



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

Bid Receiving/Réception des soumissions  
RCMP - F Division  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-5232

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle régionale  
(OCIR)

Proposal to: Royal Canadian Mounted Police

Canada, as represented by the Royal Canadian  
Mounted Police, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Proposition aux : Gendarmerie royale du Canada

Le Canada, représenté par la Gendarmerie  
royale du Canada, autorise par la présente,  
une offre à commandes au nom des  
utilisateurs identifiés énumérés ci-après.

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet:</b> Industrial Mechanic (Millwright) Services, Regina, SK		<b>Date</b> May 24, 2018
<b>Solicitation No. – N° de l'invitation</b> M9424-18-7438		
<b>Client Reference No. - No. De Référence du Client</b> 201807438		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 p.m.	Central Standard Time (CST) Heure normale du centre (HNC)
<b>On / le :</b>	July 3, 2018	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Rachel Sookoo, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3291	<b>Facsimile No. – No. de télécopieur</b> 306-780-5232	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b> See herein — Voir aux présentes	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

- 1.1. Introduction
- 1.2. Summary
- 1.3. Debriefings
- 1.4. Procurement Ombudsman

### **PART 2 - OFFEROR INSTRUCTIONS**

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Offers
- 2.3. Enquiries - Request for Standing Offers
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

- 3.1. Offer Preparation Instructions

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

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

- 5.1. Certifications Required Precedent to Issuance of a Standing Offer

### **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

- 6.1. Security Requirement
- 6.2. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

- 7.1. Offer
- 7.2. Security Requirement
- 7.3. Standard Clauses and Conditions
- 7.4. Term of Standing Offer
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Identified Users
- 7.8. Call-up Procedures
- 7.9. Call-up Instrument
- 7.10. Limitation of Call-ups
- 7.11. Priority of Documents
- 7.12. Procurement Ombudsman
- 7.13. Certifications and Additional Information
- 7.14. Applicable Laws



## **B. RESULTING CONTRACT CLAUSES**

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Term of Contract
- 7.4. Payment
- 7.5. Invoicing Instructions
- 7.6. Insurance
- 7.7. *SACC Manual* Clauses
- 7.8. Environmental Considerations

### List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Mandatory Technical Criteria
- Annex D - Standing Offer Usage Report
- Annex E - Security Requirements Checklist
- Annex F - Integrity Form – Bidder's Information
- Annex G - Bid Submission Checklist



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

### **1.2 Summary**

- 1.2.1** This Regional Individual Standing Offer (RISO) is for the supply of all necessary labour, equipment, material, supervision and transportation necessary for the testing, servicing, disposal of equipment, installation, alignment and maintenance of equipment that falls within the scope of an Industrial Mechanic (Millwright), at the RCMP Depot Training Academy in Regina, Saskatchewan, on an as and when requested basis during the period of the Standing Offer.

It is anticipated that one firm will be issued a Standing Offer. The Standing Offer will be issued for a period of three (3) years with the option to extend the term of the Standing Offer for one (1) additional one (1) year option period. The total estimated expenditure for the first year is \$40,000.00 excluding GST/HST.

- 1.2.2** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA), including the bilateral agreements.



### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.4 Procurement Ombudsman

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by email to RCMP will not be accepted.



### 2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

### 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one hard copy)



Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, offerors should demonstrate how they propose to meet the requirement. See Annex C, Mandatory Technical Criteria.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

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

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

#### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

Failure to meet any of the following specifications will render your proposal non-complaint and will be given no further consideration.

- a) The Offeror must have in their employ at least one Interprovincial Red Seal Journeyman Millwright or Interprovincial Red Seal Journeyman Heavy Duty Mechanic. Employee(s) names



must be identified in Annex C and submitted with the offer, and a copy of the Journeyperson certificate(s) attached.

#### 4.1.2 Financial Evaluation

**Year 1:**  $(1a \times 10) + (1b \times 10) + (2a \times 80) + (2b \times 80) + (3a \times 5) + (3b \times 5) + (4a \times 10) + (4b \times 10) + (5a \times 5) + (5b \times 5) + (6a \times 10) + (6b \times 10) +$

**Year 2:**  $(1a \times 10) + (1b \times 10) + (2a \times 80) + (2b \times 80) + (3a \times 5) + (3b \times 5) + (4a \times 10) + (4b \times 10) + (5a \times 5) + (5b \times 5) + (6a \times 10) + (6b \times 10) +$

**Year 3:**  $(1a \times 10) + (1b \times 10) + (2a \times 80) + (2b \times 80) + (3a \times 5) + (3b \times 5) + (4a \times 10) + (4b \times 10) + (5a \times 5) + (5b \times 5) + (6a \times 10) + (6b \times 10) +$

**Option Year 1:**  $(1a \times 10) + (1b \times 10) + (2a \times 80) + (2b \times 80) + (3a \times 5) + (3b \times 5) + (4a \times 10) + (4b \times 10) + (5a \times 5) + (5b \times 5) + (6a \times 10) + (6b \times 10) +$

= Total Evaluated Price.

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

Refer to Annex B, Basis of Payment. A price must be entered for each item.

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### 5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

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





### 5.1.1 Integrity Provisions

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

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

### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.1.3.1 Former Public Servant

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

#### Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation](#)



Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.



## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### **6.2 Insurance Requirements**

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** The following security requirements (Security Requirement Checklist (SRCL) at Annex E and related clauses) apply and form part of the Standing Offer.

The Contractor must:

- a) ensure that all persons working on site hold a valid Reliability Status security clearance issued by RCMP Departmental Security Section.
- b) ensure security identification tags are picked up each morning and dropped off each night at the Reception Desk at Fort Dufferin during the performance of all work on RCMP grounds, if required. Government issued photo identification must be shown when picking up security identification tags;



- c) sign in at the Reception Desk at the Works Building prior to starting any work and sign out upon leaving at the end of the day.

### **7.3 Standard Clauses and Conditions**

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

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

#### **7.3.1 General Conditions**

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D", Standing Offer Usage Report. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than \_\_\_\_\_ (*insert number of days*) calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

#### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from award date for three (3) years.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional one (1) year option period, under the same conditions and at the rates or prices



specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Rachel Sookoo, Procurement & Contracting Officer  
Royal Canadian Mounted Police  
Procurement & Contracting Services Unit  
Telephone: 639-625-3291  
Facsimile: 306-780-5232  
E-mail: rachel.sookoo@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Offeror's Representative**

To be completed upon award.

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police, Depot Division.



## 7.8 Call-up Procedure

1. Services will be called-up as follows:
  - a. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Project Authority in accordance with the unit rates established under the Standing Offer. The Offeror's offer will include all of the work as specified including materials, labour, tools, supervision, transportation, and administrative fees.
  - b. Any proposed changes to the scope of work are to be discussed with the Project Authority but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 942, Call-up Against a Standing Offer.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes excluded).

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04) General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex E, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (to be completed upon award).

## 7.12. Procurement Ombudsman

### 7.12.1 Dispute Resolution Services

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

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

### 7.12.2 Contract Administration



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

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

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13.3 SACC Manual Clauses**

SACC *Manual* clause M3020C (2016-01-28) Status and Availability of Resources

## **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.





### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

## **7.4 Payment**

### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment. Customs duties are included, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **7.4.2 Limitation of Price**

*SACC Manual* clause C6000C (2017-08-17), Limitation of Price

### **7.4.3 Multiple Payments**

*SACC Manual* clause H1001C (2008-05-12), Multiple Payments

### **7.4.4 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation  
A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## **7.5 Invoicing Instructions**

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

Invoices must be distributed as follows:

The original must be forwarded to the address shown on the Call Up for certification and payment.

## **7.6 Insurance**

*SACC Manual* clause G1005C (2016-01-28) Insurance – No Specific Requirement

## **7.7 SACC Manual Clauses**

A9068C (2010-01-11) Government Site Regulations

## **7.8 Environmental Considerations:**

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

- Deliverables:





- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
- Environmental Shipping/Packaging Considerations
  - Minimize packaging
  - Include recycled content in packaging;
  - Re-use packaging;
  - Include a provision for a take-back program for packaging;
  - Reduce/eliminate toxics in packaging.



## ANNEX "A"

### STATEMENT OF WORK

Contractor to provide for all materials, labour, tools, supervision, and transportation necessary for the testing, servicing, disposal of equipment, installation, alignment, and maintenance of equipment that falls within the scope of an Industrial Mechanic (Millwright) at the RCMP Depot Training Academy in Regina, Saskatchewan, on an as and when requested basis during the period of the Standing Offer.

1. All work performed will be completed in accordance with all Local, Provincial, and Federal Statutes, Regulations, as amended from time to time.
2. The contractor and subcontractors will comply with all applicable bylaws, rules, and regulations of local and provincial authorities and pay for all licenses and fees associated with the work.
3. Where not otherwise stated or specified, the work will conform to at least the minimum standards of the National Building Code, Municipal, and local Building Codes, **ASHRAE** (American Society of Heating, Refrigerating and Air-Conditioning Engineers), Electrical and plumbing codes.
4. Journeyman with Interprovincial Red Seal millwright/heavy duty ticket to perform work on all mechanical equipment. At minimum one Journeyman must be present onsite while contractor has crew working on equipment.
5. Protect the property during the course of the work and make good at no extra cost to, and to the satisfaction of the RCMP any damage caused throughout the performance of this call up.
6. The contractor will provide proof of disposal of contaminated material from local approved disposal facilities.
7. All clearance documentation and certification of all equipment will be provided to the RCMP Mechanical Maintenance Supervision at no additional cost.
8. All materials used in this call up will be new unless otherwise specified and in accordance with the specifications.
9. Schedule the work with Mechanical Maintenance Supervisor so as to ensure continuity of operations.
10. The work area is restricted. Therefore, it will be necessary to arrange a work schedule satisfactory to the mechanical maintenance supervisor at least five days before starting the work. The work will be completed without interruption.
11. All service calls will be during normal working hours, Monday through Friday, 8:00 to 16:30, unless requested otherwise.
12. The contractor will respond to a service request within four working days. In an emergency, the response for a service request will be within two hours of the request on the same work day.
13. Upon completion of the work, leave the area in a neat and tidy condition.



14. Guarantee the quality of workmanship and material for a period of one year from the date of acceptance of the work. Make good at no extra cost to and to the satisfaction of the RCMP any defects that may develop within the guarantee period.
15. Some work may be conducted in areas where the Contractor must ensure their employees are trained in confined spaces, H<sub>2</sub>S (hydrogen sulfide), and asbestos awareness.



## ANNEX "B"

### BASIS OF PAYMENT

Payments in respect of the agreed price will be made upon satisfactory performance of the Work, and upon approval of the Project Authority, but such payments will not exceed the amount(s) as specified in the Call Up for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

1. Hourly Rates: The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.
  - a. Service Call including travel, vehicle and first hour of on-site labour for regular hours;
  - b. Service Call including travel, vehicle and first hour of on-site labour for outside regular hours;
  - c. hours;
  - d. Labour: hourly rates for regular hours;
  - e. Labour: hourly rates for each hour outside of regular hours;
  - f. Mark up on allowance for unspecified material, replacement parts, required permits and certificates.
  
2. The rates requested in the offer and acceptance for specific types of service will be the total cost to perform the work including but not limited to:
  - a. Labour including supervision, allowances and liability insurance;
  - b. Travel time;
  - c. Transportation / vehicle expenses;
  - d. Tools and tackle;
  - e. Overhead and profit;
  - f. Any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.

The cost of subcontract work, including equipment rentals approved by the Project authority will be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

#### **Offeror's Instructions:**

Annex B must be completed in its entirety, including the option year. Offerors 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 Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive, and their bid given no further consideration.



		YEAR 1		YEAR 2	
		Regular Working Hours Monday to Friday 0800 - 1630		Regular Working Hours Monday to Friday 0800 - 1630	
Item	Description	Unit	Unit Price	Unit	Unit Price
1	Service call, including travel, vehicle, and first hour of productive labour				
1a	Journeyman - Working Supervisor	Call	\$	Call	\$
1b	Trade Helper	Call	\$	Call	\$
2	Labour only in addition to (1) above				
2a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
2b	Trade Helper	Hour	\$	Hour	\$

		Outside Working Hours Monday to Friday		Outside Working Hours Monday to Friday	
Item	Description	Unit	Unit Price	Unit	Unit Price
3	Service call, including travel, vehicle, and first hour of productive labour				
3a	Journeyman - Working Supervisor	Call	\$	Call	\$
3b	Trade Helper	Call	\$	Call	\$
4	Labour only in addition to (1) above				
4a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
4b	Trade Helper	Hour	\$	Hour	\$

		Weekends and Statutory Holidays		Weekends and Statutory Holidays	
Item	Description	Unit	Unit Price	Unit	Unit Price
5	Service call, including travel, vehicle, and first hour of productive labour				
5a	Journeyman - Working Supervisor	Call	\$	Call	\$
5b	Trade Helper	Call	\$	Call	\$
6	Labour only in addition to (1) above				
6a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
6b	Trade Helper	Hour	\$	Hour	\$



		YEAR 3		OPTION YEAR 1	
		Regular Working Hours Monday to Friday 0800 - 1630		Regular Working Hours Monday to Friday 0800 - 1630	
Item	Description	Unit	Unit Price	Unit	Unit Price
1	Service call, including travel, vehicle, and first hour of productive labour				
1a	Journeyman - Working Supervisor	Call	\$	Call	\$
1b	Trade Helper	Call	\$	Call	\$
2	Labour only in addition to (1) above				
2a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
2b	Trade Helper	Hour	\$	Hour	\$

		Outside Working Hours Monday to Friday		Outside Working Hours Monday to Friday	
Item	Description	Unit	Unit Price	Unit	Unit Price
3	Service call, including travel, vehicle, and first hour of productive labour				
3a	Journeyman - Working Supervisor	Call	\$	Call	\$
3b	Trade Helper	Call	\$	Call	\$
4	Labour only in addition to (1) above				
4a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
4b	Trade Helper	Hour	\$	Hour	\$

		Weekends and Statutory Holidays		Weekends and Statutory Holidays	
Item	Description	Unit	Unit Price	Unit	Unit Price
5	Service call, including travel, vehicle, and first hour of productive labour				
5a	Journeyman - Working Supervisor	Call	\$	Call	\$
5b	Trade Helper	Call	\$	Call	\$
6	Labour only in addition to (1) above				
6a	Journeyman - Working Supervisor	Hour	\$	Hour	\$
6b	Trade Helper	Hour	\$	Hour	\$



YEAR 1	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____ % (or published price list less a discount of _____ %). A suppliers parts list/catalogue to be provided upon award of standing offer.
YEAR 2	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____ % (or published price list less a discount of _____ %). A suppliers parts list/catalogue to be provided upon award of standing offer.
YEAR 3	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____ % (or published price list less a discount of _____ %). A suppliers parts list/catalogue to be provided upon award of standing offer.
OPTION YEAR 1	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____ % (or published price list less a discount of _____ %). A suppliers parts list/catalogue to be provided upon award of standing offer.



**Annex "C"**  
**Mandatory Technical Criteria**

The Offeror must have in their employ, at least one Interprovincial Red Seal Journeyperson Millwright or Interprovincial Red Seal Journeyperson Heavy Duty Mechanic.

Employee(s) names must be identified below and submitted with the offer, and a copy of the Journeyperson certificate(s) attached.

Failure to do so will result in your offer being declared non-responsive, and will be given no further consideration.

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ANNEX "D"
STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

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

SUPPLIER: \_\_\_\_\_

STANDING OFFER NO: \_\_\_\_\_

DEPARTMENT OR AGENCY: Royal Canadian Mounted Police

REPORTING PERIOD: \_\_\_\_\_

Table with 3 columns: Item No., Call Up Description, Total value of each Call Up (GST not included). The table contains 10 empty rows.

NIL REPORT: We have not done any business with the RCMP for this period [ ]

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**ANNEX "E"**  
**SECURITY REQUIREMENTS CHECK LIST**

SRCL# 201711113653

RECEIVED  
MAY 02 2017

Government of Canada

Gouvernement du Canada

FDIV

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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP		2. Branch or Directorate / Direction générale ou Direction NWR Depot, F. Division and Forensic Lab, Regina SK	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. a) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail To fulfil the standing offer for an Industrial Mechanic					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Lo fournisseur ainsi que ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		All NATO countries Tous les pays de l'OTAN		No release restrictions Aucune restriction relative à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A	<input type="checkbox"/>	NATO UNCLASSIFIED	<input type="checkbox"/>	PROTECTED A	<input type="checkbox"/>
PROTÉGÉ A	<input type="checkbox"/>	NATO NON CLASSIFIÉ	<input type="checkbox"/>	PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B	<input type="checkbox"/>	NATO RESTRICTED	<input type="checkbox"/>	PROTECTED B	<input type="checkbox"/>
PROTÉGÉ B	<input type="checkbox"/>	NATO DIFFUSION RESTREINTE	<input type="checkbox"/>	PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C	<input type="checkbox"/>	NATO CONFIDENTIAL	<input type="checkbox"/>	PROTECTED C	<input type="checkbox"/>
PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIEL	<input type="checkbox"/>	PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL	<input type="checkbox"/>	NATO SECRET	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>
CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET	<input type="checkbox"/>	CONFIDENTIEL	<input type="checkbox"/>
SECRET	<input type="checkbox"/>	COBANC TOP SECRET	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
SECRET	<input type="checkbox"/>	COBANC TRÈS SECRET	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
TOP SECRET	<input type="checkbox"/>			TOP SECRET	<input type="checkbox"/>
TRÈS SECRET	<input type="checkbox"/>			TRÈS SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT)	<input type="checkbox"/>
TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TRÈS SECRET (SIGINT)	<input type="checkbox"/>

TBS/SCT 392-100(3004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada / Gouvernement du Canada

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

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité.

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

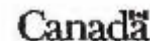
No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui

TBS/SCT 350-103/2004/12

Security Classification / Classification de sécurité





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

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRIKTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information Assets / Renseignements (Bios / Données)																
IT Tools / Outils TI / Logiciels / Logiciels																

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

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

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

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





**ANNEX “F”**

**INTEGRITY FORM - BIDDER’S INFORMATION**



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

**List of names for integrity verification form**

**Requirements**

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

**Supplier information**

<b>Supplier’s legal name:</b>
<b>Organizational structure:</b> <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier’s address:</b>
<b>Supplier’s procurement business number (optional):</b>
<b>Solicitation or transaction number:</b>



**Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):**

**List of names**

Name	Title

**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.



**ANNEX "G"**  
**BID SUBMISSION CHECKLIST**

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

Royal Canadian Mounted Police (RCMP)  
Procurement & Contracting Services  
Bid Receiving Unit,  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7  
or

**Fax # 306-780-5232**

Ensure the following pages are completed in full and attached:

- Front Page of Request for Standing Offer – signed & dated
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex "B" Basis of Payment – must be completed in full (all tables)
- Annex "C" Mandatory Technical Criteria
- Annex "F" Integrity Form - Bidder's Information