



**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to / Propositions aux:

Statistics Canada / Statistique Canada

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

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

**Solicitation No – N° de l’invitation :**

J005163/A

**Solicitation closes – L’invitation prend fin**

At – à : 14:00 EDT

On – le : October 30, 2018

**Update – Mise à jour :**

**Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d’impression).**

**Name – Nom :**

**Title – Titre :**

**Date of Solicitation – Date de l’invitation:**

September 19, 2018

**Address inquiries to – Adresser toute demande de renseignements à:**

[statcan.macs-bids-smc-soumissions.statcan@canada.ca](mailto:statcan.macs-bids-smc-soumissions.statcan@canada.ca)

**Area code and Telephone No.  
Code régional et N° de téléphone**  
(613) 882-1902

**Facsimile No.  
N° de télécopieur**  
N/A

**Destination**

MACS BID  
[statcan.macs-bids-smc-soumissions.statcan@canada.ca](mailto:statcan.macs-bids-smc-soumissions.statcan@canada.ca)

**Instructions :**

Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quotes are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B., including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

**Instructions:**

Les taxes municipales ne s’appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d’accise et doivent être F.A.B., y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

**Delivery required – Livraison exigée**

**Delivery offered – Livraison proposée**

**Vendor Name and Address – Raison sociale et adresse du fournisseur**

**Facsimile No – N° de télécopieur :**

**Telephone No – N° de téléphone :**

**Signature**

**Date**



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Task Authorization Form and any other annexes.

### 1.2 Summary

Statistics Canada Departmental Security is seeking a single supply and service provider to install new security equipment and to maintain, repair and update the current security hardware and software.

The contract will be awarded for one (1) year plus an additional four (4) one (1) year option periods.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

### 1.3 Debriefings

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

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns



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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).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Insert: (d) send its bid only to Statistics Canada Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 calendar days.

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Statistics Canada". Delete "PWGSC" and Insert "StatCan".

### 2.2 Submission of Bids

Bids must be submitted only to Statistics Canada (StatCan) by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Former Public Servant

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



## Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

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 FPSs 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.



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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.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **2.5 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 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid: one (1) soft copy by e-mail in a "pdf" format;
- Section II: Financial Bid: one (1) soft copy by e-mail in a "pdf" format;
- Section III: Certifications: one (1) soft copy by e-mail in a "pdf" format.

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

#### Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below.

#### 3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E Electronic Payment Instruments, to identify which ones are accepted.

If Annex E Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### 3.1.3 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### Section III: Certifications

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



### Attachment 3.1 – Pricing Schedule

The Bidder must complete this pricing schedule and include it in its financial bid.

<b>Table 1 – Monthly Maintenance</b>			
<b>Description</b>	<b>Firm All-Inclusive Price per month</b>	<b>Estimated Level of Effort</b>	<b>Extended Price</b>
Initial Period (Contract Award to March 31, 2019) Monthly Maintenance Services	\$	3 months	\$
Option Period 1 (April 1, 2019 to March 31, 2020) Monthly Maintenance Services	\$	12 months	\$
Option Period 2 (April 1, 2020 to March 31, 2021) Monthly Maintenance Services	\$	12 months	\$
Option Period 3 (April 1, 2021 to March 31, 2022) Monthly Maintenance Services	\$	12 months	\$
Option Period 4 (April 1, 2022 to March 31, 2023) Monthly Maintenance Services	\$	12 months	\$
<b>Evaluated Price (A)</b>			<b>\$</b>

<b>Table 2 – Building Lockdown Project Initial Period (Contract Award to March 31, 2019)</b>	
<b>Description</b>	<b>Firm All-Inclusive Price</b>
Complete the building lockdown project	\$
<b>Evaluated Price (B)</b>	

<b>Table 3 – Task Authorization Initial Period (Contract Award to March 31, 2019)</b>			
<b>Description</b>	<b>Firm All-Inclusive Price</b>	<b>Estimated Level of Effort / Percentage of Markup</b>	<b>Extended Price</b>
Hourly Rate for services	\$	1 Hrs	\$
Parts (if applicable)	\$500.00	%	\$
<b>Evaluated Price (C)</b>			<b>\$</b>

<b>Table 4 – Task Authorization Option Period 1 (April 1, 2019 to March 31, 2021)</b>			
<b>Description</b>	<b>Firm All-Inclusive Price</b>	<b>Estimated Level of Effort / Percentage of Markup</b>	<b>Extended Price</b>
Hourly Rate for services	\$	1 Hrs	\$
Parts (if applicable)	\$500.00	%	\$
<b>Evaluated Price (D)</b>			<b>\$</b>



<b>Table 5 – Task Authorization Option Period 2 (April 1, 2020 to March 31, 2021)</b>			
<b>Description</b>	<b>Firm All-Inclusive Price</b>	<b>Estimated Level of Effort / Percentage of Markup</b>	<b>Extended Price</b>
Hourly Rate for services	\$	1 Hrs	\$
Parts (if applicable)	\$500.00	%	\$
<b>Evaluated Price (E)</b>			<b>\$</b>

<b>Table 6 – Task Authorization Option Period 3 (April 1, 2021 to March 31, 2022)</b>			
<b>Description</b>	<b>Firm All-Inclusive Price</b>	<b>Estimated Level of Effort / Percentage of Markup</b>	<b>Extended Price</b>
Hourly Rate for services	\$	1 Hrs	\$
Parts (if applicable)	\$500.00	%	\$
<b>Evaluated Price (F)</b>			<b>\$</b>

<b>Table 7 – Task Authorization Option Period 4 (April 1, 2022 to March 31, 2023)</b>			
<b>Description</b>	<b>Firm All-Inclusive Price</b>	<b>Estimated Level of Effort / Percentage of Markup</b>	<b>Extended Price</b>
Hourly Rate for services	\$	1 Hrs	\$
Parts (if applicable)	\$500.00	%	\$
<b>Evaluated Price (G)</b>			<b>\$</b>

Total Evaluated Price		
<b>Total Evaluated Price (A + B + C + D + E + F + G)</b>		<b>\$</b>



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

	Mandatory Criteria (MC) Pass / Fail	Proposal Page Number	Pass / Fail
MC1	<p>The Bidder must propose resources, Specialist and Service Technicians, who can complete the work as outlined in the SOW.</p> <p>The Bidder must submit resumes for each resource and identify the resource as either a Specialist or Service Technician.</p> <p>A) Each resource identified as a Specialist must meet the following:</p> <ul style="list-style-type: none"> <li>a. The resource must be Lenel Certified</li> <li>b. The resource must be ASA Certified</li> <li>c. The resource must have a minimum five (5) years' experience in: installation, repair, troubleshooting and programming of card readers, security software, interior/exterior cameras, and turnstiles</li> </ul> <p>B) Each resource identified as a Service Technician must meet the following:</p> <ul style="list-style-type: none"> <li>a. The resource must be Lenel Certified</li> <li>b. The resource must be ASA Certified</li> <li>c. The resource must have a minimum two (2) years' experience in installation, repair, troubleshooting and programming of card readers, security software, interior/exterior cameras, and turnstiles.</li> </ul>		

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price



## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria**

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



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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 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 certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.



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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.2.1 Task Authorization Process**

1. The Contracting Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Contracting Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

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

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

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

The data must be submitted on a quarterly basis to the Contracting Authority.  
The quarterly periods are defined as follows:

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





The data must be submitted to the Contracting Authority no later than five (5) days after the end of the reporting period.

#### Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:



(a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) *Industrial Security Manual* (Latest Edition).

## **7.4 Term of Contract**

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

The period of the Contract is from date of Contract to March 31, 2019.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Francesco Germano

Title: Coordinator

Organization: Statistics Canada

Address: 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Telephone: 613-882-1902

E-mail address: [statcan.macs-bids-smc-soumissions.statcan@canada.ca](mailto:statcan.macs-bids-smc-soumissions.statcan@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.

### **7.5.2 Project Authority (*To be Inserted at Contract Award*)**

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

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



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Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.3 Contractor's Representative (*To be Inserted at Contract Award*)**

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

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

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

### **7.7 Payment**

#### **7.7.1 Bases of Payment**

##### **7.7.1.1 Basis of Payment - Firm Lot Price**

This Basis of Payment is represented in Annex B – Table 1 and Table 2.

For the Work described in section 4.1.6 Maintenance Schedule and Support of the Statement of Work in Annex A.

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm lot price for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

##### **7.7.1.2 Basis of Payment - Individual Task Authorizations**

This Basis of Payment is represented in Annex B – Table 3 to Table 7, if applicable.

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

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

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



### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. 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.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Method of Payment

SACC *Manual* clause [H1008C](#) (2008-05-12) Monthly Payment.

### 7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only).

### 7.7.5 Time Verification

SACC *Manual* clause [C0711C](#) (2008-05-12), Time Verification

### 7.8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, and vouchers for all direct expenses for parts.
- 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. Invoices must be distributed as follows:

- i. One (1) copy (paper or electronic) must be forwarded to the address below for certification and payment.

Financial & Administrative Service Division  
Statistics Canada  
RH Coats Bldg., (RHC7A)  
100 Tunney's Pasture Driveway  
Ottawa, ON, K1A 0T6  
Canada  
Email: [statcan.financecounter-comptoirfinance.statcan@canada.ca](mailto:statcan.financecounter-comptoirfinance.statcan@canada.ca)

- ii. One (1) copy (paper or electronic) must be forwarded to the Contracting Authority and the Project Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor) (TBD at Contract Award)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

Or

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)



### 7.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

### 7.14 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 and 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).

### 7.15 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).



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## ANNEX A STATEMENT OF WORK

### 1. Title

Statistics Canada Security Equipment Installation and Maintenance Service Contract

### 2. Background

Statistics Canada (StatCan) occupies three (3) buildings in Tunney's Pasture (Jean Talon, Main and R.H. Coats) and one (1) building in Gatineau (200 Boulevard de la Technologie). At these locations, physical security equipment infrastructure is required to be operational on a 24/7 basis.

### 3. Objective

The Contractor is to install new security equipment and to maintain, repair and update the current security hardware and software. StatCan Departmental Security is seeking a single supply and service provider to install new security equipment and to maintain, repair and update the current security hardware and maintain the software.

### 4. Project Requirements

#### 4.1 Scope of Work

##### 4.1.1 Access Control Barriers

- i. Revolving Door: There is one (1) ASA secure revolving door unit in the Jean Talon Building lobby. This equipment requires periodic repair, service, preventative maintenance and an ongoing assessment of effectiveness and safety.
- ii. Turnstiles: Statistics Canada has installed 36 new ASA Slim Line turnstile units throughout the 3 building complex. The Contractor will be required to conduct preventative maintenance (as per the manufacturer's instructions/specifications), including service and repair of these units as required. During the warranty period, the turnstile supplier/installer will, conduct preventative maintenance<sup>1</sup>, including service and repair as required.
- iii. Additional Requirement: It is anticipated that 5 turnstile units will be installed at the Gatineau office/location. These turnstiles were formerly located at StatCan's Tunney's Pasture and have been repurposed. The turnstile units at this location will also require maintenance and repair, which are to be covered under this contract.

##### 4.1.2 Video Cameras

StatCan uses a combination of interior and exterior video cameras, analog and digital, powered electrically and powered over the Ethernet (POE) at both Tunney's Pasture and Gatineau locations. These must be maintained and kept in good working order. It is intended to replace the analog cameras with digital IP cameras, fixed or "pan-tilt-zoom" (PTZ), and connect/reconnect them to Lenel.

The contractor will be required to supply, service, adjust, install and connect to the software and electrical connections, cameras, housing and other peripherals. Additionally, the contractor will advise StatCan Departmental Security as to required software licensing arrangements. The Contractor will also advise the Project Authority and consult with client IT staff on the capacity of the network to accommodate additional video streams, and offer solutions should an issue arise. The contractor will also be required to clean,

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<sup>1</sup> Preventative maintenance to start June 1, 2019.



focus and/or adjust camera lenses, and clean camera housing and glass on a scheduled basis, or as required.

**4.1.3 Card Readers (and related equipment - REX devices, piezo buzzer, special purpose buttons and switches, etc.)**

StatCan presently uses approximately 300 magnetic card readers and associated equipment in both the Ottawa and Gatineau locations. The number of these devices is expected to increase. As new readers are installed, they are also to become part of the existing maintenance agreement.

The contractor is required to:

- supply, install and program within Lenel, new card readers and related equipment;
- repair and service all card readers and related equipment;
- remove equipment and all related connections/peripherals (as required).

The Contractor will coordinate with building management for electrical requirements, including: installation, connection, conduits, additional wiring/breakers, etc., and with the Project Authority for connection to Lenel, and to ensure that all requirements are met. Additional software licensing requirements, if required, are to be discussed and coordinated by the Contractor. Additional control boards, if needed, are to be discussed with the Project Authority prior to installation/connection, and are to be supplied, installed, connected and programmed by the contractor.

**4.1.4 Building Lockdown Project**

StatCan Tunney’s Pasture is implementing an automated ‘lock-down’ protocol, where it is required that immediately upon activation of a mechanical or electronic trigger, all perimeter entrance doors will simultaneously lock to prevent entry. Typically, this involves having doors equipped with electric strikes and suitable hardware, and connected to Lenel. Presently, a number of electric strikes and suitable door hardware have been installed, with and without electrical and/or Lenel connection.

The following grid outlines what is currently in place.

	Jean Talon		Main		RH Coats	
	East	West	East	West	East	West
<b>Doors</b>	4	4	4	4	3 *	5 (4 external, 1 internal)
<b>Electric Strike installed</b>	4	4	Yes **	Yes **	1	5
<b>Electrified</b>	No	1	1 door	1 door	1 door	1 door
<b>On Lenel</b>	1 door	No	Yes	Yes	1 door	1 door
<b>Notes</b>			**Electric Strike function integrated in the hardware.		*Two (2) pedestrian and one (1) revolving door. Revolving door will require a locking solution.	

The Contractor will complete the project by providing the necessary door hardware, installing such hardware and arranging to provide electrical connection, and programming to Lenel. The Contractor will coordinate with building management for the installation of the necessary hardware, arrange for electrical connection and wiring, and with the Project Authority for Lenel connection, and to ensure that all requirements are met. The Contractor will advise on available methods to activate an immediate lockdown, offering mechanical and/or electronic solutions. Once determined, the Contractor will install a ‘lockdown’ buttons/switches, or program an immediate software solution on Lenel or other software, which will immediately and simultaneously lock the 3 building entrance doors.





In addition, the Contractor will offer a cost-effective solution to ensuring that the existing revolving door at the RH Coats East side entrance can be included in the immediate lock-down process.

Additional software licensing requirements, if required, are to be discussed and coordinated by the Contractor. Additional control boards, if needed, are to be discussed with the Project Authority prior to installation/connection.

#### **4.1.5 Security Related Supplies**

The contractor must supply the following equipment if/when requested by Statcan:

- ID cards - both pre-coded and blank – (StatCan currently uses 32 bit, Maple Leaf class cards, but will expand to other higher security cards, such as 37bit, 'lclass', etc.);
- Printer ribbons (dye sublimation) compatible with existing printers;
- Related ID card supplies, such as: chains, clips, pouches, lanyards, badge reels, holders;
- ID card printer, including software and installation;
- Digital cameras, and web cams (suitable for ID card photo capture), media (SD cards, etc.), including software and installation.

#### **4.1.6 Maintenance Schedule and Support**

StatCan's security equipment, such as turnstiles/revolving door and video cameras require inspection and servicing to ensure on-going performance. The contractor will be required to conduct a monthly inspection of turnstiles and cameras. Card readers and other security equipment to be inspected quarterly. Inspection schedule applies to both the Tunney's Pasture complex and the Gatineau location.

Maintenance will include but will not be limited to: lubrication and adjustment of moving parts, sensor lens cleaning/re-aiming, testing of safety features, etc.

Maintenance of camera equipment will also include ensuring that cameras are operational/functional, cleaning of housing, verification of wiring, refocusing, etc.

After each inspection, the Project Authority will be advised of actual or impending equipment failure, or safety issue, or any other condition that will require repair or replacement. The inspection and servicing frequency is to follow as minimum, manufacturer recommendations.

#### **4.1.7 Lenel Support**

StatCan currently uses Lenel OnGuard Security Software Suite - version 7.3.345. This is to be supported, maintained and updated as required. In addition, the Contractor will coordinate and support StatCan/SSC IT personnel when required to update, service, adjust, backup, restore or recover software and/or data and/or network.

#### **4.1.8 As-Built**

The contractor will provide within three (3) months of the contract being awarded, 'as-built' drawings of the current installation, and update these documents as additional equipment is installed, (including new turnstiles to be installed), or existing equipment removed, altered or moved. After every installation of a new security device (i.e. camera, card reader, etc...), the contractor will immediately update the as-built document and provide an updated soft and hard copy to the Project Authority within 1 week.

The 'as-built' drawings will include:



- location and type of turnstiles, card readers, piezo devices, alarm contacts, electric strikes, etc
- type and location of controller boards and availability on the board for future reader or alarm point separately for each controller
- electrical connection locations
- camera and DVR locations

#### 4.1.9 Training

The Contractor will train, or arrange for StatCan staff to be trained on Lenel, at the 'Administrator', 'User', and 'Card Design' levels. This training is to be held in the National Capital Region, and conducted by persons having Lenel certification. In addition, the Contractor will train as required, StatCan IT staff on procedures to back-up the Lenel system and database.

#### 4.2 Building Access

All requests for access are to be processed by the Project Authority only. Access may be granted without escort once required security clearance has been confirmed.

Work that is deemed to significantly affect operations and/or health/safety/security of StatCan staff and premises will be conducted after normal working hours (i.e. after 18:00). Determination will be made by the Project Authority.

The contractor will abide and respect building operator conditions regarding health and safety and building condition/operational requirements. Also, in the absence of the StatCan Security management, the contractor will abide by security guard personnel for instructions related to security/safety matters.

#### 4.3 Training /Certification - Lenel and Automatic Systems (ASA)

- Service technicians must be lenel and ASA-certified
- Specialist must be lenel and ASA-certified
- Continuous certification and training of resources to be maintained throughout the duration of the contract.

#### 4.4 Tasks/Deliverables:

The contractor is required to:

- Supply, install, maintain, support, repair, commission/decommission, remove and re-install physical security access control and surveillance (video) equipment.
- Installation of: physical security access control devices, surveillance (video) equipment, related hardware and electrical/electronic connections, and necessary software and licences, etc.
- Update, trouble-shoot, and program security software for new and existing equipment, including assisting client IT personnel with server connections, database and software (Lenel OnGuard Security Software Suite (Lenel)), ensure that backups are regularly performed and restoration is viable, that system programming remains consistent and that data holdings maintain their confidentiality, integrity and availability.
- Provide training and advice as needed to the Project Authority in regards to the Lenel software, and other physical security access control and surveillance equipment.
- Supply security equipment as requested by the Project Authority.



- Provide guidance or advice to the Project Authority on additional physical measures that can be put in place to enhance the physical security posture of Statistics Canada;
- Conduct preventative maintenance on a monthly basis, including service and repair of units as required. During the warranty period, the contractor will, conduct preventative maintenance, including service and repair as required;
- Supply, service, adjust, install and connect to the software and electrical connections, cameras, housing and other peripherals. The Contractor will advise StatCan Departmental Security as to required software licensing arrangements. The contractor will also advise the Project Authority and consult with StatCan IT staff on the capacity of the network to accommodate additional video streams, and offer solutions should an issue arise. The contractor will also be required to clean, focus and/or adjust camera lenses, and clean camera housing and glass on a scheduled basis, or as required;
- Supply, install and program within Lenel, new card readers and related equipment;
- Repair and service all card readers and related equipment;
- Remove equipment and all related connections/peripherals (as required);
- Coordinate with building management for electrical requirements, including: installation, connection, conduits, additional wiring/breakers, etc., and with the Project Authority for connection to Lenel, and to ensure that all requirements are met. The Contractor will advise of required software licensing requirements. Additional control boards, if needed, are to be discussed with the client prior to installation/connection, and are to be supplied, installed, connected and programmed by the contractor;
- Complete the Lockdown project by providing the necessary door hardware (if not provided by the client), installing such hardware and arranging to provide electrical connection, and programming to Lenel. The contractor will be responsible for coordinating with building management for the installation of the necessary hardware, arrange for electrical connection and wiring, and with the Project Authority for Lenel connection, and to ensure that all requirements are met. The Contractor will advise on available methods to activate an immediate lockdown, offering mechanical and/or electronic solutions. Once determined, the contractor will be required to install 'lockdown' buttons/switches, or program an immediate software solution on Lenel or other software, which will immediately and simultaneously lock the 3 building entrance doors;
- In addition, the Contractor will offer a cost-effective solution to ensuring that the existing revolving door at the RH Coats East side entrance can be included in the immediate lock-down process.

## 5.1 Reporting requirements

The Project Authority is responsible for all matters concerning the technical content of the work required under the contract.

- The contractor will be required to provide the Project Authority a monthly inspection and maintenance schedule.
- The contractor will provide updated As-Builts as defined under the "As-Built" section of this contract.



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- On a monthly basis, the contractor will provide the Project Authority with a maintenance report of work conducted in the previous month, future work scheduled, and work recommended to be conducted as part of the preventative maintenance program or to react to an impending equipment failure.
  - The contractor will provide Lenel software reports (i.e. access reports) as required by the client.

## **5.2 Method and source of acceptance**

All deliverables and services rendered under this contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory or to require their correction before payment will be authorized.

## **6.0 Other terms and conditions of the SOW**

### **6.1 Contractor's obligations**

In addition to the obligations outlined in the "Background" section of this SOW, the Contractor shall:

- keep all documents and proprietary information confidential
- return all materials belonging to Statistics Canada upon completion of the contract
- submit all written reports in hard copy and electronic Microsoft Office Word
- attend meetings with stakeholders if necessary
- participate in teleconferences as needed
- attend meetings at Statistics Canada if required
- maintain all documentation in a secure area.

Title to the equipment or furnishings charged against this contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment or furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment or furnishings as being the property of Canada. Notwithstanding the fact that the equipment or furnishings under this contract become vested in Canada, the equipment or furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment or furnishings.

### **6.2 Statistics Canada obligations**

Statistics Canada will ensure the following:

- Access to facilities and equipment (e.g., a workstation with a computer and associated equipment or telephone);
- Access to a staff member who will be available to coordinate activities;
- Comments on draft reports to be provided within five working days.

### **6.3 Location of work, work site and delivery point**

The work is expected to be completed at the locations listed below and the site or location (including the address) where the work will be delivered.



Statistics Canada  
100, 150, 170 Tunney's Pasture Driveway  
Ottawa, Ontario  
K1A 0T6

AND

Statistics Canada  
200 boul de la Technologie  
Gatineau, Québec  
J8Z 3H6

#### **6.4 Language of work**

All written documentation/correspondence must be provided in English. Training manuals must be provided in both official languages (English & French). The client reserves the right to request certain documentation in both official languages as required.

#### **6.5 Special Requirements**

Should additional licensing for Lenel (user, card readers, cameras, etc) be required, the Contractor must advise StatCan Departmental Security of the need to acquire additional licenses prior to new installations.



**ANNEX B  
BASIS OF PAYMENT**

<b>Table 1 – Monthly Maintenance</b>			
<b>Description</b>	<b>Firm All-Inclusive Price per month</b>	<b>Estimated Level of Effort</b>	<b>Extended Price</b>
Initial Period (Contract Award to March 31, 2019) Monthly Maintenance Services	\$	3 months	\$
Option Period 1 (April 1, 2019 to March 31, 2020) Monthly Maintenance Services	\$	12 months	\$
Option Period 2 (April 1, 2020 to March 31, 2021) Monthly Maintenance Services	\$	12 months	\$
Option Period 3 (April 1, 2021 to March 31, 2022) Monthly Maintenance Services	\$	12 months	\$
Option Period 4 (April 1, 2022 to March 31, 2023) Monthly Maintenance Services	\$	12 months	\$

<b>Table 2 – Building Lockdown Project Initial Period (Contract Award to March 31, 2019)</b>	
<b>Description</b>	<b>Firm All-Inclusive Price</b>
Complete the building lockdown project	\$

<b>Table 3 – Task Authorization* Initial Period (Contract Award to March 31, 2019)</b>	
<b>Description</b>	<b>Firm All-Inclusive Hourly Rate Price</b>
Hourly Rate for services	\$

\*Material and Replacement Parts (except free issue) and supplies must be charged at the Contractors laid down cost, plus a markup of \_\_\_\_ % not to exceed the Manufacturer’s suggested retail price. Cost must be supported by the Contractor’s paid invoices submitted with invoices.

<b>Table 4 – Task Authorization* Option Period 1 (April 1, 2019 to March 31, 2021)</b>	
<b>Description</b>	<b>Firm All-Inclusive Hourly Rate Price</b>
Hourly Rate for services	\$

\*Material and Replacement Parts (except free issue) and supplies must be charged at the Contractors laid down cost, plus a markup of \_\_\_\_ % not to exceed the Manufacturer’s suggested retail price. Cost must be supported by the Contractor’s paid invoices submitted with invoices.

<b>Table 5 – Task Authorization* Option Period 2 (April 1, 2020 to March 31, 2021)</b>	
<b>Description</b>	<b>Firm All-Inclusive Hourly Rate Price</b>
Hourly Rate for services	\$

\*Material and Replacement Parts (except free issue) and supplies must be charged at the Contractors laid down cost, plus a markup of \_\_\_\_ % not to exceed the Manufacturer’s suggested retail price. Cost must be supported by the Contractor’s paid invoices submitted with invoices.



<b>Table 6 – Task Authorization*</b> <b>Option Period 3 (April 1, 2021 to March 31, 2022)</b>	
<b>Description</b>	<b>Firm All-Inclusive Hourly Rate Price</b>
Hourly Rate for services	\$

\*Material and Replacement Parts (except free issue) and supplies must be charged at the Contractors laid down cost, plus a markup of \_\_\_\_ % not to exceed the Manufacturer's suggested retail price. Cost must be supported by the Contractor's paid invoices submitted with invoices.

<b>Table 7 – Task Authorization*</b> <b>Option Period 4 (April 1, 2022 to March 31, 2023)</b>	
<b>Description</b>	<b>Firm All-Inclusive Hourly Rate Price</b>
Hourly Rate for services	\$

\*Material and Replacement Parts (except free issue) and supplies must be charged at the Contractors laid down cost, plus a markup of \_\_\_\_ % not to exceed the Manufacturer's suggested retail price. Cost must be supported by the Contractor's paid invoices submitted with invoices.



## ANNEX C SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; transform: rotate(-2deg); display: inline-block;"> <b>RECEIVED</b> FEB 16 2019         </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Contract Number / Numéro du contrat</td> <td style="padding: 2px;">J005163</td> </tr> <tr> <td style="padding: 2px;">Security Classification / Classification de sécurité</td> <td style="padding: 2px;">UNCLASSIFIED</td> </tr> </table>	Contract Number / Numéro du contrat	J005163	Security Classification / Classification de sécurité	UNCLASSIFIED
Contract Number / Numéro du contrat	J005163					
Security Classification / Classification de sécurité	UNCLASSIFIED					

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction CSSD - Security	Statistics Canada
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Maintenance agreement for the turnstiles, card readers, software and updates, cameras, etc.		
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 / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / 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 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED







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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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Security Classification / Classification de sécurité UNCLASSIFIED
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**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 RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	Priority / Priorité			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support / TI / Liens électroniques																

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

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

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

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



**ANNEX D  
TASK AUTHORIZATION FORM**

TASK AUTHORIZATION (TA) FORM			
Contractor:		Contract Number:	
Commitment #:		Financial Coding:	
Task Number:		Issue Date:	
Amendment Number:		Response Required by:	
<b>1. Statement of Work (Work Activities, Tasks and Deliverables)</b>			
Description of Services Required:			
<b>2. Period of Services:</b>		<b>From (Date):</b>	<b>To (Date):</b>
<b>3. Work Location &amp; Address:</b>			
<b>4. Contractor's Response for Services:</b>			
Service to be provided	All-Inclusive hourly rate	Level of Effort	Total Cost
	\$		\$
Applicable Taxes			\$
Total Estimated Cost			\$
<b>5. Contractor's Response for Parts:</b>			
Material and Replacement Parts	Laid Down Price	Mark-Up %	
	\$	%	\$
Applicable Taxes			\$
Total Estimated Cost			\$
<b>Contractor's Signature</b>			
Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Contractor</b> (type or print)		Signature	
Name: Title:		Date	
<b>10. Approval – Contracting Authority</b>			
Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Statistics Canada</b> (type or print)		Signature	
Name: Title:		Date	
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 services listed herein and in any attached sheets at the price set out thereof.			



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## ANNEX E to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).



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## ANNEX F to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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