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Bid Receiving/Réception des soumissions
RCMP-GRC
Bid Receiving/Réception des soumissions
Attention: Sylive Niwe Mutuyeyezu
Mail Stop/Arrêt postale: 15
73 chemin Leikin Drive
Ottawa, ON, K1A 0R2

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**REQUEST FOR
STANDING OFFER**

National Individual Standing Offer (NISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes maître régionale
(OCMR)

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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Performance of Pre-employment Polygraph (PEP) Examinations		Date October 16 2018
Solicitation No. – N° de l'invitation 201804640		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 PM	EST Eastern Standard Time
On / le :	November 26 2018	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Tabitha Legault Procurement Officer		
Telephone No. – No. de téléphone 613-843-6466	Facsimile No. – No. de télécopieur 613-825-0082	

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

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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 Offeror(s) 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, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offeror(s); 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

The Royal Canadian Mounted Police (RCMP) is seeking to establish Standing Offer Agreements to perform polygraph examination services on an 'as and when requested' basis in accordance with established protocol and procedures as per the Statement of Work attached at Annex "A".

The RCMP's intent is to issue multiple Standing Offer Agreements by location in accordance with Column D as listed in Annex A-1.

The term of the resulting Standing Offer Agreements will be one (1) year from Standing Offer Agreement issue date with an irrevocable option to extend for up to three (3) additional one (1) year periods.

Offeror(s) may submit more than one (1) offer; however must only submit one (1) resource per offer per location. Multiple offers must be submitted in separate offer packages.

The requirement is subject to the provisions of the, Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Comprehensive Economic Trade Agreement (CETA), European Union (EU), Canada-Peru Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, North American Free Trade Agreement

(NAFTA), Canada-Panama Free Trade Agreement, Canada-Ukraine Free Trade Agreement and World Trade Organization – Agreement on Government Procurement (WTO-AGP).

The Request for Standing Offers (RFSO) is to establish National Individual Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

1.4 Debriefings

Offeror(s) may request a debriefing on the results of the request for standing offers process. Offeror(s) 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.

1.5 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. You can also obtain more information on the OPO services available to you at their website at 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) (<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.

Offeror(s) 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 (2018-05-22) 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: 180 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 facsimile or any electronic means to the RCMP will **not** be accepted.

RCMP Bid Receiving Unit is solely for delivery of bids. No other communications are to be sent to this location.

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol

2.3. Enquiries - Request for Standing Offers

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

Offeror s should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offeror s 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 Offeror s do so, so that the proprietary nature of the question(s) is

eliminated, and the enquiry can be answered to all Offeror(s). Enquiries not submitted in a form that can be distributed to all Offeror(s) 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 Ontario.

Offeror(s) 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 Offeror(s).

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

PART 3 OFFER PREPERATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that Offeror(s) provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 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 Offeror(s) 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 RFSO.

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, Offeror(s) should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber 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, Offeror(s) should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offeror(s) must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offeror(s) 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

Interpretation of Personnel Requirement by the Evaluation Team

1. The statements and requirements in this article apply to the Mandatory and Point-Rated personnel information.
2. To demonstrate the experience of personnel (i.e. resources), the Offeror must provide complete project details as to where, when (month and year) and how (through which activities and/or responsibilities) the stated qualifications and/or experience were obtained. The Offeror is advised that only listing position or assignment titles without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation.
3. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months and/or years are stated to indicate when the work experience was obtained, then the experience will not be considered.
4. The Offeror is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2015 to December 2015; Project 2 timeframe is October 2015 to January 2016; the total months of experience for these two project references is seven (7) months.
5. The Offeror is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2016", then only one month will be allowed for 2016, provided that the experience is applicable;
 - (b). "2016-2017", then only one month will be allowed for 2016, and one month for 2017, for a total of two months, provided that the experience is applicable;
 - (c). "2015-2017", then only one month will be allowed for 2015, and one month for 2017, and 12 for 2016, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
6. Phrases such as "within the past sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFSO". In the event that the RFSO closing date is changed after the initial publication of the RFSO, the Offeror may choose to interpret the phrase as being

measured from either the initial closing date or the final closing date, unless otherwise directed in an RFSO amendment.

7. Phrases such as “experience working as a Manager” (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFSO.
8. Phrases such as “experience dealing with matters related to the Statement of Work” mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.

Instructions to Offeror for responding to mandatory criteria:

- a. From the dates in month/year; Offeror is encouraged to calculate the number of months and insert the total number of months in brackets. (For example: January 2016 to March 2016 (3 months))
- b. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the technical evaluation.

The following are the Mandatory requirements that must be met by each Bidder/Proposed Resource.

MANDATORY TECHNICAL CRITERIA:

Criterion	Description	Met/Not Met	Substantiation
M1	The Offeror’s proposed resource must possess a valid Canadian Association of Police Polygraphists’ (CAPP) membership. Must provide a copy of membership after bid closing.		
M2	The Offeror’s proposed resource must possess a certification obtained upon the successful completion of a polygraph training program and indicated the effective date provided by either the Canadian Police College Polygraph School or an Accredited Polygraph Association. Must provide a copy of certificate after bid closing.		
M3	The Offeror’s proposed resource must have demonstrated experience conducting a minimum of fifty (50) polygraph examinations as a certified polygraph examiner.		
M4	The Offeror’s proposed resource must have demonstrated experience conducting a minimum of (10) Pre-Employment Polygraph (PEP) Screening Tests within the past five (5) years.		
M5	The Offeror’s proposed resource must have		

Criterion	Description	Met/Not Met	Substantiation
	demonstrated experience conducting polygraph examinations as a certified polygraph examiner for a minimum of two (2) years.		

4.1.1.2 Point Rated Technical Criteria

Each Technical Offer that meets all Mandatory Requirement specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria.

In addressing the point rated evaluation criteria, the proposed resource should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource. All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.

The proposed resource must obtain a minimum score of 60% to be considered compliant. Offers resulting in the resource not meeting the minimum score will be considered non-responsive.

POINT RATED TECHNICAL CRITERIA:

Item	Description	Maximum Score	Score	Substantiation
R1	<p>The Offeror’s proposed resource has demonstrated experience conducting polygraph examinations as a certified polygraph examiner above and beyond the mandatory criteria M3</p> <ul style="list-style-type: none"> • 51 to 99 exams = 10 points • 100 to 149 exams = 15 points • 150 to 200 exams = 25 points <p>To be noted, a maximum of 200 exams will be scored as part of R1.</p>	25		
R2	<p>The Offeror’s proposed resource has demonstrated experience conducting PEP examinations above and beyond the mandatory criteria M4.</p> <ul style="list-style-type: none"> • 11 to 49 PEP exams = 10 points • 50 to 99 PEP exams = 15 points • 100 to 150 PEP exams = 25 points 	25		

	To be noted, a maximum of 150 exams will be scored as part of R2.			
	Maximum Points Available	50		
	Minimum Pass Score (60%)	30		

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 To be declared responsive a bid must:

- a. An offer must comply with the requirements of the Request for Standing Offer
 - b. Meet all mandatory technical evaluations criteria to be declared responsive. It is Canada's intention to issue multiple standing offers as outlined in Annex A-1, Column "D".
 - c. Obtain the required minimum of 60% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
2. Offers not meeting (a) or (b) or (c) will be declared non responsive. The responsive offer(s) will be ranked by highest responsive combined rating of technical merit and price 80% for technical and 20% for price.
 3. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%
 4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %.
 5. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 6. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 4.2.2 In the event of a tie on points, the Offeror with the lowest price will be recommended for issuance of a standing offer, provided that the total evaluated price.
- 4.2.3 In the event of a tie on points and on lowest price, additional points will be given based on the following;

POINT RATED CRITERIA IN A TIE:

Item	Description	Maximum Score	Score	Substantiation
RT1	<p>The Offeror's proposed resource has demonstrated experience above and beyond the 200 examinations demonstrated under R1 in conducting polygraph examinations.</p> <ul style="list-style-type: none"> • Each additional polygraph examination (over 200) = 1 points (up to a maximum of 1000 additional polygraph examinations) <p>In order to receive points, these polygraph exam</p> <p>*Polygraph examinations must have been administered within the past ten (10) years</p>	1000		
RT2	<p>The proposed resource has demonstrated experience greater than R2 conducting PEP examinations</p> <ul style="list-style-type: none"> • Each additional 50 PEP exams = 10 points (up to a maximum of 1000 additional PEP exams) <p>PEP examinations must have been administered within the past five (5) years</p>	200		
Maximum Points Available		1200		

In the event of a tie, the Offeror who scores the highest out of the maximum points of 1200 will be issued the Standing Offer Agreement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offeror 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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Offerors must provide with their offer, **if applicable**, the 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 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.

5.2.1 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 Offeror 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 – 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](#)" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

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

5.2.3.1 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. Failure to comply with the request may result in the offer being declared non-responsive.

5.3 Former Public Servant Certification

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, Offeror(s) must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror(s) 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror 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, Offeror s agree that the successful Offeror '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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

experience. The Offeror must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the 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 Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.3.1 Education and Experience

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

PART 6 - SECURITY, FINANCIAL 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. Offeror s 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, Offeror s 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

The Offerors to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

The Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract, EACH hold a valid RELIABILITY STATUS clearance, granted or approved by the Personnel Security Unit of the Royal Canadian Mounted Police.

Offeror personnel will be escorted in specific areas of the facility or site as and where required by Royal Canadian Mounted Police (RCMP) personnel or those authorized by RCMP to do so on its behalf.

The Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex "C", and forming part of this contract.

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

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

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 upon request this data in accordance with the template in Annex "D". If some data is not available, the reason must be indicated in the report. If no goods or services are 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:

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.

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 date of issuance to one year later.

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 up to an additional three (3) one-year periods, under the same conditions and at the rates or prices 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 ten (10) 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 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in columns A through C in Annex "A-1" of the Standing Offer. Delivery points will be specified in the locations outlined in the responsive offer at time of issuance.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Tabitha Legault
Title: Contracting Officer
Organization: Royal Canadian Mounted Police
Address: 73 Leikin Drive, Bldg. M1, 4th Floor, Mailstop #15, Ottawa, ON K1A 0R2

Telephone: 613-843-6466
Facsimile: 613-825-0082
E-mail address: Tabitha.legault@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 (or delegate)

(To be provided upon issuance of call-up against the Standing Offer)

The Project Authority for the Standing Offer is:

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

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

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

7.5.3 Offeror’s Representative

The Offeror’s Representative for the Contract is: *(To be provided upon award of Standing Offer)*

Name: _____
Title: _____
Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Offeror's Representative is the resource at the Offeror's management level who can be contacted concerning technical and/or administrative issues under the Standing Offer.

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 Offeror 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 the Project Authority and the Contracting Authority as outlined in 7.10.

7.8 Call-up Procedures

7.8.1 Multiple SO's: The Offeror acknowledges that multiple SOs may be issued for this requirement as per Annex A-1. Call-ups will be allocated among the Offeror(s) in accordance with the call-up processes described below.

7.8.2 The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this SO outlined below.

7.8.3 Any call-up for Work against this Standing Offer will be processed as follows:

- a) The Project Authority will provide the Offeror with the following information:
 - i. the name and coordinates of each participant, if applicable
 - ii. the schedule deemed acceptable by the identified User, if applicable.
- b) The Firm price per examination will be established in accordance with the Basis of Payment, attached hereto as Annex "B"
- c) The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a 942 form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.
- d) A copy of all call-ups must be sent to the Standing Offer authority by the Project Authority within 5 business days of issuance.

7.8.4 A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided that such call-up is made in accordance with the provisions of this Standing Offer.

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 \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included) and may be issued by the Project Authority.

Individual Call-ups against this Standing Offer exceeding \$10,000.00 (applicable taxes included) must be authorized by the Standing Offer Authority or delegate.

Individual Call-ups must not exceed the maximum amount of \$100,000.00 (applicable taxes included).

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 2035 (2018-06-21), General Conditions - Higher Complexity – Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List
- h) Annex D, Standing Offer Reporting Requirements
- i) Annex E, Non-Disclosure Agreement
- j) the Offeror 's offer dated (tbd)

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.

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.

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.

7.14 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 Ontario.

7.15 Non-Disclosure Agreement

The Offeror must obtain from its employee or subcontractor the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Standing Offer *Authority before they are given access to information by or on behalf of Canada in connection with the Work.*

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

2035 (208-06-21), General Conditions - Professional Services (Higher 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.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a "Firm All-Inclusive Rate Per Test" as specified in Annex 'B' – Basis of Payment. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.5.2 Limitation of Price

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

7.5.3 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

7.5.4 Travel

a) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel outside of a radius of 50 kilometers of the work location as identified in Annex A-1 Column "B", shall be reimbursed with prior authorization from the Project Authority.

All payments are subject to government audit.

- b) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of any resulting Standing Offer and (or) Call-up.
- c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any travel expenses for travel between the Contractor's and/or its proposed resource's place of business.
- d) Canada will not accept any expenses for time spent travelling.
- e) Only original receipts will be accepted from contractors; photocopies of hotel bills, air tickets, etc. are not claimable.

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract (if applicable);
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses

7.6.2 Invoices must be distributed as follows:

- (a) The original must be forwarded to the Project Authority for certification and payment and one (1) copy must be forwarded to the Standing Offer Authority.

7.7 Insurance

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

7.8 Cancellation

A cancellation fee of two hundred fifty dollars (\$250.00) will apply for each examination canceled by the RCMP on day scheduled, or if justification exists that the applicant is deemed 'unsuitable' for testing during interview.

ANNEX A**STATEMENT OF WORK**

Performance of Pre-employment Polygraph (PEP) Examinations

1.0 BACKGROUND

RCMP Technical Operations Directorate provides direct operational support, management, advice and policy in technical and specialized areas of policing for the purpose of enabling front-line police officers and their respective partners to maintain the peace, order and safety of Canadian citizens against criminal and terrorist activity.

The management and administration of the PEP activity is the responsibility of the Truth Verification Section of the RCMP's Technical Operations Directorate. The delivery of the service is managed and administered by Division Recruiting Units, located throughout the country, on behalf of the Human Resource Program of the RCMP.

On November 1st, 2005, the RCMP formally introduced PEP examinations as part of its multi-stage Regular Member selection process and contracted for the services of a variety of professional polygraph examiners throughout the country. These contracted examiners are responsible for performing polygraph examinations of all Regular Member applicants seeking employment as police officers with the RCMP.

2.0 OBJECTIVE

To obtain the services of eligible polygraph examiners capable of meeting the standards and the requirements of the RCMP on an "as and when requested" basis, at the locations listed in Annex A-1 The Offeror, upon receiving direction from the RCMP Project Authority and/or the divisional designate, will provide polygraph examination services to Regular Member applicants in accordance with the RCMP protocol and procedures.

3.0 OUTPUT/DELIVERABLES

In providing the polygraph examination services, the Offeror must:

- 1) Attend the specified Work Location in accordance with the direction received from the RCMP Project Authority and/or the divisional designate and review the applicants file within 4-6 weeks;
- 2) Determine the suitability of the applicant to undergo a polygraph test;
- 3) Perform a pre-test interview with the applicant. These interviews will include a specific range of pre-established and approved questions;
- 4) Administer the polygraph examination;
- 5) Evaluate the results of the examination and perform a post-test interview if the results are considered uncertain and require clarification;
- 6) Prepare a report on the results of the pre-test and post-test results immediately and thereafter submit to the RCMP Project Authority and/or the divisional designate; and,

- 7) Follow and consistently meet existing RCMP Standard Operating Guidelines for Pre-Employment Polygraph testing - copy to be provided by RCMP Project Authority upon award of contract. Regular Quality Assurance Reviews will be conducted to verify.

3.1 LANGUAGES

See Annex A-1

3.2 LOCATIONS OF WORK

See Annex A-1

3.3 REQUIREMENTS

As directed by the RCMP Project Authority and/or the divisional designate, the Offeror must satisfy the following requirements:

- 1) Maintain a valid Canadian Association of Police Polygraphists' (CAPP) membership in good standing;
- 2) Maintain the appropriate certification obtained upon the successful completion of a polygraph training program provided by either the Canadian Police College Polygraph School or any equivalent training program;
- 3) Conduct the Pre-Employment polygraph test using the Directed Lie Screening Test format. Must consistently meet the Standard Operating guideline threshold for Pre-Employment Polygraph Testing as determined through regular Quality Assurance Reviews conducted by the Project authority or his/her designate.

3.4 SERVICE LEVELS:

Quality Assurance (QA) reviews of 25% of the PEP tests will be conducted by an independent reviewer. The PEP tests sent for review will be selected by the OIC Truth Verification or his/her delegate. The purpose of the QA is to ensure that Offerors are following the PEP test procedures as set out in the TVS Standard Operating Guidelines (SOGs) and RCMP PEP manual.

The QA reviews will be evaluated against criteria contained within the TVS Standard Operating Guidelines (SOGs). The QA reviewer will prepare a detailed report outlining any issues (positive and negative) identified during the review. The QA review will consist of a review of all aspects of the PEP test and will be based on the following:

- 1) Review of the recorded video of the entire PEP test which includes the interaction and conversation between the examiner and the applicant.
- 2) Review of the written report prepared by the examiner.

- 3) Review of the polygraph charts of the PEP test.
- 4) Review of the various forms completed by the examiner.
- 5) Review of the time spent by the examiner conducting the PEP test.
- 6) Review of the questioning techniques used by the examiner during the PEP test.

The Offeror will be provided a copy of the report produced by the QA reviewer for each of the Offeror's tests reviewed as well as the reviewer's contact information should the Offeror have any questions. The purpose of the QA is to identify and correct any issues with the Offeror's performance.

Should the Offeror receive a total of three (3) Does Not Meet the Standard, the RCMP Project Authority reserves the right to no longer issue future call-ups to that Offeror.

<u>PEP Quality Assurance Review Template</u>		
Issue	Description	<u>Meets Standard</u>
A	Introduction: Examiners must follow the structured RCMP PEP pre-test.	YES/NO
B	Consent Forms: Examiners must present/explain all PEP consent forms during the appropriate stages of the pre-test.	YES/NO
C	Background, medical forms, Q+A general questions	YES/NO
D	Explanation of Instrument.	YES/NO
E	Disclosure: presents colored question sheets, presents RMAQ disclosure sheet, Probes/ clarifies new or unclear information.	YES/NO
F	Question Review/Test Procedure: Thoroughly review all relevant questions as outlined in the RCMP PEP manual. Present directed lie control questions as outlined in the RCMP PEP manual. Follow review order as outlined in the RCMP PEP manual. Relevant question formulation/wording for Subtest A, B, and C must follow the guidelines as set out in the RCMP PEP manual.	YES/NO
G	Acquaintance Test (ACQT): Conduct the directed lie acquaintance test using numbers on paper as outlined in the RCMP manual.	YES/NO
H	In-Test Procedure: Includes total time spent conducting the PEP.	YES/NO
I	Scoring: Utilize the ESS scoring system as outlined in the RCMP manual. 2017-02-06	YES/NO
J	Post Test Interview: Post-test interviews should be non-accusatory/non-confrontational. Post-test interviews should serve as a means of flushing out deliberately concealed information.	YES/NO
K	Polygraph Report: Examiners must complete an accurate, detailed polygraph report written in narrative format.	YES/NO

3.5 TIME LIMIT

Once assigned by the RCMP Project Authority, the Offeror will conduct each PEP test within a 4-6 week time frame as identified by the RCMP Project Authority and/or his/her divisional designate.



ANNEX A-1
WORK LOCATIONS, NUMBER OF STANDING OFFERS, AND LANGUAGE(S) OF WORK

The PEP examinations shall be performed at the following RCMP headquarter or sub-division facilities located in each of the respective areas:

Province (A)	Work Location* (B)	City (C)	Number of Standing offers to be Issued (D)	Language Requirement (E)
Nova Scotia	80 Garland Avenue	Halifax	Two (2)	English
	283 Pictou Road	Bible Hill	Two (2)	English
New Brunswick	1445 Regent Street	Fredericton	Two (2)	Bilingual
	21 Ocean Limited Way, Suite 200	Moncton	Two (2)	Bilingual
	900 Vanier Blvd	Bathurst	One (1)	Bilingual
Quebec	925 9 th Airport Street	Quebec City	Two (2)	Bilingual
	4225 Dorchester Blvd	Montreal	Four (4)	Bilingual
Ontario	255 Atwell Drive	Toronto (Etobicoke)	Three (3)	English
	17 Executive Place	Kitchener	Two (2)	English
	777 Highway 8	Stoney Creek	One (1)	English
	73 Leikin Drive	Ottawa	Six (6)	Four (4) Bilingual Two (2) English
	130 Dufferin Avenue, 5 th Floor	London	One (1)	English
	345 Harry Walker Parkway South	Newmarket	Four (4)	English
	6080 Riverside Drive, East	Windsor	One (1)	English
Manitoba	1091 Portage Avenue	Winnipeg	One (1)	English
Alberta	11140 109 Street NW	Edmonton	Four (4)	English
	7575 8 th Street NE	Calgary	Four (4)	English
British Columbia	2881 Nanaimo Street	Victoria	Two (2)	One (1) Bilingual One (1) English
	1626 Richter Street, Unit 120	Kelowna	Three (3)	English
	455 Victoria Street	Prince George	One (1)	English
	1280 Trans Canada Hwy	Kamloops	One (1)	English
	14200 Green Timbers Way	Surrey	Six (6)	English



*** WORK LOCATION**

As per the above table, the RCMP Project Authority has identified Work Locations within the respective province. The purpose of this designation is to ensure that the Offerors and the RCMP understand that the Offerors will be expected to incur any and all meal and travel expenses associated with performing the PEP examinations at this particular Location and the surrounding radius as outlined under 7.5.4 or Part B (*i.e., the Designated Work Location for a Offeror residing and/or conducting business at or near Ottawa, would in fact be 73 Leikin Drive, Ottawa and as a result the Offeror would be expected to incur all meal and travel expenses associated with performing work at this location and the radius as per the NJC Travel Directive. Any and all expenses incurred by the Offeror in responding to directed travel to other specified Work Locations outside of the radius would be subject to compensation.*)



**ANNEX B
BASIS OF PAYMENT**

Name of Firm: _____

Address: _____

Contact Person: _____

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

Email: _____

The financial proposal shall be a Firm Per Examination Rate determined in accordance with the Basis of Payment detailed below.

Note: Offerors may submit more than one (1) offer; however must only submit one (1) resource per offer per location.

Period of Contract	Proposed Resource	Location	Per Examination Rate (B)	Total Price (C) = (A) X (B)
Year 1: Standing offer issuance to one year later.			\$	\$
Option Year 1: (Period to be entered at standing offer issuance).			\$	\$
Option Year 2: (Period to be entered at standing offer issuance).			\$	\$
Option Year 3: (Period to be entered at standing offer issuance).			\$	\$
Total Estimated cost for Evaluation Purposes:				\$
Taxes				\$
Total Estimated Cost with Taxes				\$



The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The above table must be fully completed in order to be considered complaint.



ANNEX C

SECURITY REQUIREMENTS CHECKLIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 2017 111 32 302

Security Classification / Classification de sécurité: 2018 04640

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

Contracting Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Royal Canadian Mounted Police

Branch or Directorate / Direction générale ou Direction: Tech Ops CPC/VEC, BSR Truth Verification Section

4. Brief Description of Work / Brève description du travail: To conduct Pre-Employment Polygraph (PEP) testing on contract for the RCMP in Victoria, Surrey, Kelowna, Kamloops, Prince George (British Columbia), Calgary, Edmonton (Alberta), Regina, Saskatoon (Saskatchewan), Winnipeg (Manitoba), Ottawa, Toronto, Newmarket, Mississauga, Kitchener, London, Windsor (Ontario), Montreal, Quebec City (Quebec), Kelowna, Nanaimo, Fredericton (New Brunswick), St. John's (Atlantic Provinces), St. John's, Halifax (Nova Scotia) on an as and when required basis only.

5. a) Will the supplier require access to Controlled Goods? No Yes

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? No Yes

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? No Yes

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No 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"/>
No release restrictions / Aucune restriction relative à la diffusion <input checked="" 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"/>
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 <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	CDSM/C TOP SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

2018-04640

TRISCT 350-103(2004/12)

Security Classification / Classification de sécurité

AMENDMENT
MODIFICATION



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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?
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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

PART B / PERSONNEL / FOURNISSEUR / PARTIE B / PERSONNEL / FOURNISSEUR

10. a) Personnel 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

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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PARTIE COMPLETÉE / PARTIE COMPLÉTÉE

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				CONSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	CONSEC TOP SECRET / CONSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / renseignements / biens / Production																
IT Assets / Support IT / L'Actif / L'Appui informatique																

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

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

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

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



Government of Canada / Gouvernement du Canada

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PART D'AUTORISATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) S/Sgt. Nom CHARETTE		Title - Titre AVIC Truth Verification Section	
Signature 		Date 2018-02-14	
Telephone No. - N° de téléphone 613-963-5399	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel norm.charette@rcmp-grc.gc.ca	Date 2018-02-14
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Glenn Burke		Title - Titre National Security & Contracting Coordinator	
Signature 		Date Mar. 5, 2017	
Telephone No. - N° de téléphone 613-843-5938	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel glenn.burke@rcmp-grc.gc.ca	Date Mar. 5, 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Out
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Tabitha Lesault		Title - Titre Procurement Officer	
Signature 		Date Feb 21 2018	
Telephone No. - N° de téléphone 613-843-4040	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tabitha.lesault@rcmp-grc.gc.ca	Date Feb 21 2018
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature		Date	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

2018-06-26

TBS/SCT 350-103(2004/12)

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ANNEX D

STANDING OFFER REPORTING REQUIREMENTS

In accordance with Article 7.3.2 of the Standing Offer, the Offeror must report on a quarterly basis by electronic means the following information:

The Offeror must complete all of the data fields identified below, as applicable.			
Standing Offer Number:			
Reporting Period: _____ to: _____			
Call-up number	Date of Call-up and amendment(s) (if applicable)	Value of Call-up GST/HST excluded/Value of amendment GST/HST excluded (if applicable)	GST/HST



ANNEX E

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of The RCMP, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of the Royal Canadian Mounted Police, _____ and Consultants, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Offeror as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer.

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

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

I agree that the obligation of this agreement will survive the completion of the Standing Offer
No: _____

Signature

Date