Non-disclosure Agreement; and
- l.** The Contractors bid date _____.

6.18. Hardware

With respect to the provisions of Supplemental General Conditions 4001

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	Yes
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	See Annex C
Delivery Date	See Annex C
Contractor must deliver Hardware Documentation	See Annex C
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
Language of Hardware Documentation	The Hardware Documentation must be delivered in either English or French, based on the Identified User's selection, as indicated in the Contract. If the Contract does not indicate the Identified User's choice of language, the Hardware Documentation must be delivered in English. If available, the Hardware Documentation must be delivered in bilingual format.
Special Delivery Requirements	Yes, see Annex C
Special Site Delivery or Installation Requirements	See Annex C
Contractor must Install Hardware at time of Delivery	See Annex C
Contractor must Integrate and Configure Hardware at time of Installation	See Annex C
Hardware is part of a System	Yes, the System includes the Hardware and the Licensed Software.
Toll-free Telephone Number for Maintenance Service	To be inserted at contract award

6.19. Limitation of Liability - Information Management/Information Technology

- a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.

b. First Party Liability

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
- (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. A.any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. B.any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.5 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

c. Third Party Claims

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a

court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this subparagraph (c).

6.20. Insurance Requirements

- a. The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- b. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- c. **The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.**

6.21. Cellular Phones

The Contractor's Representative or Signage Coordinator shall be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones themselves, shall be the responsibility of the Contractor. The Contractor shall maintain an uninterrupted communication service.

6.22. Site Regulations

The Contractor must comply with all rules, instructions and directives in force on the site where the Work is performed.

6.23. Workers Compensation

It is mandatory that all persons performing the work be covered under the applicable workers' compensation legislation provided for the benefit of injured employees.

ANNEX A

STATEMENT OF WORK

1.0 Background

- a. Global Affairs Canada (GAC) will be hosting the 2018 G7 Summit, to be held in the Province of Quebec on June 8th and 9th, 2018.
- b. The Summit Management Office of Global Affairs Canada has been tasked with the organization, planning and delivery of this summit at various venues in the Saguenay and Québec City regions of Quebec. As part of the requirement for these events, Canada will host the G-7 Leaders Summit in La Malbaie, Quebec at the Fairmont Manoir Richelieu resort with press and peripheral events at the International Media Centre in Quebec City. The G7 Meeting will take place from June 8, 2018 to June 9, 2018. Over the course of the week, there will be more than 8,000 delegates and members of the press in the Charlevoix Region, Québec City and the surrounding area. The infield at Canadian Forces Base Bagotville and other sites in the region will also be key venues and will serve both the G7 Summit in La Malbaie as well as delegations and press in Quebec City.

2.0 Requirement

To deliver, install and provide the personnel to operate the main sites print centres as well as the remote sites print centres before, during and after the events. The Contractor will provide personnel, photocopiers, printers, scanners and shredders as identified in Annex B. The contractor is responsible for technical support and repair of this equipment on site(s).

3.0 Delivery

See Annex C.

4.0 Technical Mandatory Requirement

The equipment must meet the following minimum technical mandatory requirements:

Heavy-Duty Monotone Photocopier:

- Ability to print 50 copies per minutes
- Double sided printing capacity
- Ability to print 8.5 x 11.0 inches paper, A4 and 8.5 x 14.0 inches paper
- Sorting function
- Stapling function
- Energy Star rating
- Display menus in English

Colour Photocopier:

- Ability to print 45 to 70 copies per minutes
- Double sided printing capacity
- Ability to print 8.5 x 11.0 inches paper, A4 and 8.5 x 14.0 inches paper
- Sorting function
- Stapling function
- Energy Star rating
- Display menus in English

MFD (Multi-Function Device):

No Product Substitution - Bidders must provide products are of the same description and brand name as detailed in the item description of the bid solicitation. Bidders are advised the substitute products will not be considered.

- Must be Lexmark brand

- Ability to print 28 pages per minutes
- Ability to print in colour
- Ability to scan
- Ability to copy
- Ability for secure printing
- Double sided printing capacity
- Ability to print 8.5 x 11.0 inches paper, A4 and 8.5 x 14.0 inches paper
- Energy Star rating
- Display menus in English

Secure Shredder:

- Type II (approved for the secure destruction of Secret, Top Secret and Protected C information written on paper or other text based media).

Shredder:

- Heavy duty capacity to shred 1 – 1/2 inches in length maximum and 5/32 inches in width maximum

8.5 x 11.0 inches paper:

- White bond
- 20 lb
- 30% recycled

A4 paper:

- White bond
- 20 lb

8.5 x 14.0 inches paper:

- White bond
- 20 lb
- 30% recycled

5.0 General Conditions

- 5.1 The installation will be coordinated with the SMO (Summit Management Office) Project Authority who will be identified upon signing of the contract.
- 5.2 Each site will have an SMO Site Manager. The Site Manager will be responsible for supervising the installation, testing and the completion of the work done by the Contractor. The Site Managers will be identified upon signing of the contract.
- 5.3 It will be the Contractor's responsibility to ensure that qualified technical personnel is assigned to perform the installation/support of the equipment and/or other duties that will be required during the event.
- 5.4 The Summit is being held in the province of Québec. In an effort to maintain effective communications with representatives from the host venues, other Bidders, and SMO employees, the Contractor should demonstrate that a significant portion of their on-site staff have the capacity to converse in both of Canada's Official Languages (English/French).
- 5.5 The Contractor must recycle or dispose of all equipment taken back in an environmentally sensitive manner.
- 5.6 The Contractor must comply with all rules and regulations established by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).
- 5.7 The Contractor and his employees must respect the routine internal policies of all Summit venues while performing their duties. The Contractor must respect any union jurisdictions that exist at any of the venues. All employees and representatives of the Contractor shall abide by all rules and regulations of the facility and of all security agencies and forces associated with the Summit Management Office.

-
- 5.8 The Contractor will be responsible for the handling and transportation of materials between the loading/unloading zones and the given work areas, with the exception of heavy or motorized equipment. This equipment will be handled by employees of the facilities.
- 5.9 Although supplying new equipment is not mandatory, all equipment must be flawless: no scratches, tears or any other defects. The Contractor will ensure that all equipment shall be installed, cleaned, tested and serviceable before the event. Equipment supplied by the Contractor must be of consistent size, style and quality across the board. Equipment that is not consistent in style and size is not acceptable.
- 5.10 The Contractor must ensure that there are sufficient spare units to exchange in the event of any piece of equipment not working. Any given site must have a minimum of 3 spare units for each equipment type.
- 5.11 The technical specifications of the equipment which will be installed and supported by the Contractor are identified in section 4 of this document.
- 5.12 The Contractor must have the consent of the SMO Project Authority before any alterations/amendments are made to either the equipment inventory and/or the configuration of the installations. In all cases, the Contractor must consider all supplementary costs associated with the rental of this equipment, delivery/transport charges incurred, and any additional labour required.
- 5.13 The Contractor must supply the Administrator password to the SMO Project Authority.
- 5.14 The Contractor will provide additional personnel if needed at all locations mentioned in Annex C depending on the demand and the additional operating hours required.
- 5.15 During the event, the contractor will provide the paper, toner and staples.
- 5.16 Only open paper packages and toner/ink cartridge packages will be paid for. Unused packages will be picked up by the contractor at the end of the event (refer to schedule) with no charge to the project authority.
- 5.17 The Contractor will provide couriers/delivery personnel to perform delivery services between the Distribution Centres and the Printing Centres to ensure that all machines are replenished on a regular basis and that all machines are functioning properly.
- 5.18 The Contractor is required to provide service on site(s) for the duration of the event – from May 29th to June 10th, 2018 and during operating hours specified in Annex C. When the IT support team is not required on site, the Contractor must ensure on-call service with a maximum response time of 30 minutes. Please note that the schedule is subject to change without notice.
- 5.19 Some of the equipment will need to be installed at different sites weeks before the event. The Contractor must be available to go on-site after the installation if any issues arise.
- 5.20 All quantities identified in Annex B, although realistic, are estimates and not necessarily the basis of the final contract. For this reason, we ask for unit prices for anything listed in Annex B.
- 5.21 The SMO Project Authority would prefer multi-function devices and photocopiers without hard drives, without any means of storing data. If this specification is unattainable, prior to the removal of the printers specified herein, the contractor must remove the hard drives from every unit and give them to the SMO Project Authority.
- 5.22 The Contractor will provide separate tracking numbers for each work order; organized by host venue, for each G7 Summit location. The work orders will provide an itemized breakdown of the technical production equipment installed in each meeting space, as well as the total labour hours incurred for the installation, operation and dismantling of the equipment.
- 5.23 The Contractor must prepare and deliver in electronic format, a Final Report of its activities, use of facilities, costs, and future recommendations and best practices after the completion of work herein specified. The report must be delivered to the SMO Project Authority or their designate and the Contracting Authority by August 1st, 2018.
- 5.24 An Order Identifier Protocol shall be supplied to the Contractor following the award of the contract. This will ensure that each of the Contractor's work order includes a reference to event, site, location and room/area to allow for proper invoicing and logistical tracking. This reference must remain consistent through all work orders and it will be the responsibility of the Contractor and its representatives that it is noted on all work orders.

6.0 Contractor's Representatives

6.1 Coordinator

The Contractor's representative (Coordinator) will act as a liaison between the client (SMO) and the Contractor's main office. The Coordinator may need to attend meetings with the client throughout the planning phase of the project. These meetings may take place in Ottawa, Québec City, La Malbaie and Saguenay-Bagotville. The Coordinator may be needed to attend regularly scheduled conference calls or meetings and will need to be on site full time as of May 29th and available for 24/7 coverage between June 7th to June 9th, 2018 (subject to changes).

Resumes must be provided as and when requested by Canada within 48 hours of the request.

The Contractor and their staff members and subcontractors cannot start Work, unless they have obtained accreditation by the RCMP. Refer to 6.2 security requirement for details.

- He/she must have on his person an activated cellphone available at all times. Cellphone expenses are to be paid by the Contractor.
- He/she must have at least three (3) years of experience at a management level and also as a Contractor's representative, working on one or more projects of a comparable complexity. A viable resume of experience will be required.
- He/she must attend management and coordination meetings, which may be scheduled and held in Ottawa, Québec City, La Malbaie and Saguenay-Bagotville with little notice. Those meetings will be held in French but may include English; therefore a basic knowledge of English would be helpful but is not mandatory. During the event, the working language on the different sites will be French.
- He/she will have the responsibility to ensure that all duties and services be provided within the specified timelines based on the schedule identified in ANNEX C. No overtime will be paid.
- He/she will supervise his/her employees and subcontractors at all times and will be responsible for planning the printing teams' schedules to comply the SMO needs for the entire Summit.

6.2 Site Technician

Resumes must be provided as and when requested by Canada within 48 hours of the request.

The Contractor and their staff members and subcontractors cannot start Work, unless they have obtained accreditation by the RCMP. Refer to 6.2 security requirement for details.

- The Site Technicians will be responsible under the direction of the Contractor's representative (Coordinator) for the installation, support and dismantling of the equipment during the Summit. They will need to be on site full time from May 29th and available for 24/7 coverage between June 7th and June 9th, 2018 (subject to changes).
- The Site Technicians must be equipped with the adequate tools necessary.
- The Site Technicians must have at least two (2) years of experience working on one or more projects of a comparable complexity. A viable resume of experience must be included with the bid submission.

7.0 Accreditation

All personnel required on site(s) during the actual event must obtain a photo accreditation issued by the SMO Secretariat. Location and instructions on photo accreditation will be provided by the SMO at a later date. The Contractor must comply with all security requirements, instructions and measures it is given by the Royal Canadian Mounted Police (RCMP) or Department of Global Affairs Canada for the duration of the Contract.

8.0 Accommodation

If needed, accommodation space will be provided by the Summit Management Office during the working period. Reservations and room allocations will be ensured by the Project Authority.

All accommodation, travel, per diems and incidental costs are to be at the Contractor's expense.

2BP767238/B

RAS # 17-67238

9.0 Equipment List

FAIRMONT MANOIR RICHELIEU (LMR)
181 Rue Richelieu, La Malbaie, Québec G5A 1X7

ITEM	EST. QTY.
MFD (Multi-Function Device)	15
Spare MFD (Multi-Function Device)	3
Secure Shredder	2
Shredder	1
Heavy-Duty Monotone Photocopier	2
Colour Photocopier	3
8.5 x 11.0 inches paper	100,000 sheets
A4 paper	100,000 sheets
8.5 x 14.0 inches paper	50,000 sheets
Colour Copies	50,000
Black and White Copies	200,000

SITE 2
La Malbaie, Québec
Site 2 to LMR - Less than 10 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	10
Spare MFD (Multi-Function Device)	3
Shredder	1
8.5 x 11.0 inches paper	10,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	10,000

SITE 3
La Malbaie, Québec
Site 3 to LMR - Less than 10 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	4
Spare MFD (Multi-Function Device)	1
Colour Photocopier	1
Shredder	1
8.5 x 11.0 inches paper	10,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	10,000

INTERNATIONAL MEDIA CENTRE (IMC)
Québec City, Québec
IMC to LMR - Approximately 150 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	10
Spare MFD (Multi-Function Device)	3
Secure Shredder	2
Shredder	6
Heavy-Duty Monotone Photocopier	2

2BP767238/B

RAS # 17-67238

Colour Photocopier	1
8.5 x 11.0 inches paper	100,000 sheets
A4 paper	100,000 sheets
8.5 x 14.0 inches paper	50,000 sheets
Colour Copies	50,000
Black and White Copies	200,000

CFB Bagotville Airport (YBG)
7000 chemin de l'Aéroport
Saguenay-Bagotville, Québec
BFC to LMR - Approximately 200 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	5
Spare MFD (Multi-Function Device)	2
Secure Shredder	1
Heavy-Duty Monotone Photocopier	1
Colour Photocopier	1
8.5 x 11.0 inches paper	5,000 sheets
A4 paper	5,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	10,000

AIRPORT 1 SITE 1
Québec City, Québec
Airport 1 Site 1 to LMR - Approximately 150 kilometers away

ITEM	EST. QTY.
MFD (Multi-Function Device)	5
Spare MFD (Multi-Function Device)	2
Shredder	1
8.5 x 11.0 inches paper	5,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	5,000

AIRPORT 1 SITE 2
Québec City, Québec
Airport 1 Site 2 to LMR - Approximately 150 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	3
Spare MFD (Multi-Function Device)	1
Shredder	2
8.5 x 11.0 inches paper	5,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	5,000

SITE 4
La Malbaie, Québec
Site 4 to LMR - Approximately 150 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	2

2BP767238/B

RAS # 17-67238

Spare MFD (Multi-Function Device)	1
Shredder	1
8.5 x 11.0 inches paper	5,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	5,000

SITE 5

Québec City, Québec

Site 5 to LMR - Approximately 150 kilometres away

ITEM	EST. QTY.
MFD (Multi-Function Device)	1
Spare MFD (Multi-Function Device)	1
8.5 x 11.0 inches paper	5,000 sheets
8.5 x 14.0 inches paper	1,000 sheets
Colour Copies	1,000
Black and White Copies	5,000

TOTAL EQUIPMENT

ITEM	Total
MFD (Multi-Function Device)	53
Spare MFD (Multi-Function Device)	17
Secure Shredder	5
Shredder	14
Heavy-Duty Monotone Photocopier	5
Colour Photocopier	6
8.5 x 11.0 inches paper	245,000 sheets
A4 paper	205,000 sheets
8.5 x 14.0 inches paper	106,000 sheets
Colour Copies	106,000
Black and White Copies	450,000

All quantities identified, although realistic, are estimates and not necessarily the basis of the contract.

ANNEX B
BASIS OF PAYMENT

Firm lot and unit prices for the services listed below are in Canadian funds. The total amount of Goods and Services Tax is to be shown separately, if applicable.

1.1 – Rental Equipment

ITEM	Unit Price	Quantity Est.	Extended Price
MFD (Multi-Function Device)	\$ _____	53	\$ _____
Secure Shredder	\$ _____	5	\$ _____
Shredder	\$ _____	14	\$ _____
Heavy-Duty Monotone Photocopier	\$ _____	5	\$ _____
Colour Photocopier	\$ _____	6	\$ _____
8.5 x 11.0 inches paper	\$ _____	245,000 sheets	\$ _____
A4 paper	\$ _____	205,000 sheets	\$ _____
8.5 x 14.0 inches paper	\$ _____	106,000 sheets	\$ _____
Colour CPC	\$ _____	106,000	\$ _____
B/W CPC	\$ _____	450,000	\$ _____
Total Estimated Cost 1.1 : \$ _____			

2BP767238/B

RAS # 17-67238

1.2 Labour

Description/ Service	Est. total hours	hourly rate	Extended Price
Coordinator	236	\$ _____	\$ _____
On-site Technician	2,158	\$ _____	\$ _____
Total Estimate Cost 1.2: _____			

Total Bid Price 1.1 (Rental Equipment) + 1.2 (Labour) = \$ _____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

THE QUANTITIES IDENTIFIED ABOVE ARE ESTIMATES AND ARE FOR EVALUATION PURPOSED ONLY.

ANNEX C**Sites, Schedule & Estimate hours****1.0 SITES AND SCHEDULING**

FAIRMONT MANOIR RICHELIEU (LMR)
181 Rue Richelieu, La Malbaie, Québec G5A 1X7
MFDs

Delivery to Warehouse	May 1st, 2018
Installation	May 29th, 2018
Fully Operational	May 31st, 2018
On-Site Technical Support Hours (Coordinator and Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	May 29th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 10th, 2018 - 11am

Print Centre (LMR)

Delivery and Installation	June 3rd, 2018
Fully Operational	June 5th, 2018
On-Site Technical Support Hours (Coordinator and Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	June 3rd to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 10th, 2018 - 11am

SITE 2
La Malbaie, Québec
Site 2 to LMR - Less than 10 kilometres away

Delivery to Warehouse	May 1st, 2018
Installation	June 3rd, 2018
Fully Operational	June 4th, 2018
On-Site Technical Support Hours (Coordinator and Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	June 3rd to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 11th, 2018 - 8am

2BP767238/B

RAS # 17-67238

SITE 3

La Malbaie, Québec

Site 3 to LMR - Less than 10 kilometres away

Delivery to Warehouse	May 1st, 2018
Installation	May 8th, 2018
Fully Operational	May 14th, 2018
On-Site Technical Support Hours (Coordinator and Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	May 8th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 10th, 2018 - 11am

INTERNATIONAL MEDIA CENTRE (IMC)

Québec City, Québec

IMC to LMR - Approximately 150 kilometres away

MFDs

Delivery to Warehouse	May 1st, 2018
Installation	May 29th, 2018
Fully Operational	June 1st, 2018
On-Site Technical Support Hours (Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	May 29th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 10th, 2018 - 11am

Print Centre (IMC)

Delivery and Installation	May 29th, 2018
Fully Operational	June 1st, 2018
On-Site Technical Support Hours (Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	May 29th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 10th, 2018 - 11am

2BP767238/B

RAS # 17-67238

CFB Bagotville Airport (YBG)
 7000 chemin de l'Aéroport
 Saguenay-Bagotville, Québec
 BFC to LMR - Approximately 200 kilometres away

Delivery to Warehouse	May 1st, 2018
Installation	May 17, 2018
Fully Operational	May 18th, 2018
On-Call Support (Coordinator and Technicians)	May 17 to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 11th, 2018 - 8am

AIRPORT 1 SITE 1
 Québec City, Québec
 Airport 1 Site 1 to LMR - Approximately 150 kilometers away

Delivery to Warehouse	May 1st, 2018
Installation	May 17, 2018
Fully Operational	May 18th, 2018
On-Call Support (Coordinator and Technicians)	May 17th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 11th, 2018 - 8am

AIRPORT 1 SITE 2
 Québec City, Québec
 Airport 1 Site 2 to LMR - Approximately 150 kilometres away

Delivery and Installation	May 1st, 2018
Fully Operational	May 1st, 2018
On-Site Technical Support Hours (Coordinator and Technicians)	June 7th, 2018 – 7am to 10pm June 8th, 2018 – 7am to 10pm June 9th, 2018 – 7am to 10pm
On-Call Support (Coordinator and Technicians)	May 1st to June 6th 8am to 4pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 13th, 2018 - 8am

SITE 4
 La Malbaie, Québec
 Site 4 to LMR - Approximately 150 kilometres away

Delivery and Installation	April 13th, 2018
Fully Operational	April 16th, 2018
On-Call Support (Coordinator and Technicians)	April 13th to June 6th 8am to 4pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 12th, 2018 - 8am

2BP767238/B

RAS # 17-67238

SITE 5

Québec City, Québec

Site 5 to LMR - Approximately 150 kilometres away

Delivery to Warehouse	May 1st, 2018
Installation	May 14th, 2018
Fully Operational	May 16th, 2018
On-Call Support (Coordinator and Technicians)	May 14th to June 6th 7am to 10pm June 7th, 2018 – 24 hours June 8th, 2018 – 24 hours June 9th, 2018 – 00:00 to 10pm
Dismantle and Pick up	June 11th, 2018 - 8am

All hours identified, although realistic, are estimates and not necessarily the basis of the final contract. For this reason, we ask for hourly rates for all labour.

2.0 Estimates for dates, staff and hours required**LMR**

Installation (May 29-31)	Support during event (June 1-9)	Dismantling (June 10-12)
1 coordinator x 60 hours each <i>(the same Coordinator will be responsible for all sites)</i>	1 coordinator x 116 hours each	1 coordinator x 60 hours each
4 technicians x 60 hours each	4 technicians x 116 hours each	4 technicians x 60 hours each

Site 2

Installation (June 2-3)	Dismantling (June 10-12)
2 technicians x 30 hours each	2 technicians x 30 hours each

Site 3

Installation (May 8-9)	Dismantling (June 10-12)
1 technician x 15 hours each	1 technicians x 15 hours each

IMC

Installation (May 29-31)	Support during event (June 1-9)	Dismantling (June 10-12)
2 technicians x 60 hours each	4 technicians x 116 hours each	4 technicians x 60 hours each

BFC

Installation (May 16-17)	Dismantling (June 10-12)
2 technicians x 30 hours each	2 technicians x 30 hours each

Airport 1 Site 1

Installation (May 16-17)	Dismantling (June 10-12)

2BP767238/B

RAS # 17-67238

1 technician x 15 hours each	1 technicians x 15 hours each
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Airport 1 Site 2

Installation (May 1st)	Dismantling (June 10-12)
1 technician x 15 hours each	1 technicians x 15 hours each

Site 4

Installation (April 13-14)	Dismantling (June 10-12)
1 technician x 15 hours each	1 technicians x 15 hours each

Site 5

Installation (May 14-15)	Dismantling (June 10-12)
1 technician x 15 hours each	1 technicians x 15 hours each

**It is important to note that dates, hours and staff needed are all estimated values.*

ANNEX D INSURANCE REQUIREMENTS

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

(n) Litigation Rights:

Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX E
NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or Subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No 2BP767238 between Her Majesty the Queen in right of Canada, represented by Shared Services Canada and Global Affairs Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: 2BP767238.

Signature

Date

Attachment 2.7 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.

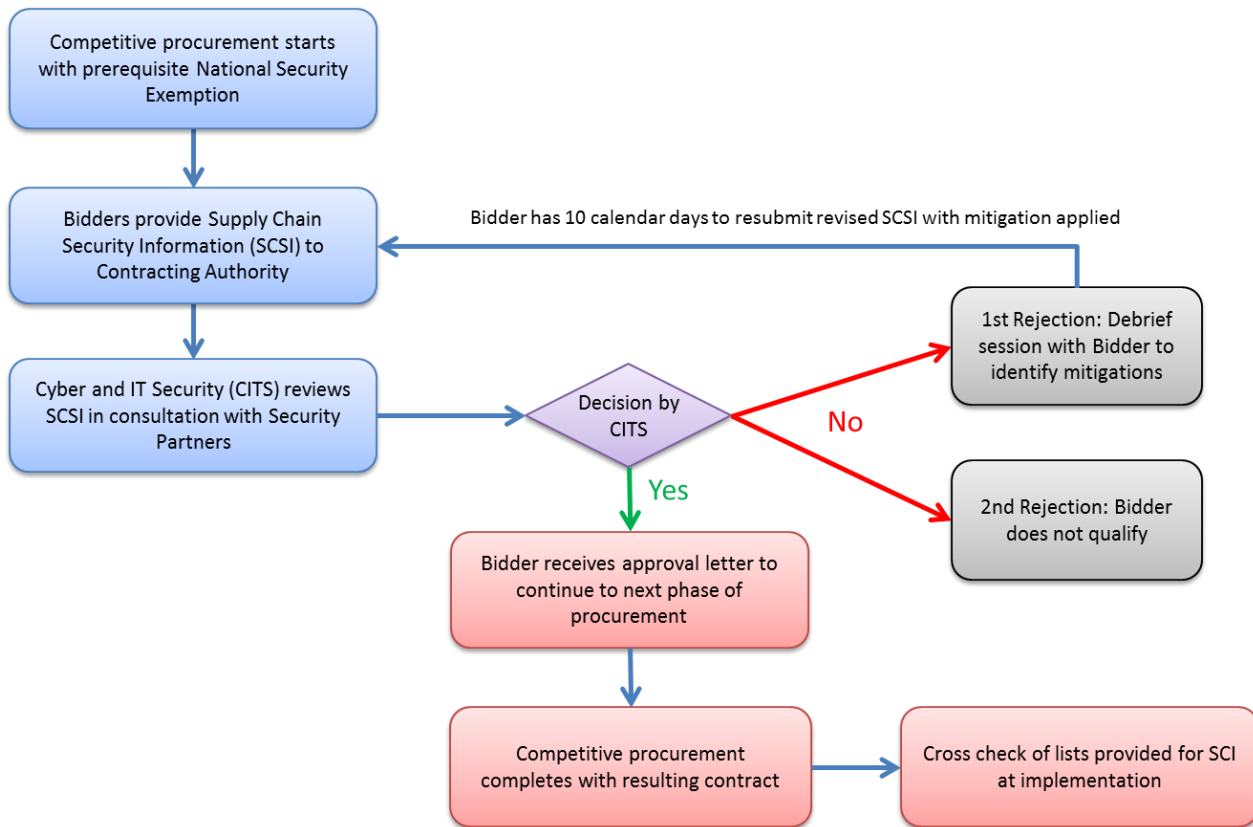
The Bidder with the lowest BFOP will be notified in writing regarding whether or not they continue to be qualified to proceed to the next stage of the procurement process based on the SCI assessment.

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.

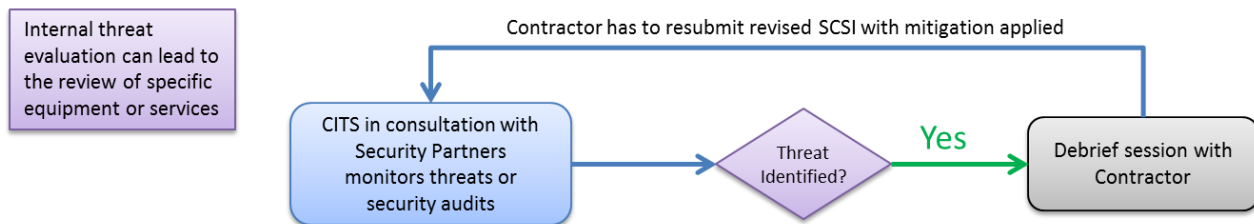
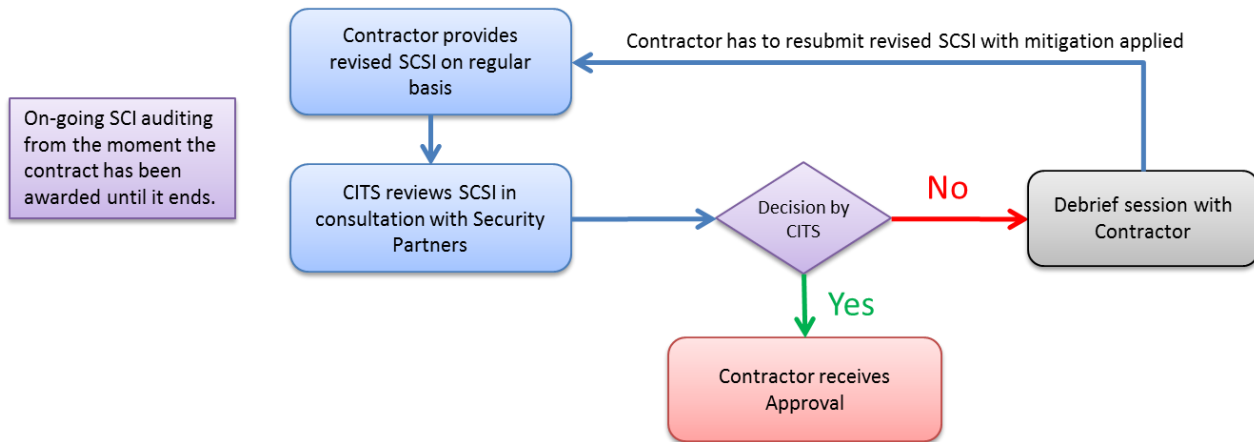
By submitting its SCS, the Bidder agrees to the terms of the following non-disclosure agreement (the “**Non-Disclosure Agreement**”):

- 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).

3. SUPPLY CHAIN SCOPE DIAGRAMS SCI Process



SCI Post-Contract Process



4. SUPPLY CHAIN SECURITY INFORMATION FORM

Note: The Supply Chain Security Information Form is provided as a Form 1.1.

2BP767238/B

RAS # 17-67238

**Attachment 3.1
BID SUBMISSION FORM**

Bidder's full legal name and address		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN)		
Bidder's toll free hotline		
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)		
Federal Contractors Program for Employment Equity - Bid Certification See the Article in Part 5 of the bid solicitation entitled Federal Contractors Program for Employment Equity - Bid Certification	Is the Bidder listed on the FCP Limited Eligibility to Bid as defined in the bid solicitation? Yes ____ No ____	
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: 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; and 4. 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 5.3
OEM CERTIFICATION FORM**

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 5.4
INTEGRITY FORM**

Bidders are requested to complete the following Integrity Form and submit with your bid

Adresse de courriel /E-mail Address: nicole.pontes@canada.ca
Ministère/Department: Shared Services Canada
Dénomination sociale complète du fournisseur / Complete Legal Name of Supplier
Adresse du fournisseur / Supplier Address
NEA du fournisseur / Supplier PBN
Numéro de la demande de soumissions (ou numéro du contrat proposé) Solicitation Number (or proposed Contract Number) 2BP767238
Membres du conseil d'administration (Utilisez le format - Prénom Nom) Board of Directors (Use format - first name last name)
1. Membre / Director
2. Membre / Director
3. Membre / Director
4. Membre / Director
5. Membre / Director
6. Membre / Director
7. Membre / Director
8. Membre / Director
9. Membre / Director
10. Membre / Director
Autres Membres/ Additional Directors: