



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> PORTABLE INTERVIEW KITS	
<b>Solicitation No. - N° de l'invitation</b> 39903-190753/B	<b>Date</b> 2019-01-29
<b>Client Reference No. - N° de référence du client</b> 39903-190753	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-461-76321	
<b>File No. - N° de dossier</b> hn461.39903-190753	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-02-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hallman, Patti	<b>Buyer Id - Id de l'acheteur</b> hn461
<b>Telephone No. - N° de téléphone</b> (819) 661-7729 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CANADIAN FOOD INSPECTION AGENCY  various destinations - see Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**This bid solicitation cancels and supersedes previous bid solicitation number 39903-190753/A dated 2018/12/18 with a closing of 2019/01/08 at 02:00pm.**

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Requirement**

The contractor must provide the goods in accordance with the technical requirements and in the quantities as stated herein.

#### **2.1 Delivery Requirement**

Delivery must be completed by March 29, 2019. Failure to meet the delivery date for any reason, will result in the contract being terminated.

Contract is to be awarded no later than February 18, 2019

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

### **4. Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **5. Epost Connect Service**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

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

Delete: sixty (60) days  
Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16
B1000T	Condition of Material	2014-06-26

### 2. Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer.

PWGSC Bids Receiving Unit  
11 Laurier Street  
Place du Portage, Phase 3, Core 0B2  
Gatineau, Québec, K1A 0S5  
Tel.: 819-420-7201

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Fax: 819-997-9776

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. 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.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)  
Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)  
Section III: Certifications (1 hard copy and 1 soft copy on USB key)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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** (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

## **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **1.1 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

## **Section III: Certifications**

### **1.2 Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **1.3 Additional Information**

#### **1.3.1 Contractor Representatives**

Name and telephone number of the person responsible for:

#### **General enquiries**

Name:

Telephone:

Facsimile:

E-mail:

#### **Delivery follow-up**

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Name:

Telephone:

Facsimile:

E-mail:



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

### **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.

### **Evaluation Criteria**

All bids must be completed in full and include documentation that demonstrates the mandatory technical criteria in order to enable full and complete evaluation.

#### **1.1.1 Mandatory Technical Criteria**

The following Mandatory requirements must be submitted with the bid for evaluation

- a) Commitment that the Delivery date will be on or before March 29, 2019; and
- b) Technical compliance to each specification in Annex B – Mandatory Technical Criteria.

### **1.2 Financial Evaluation**

#### **1.2.1 Pricing Basis**

The bidder must quote firm unit prices in Canadian dollars, DDP Delivered Duty Paid (destination), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes must be included.

### **2. Basis of Selection**

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

## **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. 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 Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the Forms for the Integrity Regime 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 provided 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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### 5.2.2 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

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### 5.2.3 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](#) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare 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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Requirement

The Contractor must provide the goods in accordance with the technical requirements and in the quantities as stated herein.

#### 2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2018-06-21
B7500C	Excess Goods	2006-06-16

### 3. 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>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

All the deliverables must be received on or before March 29, 2019.

### 5. Authorities

#### 5.1 Contracting Authority

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The Contracting Authority for the Contract is:

**Patti Hallman**

Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
L'Esplanade Laurier (LEL)  
140 O'Connor street, East Tower, 4<sup>th</sup> floor  
Ottawa, ON, K1A 0S5

Telephone: (819) 661-7729  
E-mail address: Patti.Hallman@pwgsc-tpsgc.gc.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.

**5.2 Contractor's Representative**

Name and telephone number of the person responsible for:

**General Enquiries**

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

**Delivery Follow-up**

Name: will be inserted at contract  
Telephone: will be inserted at contract  
Facsimile: will be inserted at contract  
E-mail: will be inserted at contract

**6. Payment**

**6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in the contract. Customs duties are included and Applicable Taxes are extra.

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

## 6.2 Limitation of Price

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

## 6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

## 6.4 SACC Manual Clauses

SACC Reference	Section	Date
G1005C	<a href="#">Insurance - No Specific Requirement</a>	2016-01-28

## 7. Invoicing Instructions

- (a) The original and one (1) copy must be forwarded to the consignee for certification and payment.
- (b) One (1) copy must be forwarded to the following address

*Will be inserted at contract*

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract. Department of Public Works and Government Services

"HN" Division  
L'Esplanade Laurier (LEL)  
140 O'Connor street, East Tower, 4<sup>th</sup> floor, Office 4135  
Ottawa, ON, K1A 0S5

Telephone: (613) 661-7729  
E-mail address: Patti.Hallman@pwgsc-tpsgc.gc.ca

## 8. Certifications

### 8.1 Compliance

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

## 9. Applicable Laws

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

## 10. 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) 2010A (2018-06-21) General Conditions – Goods (Medium Complexity);
- (c) Annex A – Statement of Work
- (d) the Contractor's bid dated \_\_\_\_\_

## 11. SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D9002C	Incomplete Assemblies	2007-11-30

### 11.1 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destinations specified in the Contract and delivered:

Delivered Duty Paid (DDP) (A, B, C and D) Incoterms 2000 for shipments from a commercial contractor.

a.4 units to Western Area: 1115, 57e avenue Nord-Est, Calgary, Alberta T2E 9B2

b.2 units to Ontario Area: 174 Stone Road West, Guelph, Ontario N1G 4S9.

c. 2 units to Quebec Area: 2001 Robert-Bourassa Boulevard, Room 671-Q, Montreal Quebec H3A 3N2.

c.1 unit to Atlantic Area: 1081 Main St., Moncton, New Brunswick E1C 8R2



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## **ANNEX A**

### **Statement of Work**

### **Portable Interview kits**

#### **1. Background**

The Canadian Food Inspection Agency's (CFIA) Enforcement and Investigation Services (EIS) unit are responsible for criminal investigations and take both cautioned and un-cautioned statements of witnesses and accused persons. Investigators are designated as Commissioners of Oaths and are acceptable by courts.

In 2016/2017, EIS, located in Ontario procured one interview kit used as a transportable tool designed specifically for recording and managing investigative interviews at any location such as an office, establishment, a CFIA facility, and any other locations investigators are required to travel in Canada. This unit allows for immediate transmission of audio recordings for transcription, electronic notetaking, and for immediate electronic disclosure of both the electronic notes as well as the video.

Sharing the one unit across Canada is not a viable option due to potential loss of original recordings, damage, and compromised availability to other areas.

#### **2. Objective**

To procure nine (9) interview kits for CFIA EIS offices located in the Western, Ontario, Quebec, and Atlantic areas.

#### **3. Scope**

There are certain essential functions these portable interview kits require. These include:

##### **A. User Interface**

- Intuitive windows and mouse-based interface
- Password protected individual-user login
- Permissions configurable based on various account levels i.e. administrator and regular user functions

##### **B. Session Recording**

- Recording is initiated with one button
- File titling feature to prompt user to enter session-specific data such as the subject, case number/incident, interviewer etc.
- Flags or annotations can be added to highlight specific areas in a session
- View previously recorded interviews

##### **C. Session Management**

- Manually delete sessions, or schedule their automatic future deletion
- Select a session for playback from a list, or choose one based on a search

- 
- All important user actions such as interviewer, subject, time, case number, or annotations containing a desired text string etc. are recorded in an event log and searchable

#### D. User Annotations

- Add searchable text annotations to any frame

#### E. Audio

- Audio sampling at 16 kHz (minimum requirement), 16 bits per sample
- Be available in mono

#### F. Searching

- Ability to search one session at a time, or multiple sessions simultaneously
- Ability to search based on event such as interviewer, subject, time, case number, or annotations containing a desired text string etc.

#### G. Session Playback Functionality

- Play, pause, and fast forward or rewind in variety of speeds
- Advance forward or backward in a variety of speeds
- Slider bar enables rapid movement within a session
- Jump forward or backward from annotation to annotation
- Interface allows users to browse and watch previously recorded interviews

#### H. Video

- An external USB camera and microphone capable of tabletop and tripod setup at 3 meters from the units location
- Resolution settings minimum of 640 x 480
- Records 30 frames per second

#### I. Media Exporting

- Burn time for MPEG-2 files must range from 7% to 25% of the video duration
- Export user-defined clips or entire session to DVD for playback on consumer DVD players
- Export to Evidence Management Systems
- DVD spanning allows burning long sessions to multiple DVDs
- MPEG-4 video/audio files: Export user-defined clips or entire session for playback using VLC or QuickTime
- Audio files: Export user-defined clips or entire session for transcription (WAV format)
- Still Images: Export individual frames for review (JPEG and BMP formats)
- Export annotations and flags (CSV and PDF formats)
- MP4, WAV, JPEG, BMP, PDF, and CSV formats can be exported to data CD, data DVD, USB device, network server Share/NAS, or email
- Burn archival DVD

#### J. Security

- Date, time, and frame numbers shown on all video and exported media

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- Secure Hash Algorithm (SHA-1) applied to video and audio for authentication
  - Video and audio are encrypted using Secure Real-Time Transport Protocol (SRTP) and Advanced Encryption Standard (AES)
  - Cryptographic hash fingerprint can be exported (for example PDF) to verify video integrity

#### K.General

- The interview kit must be contained within a lockable hard carrying case and that it must be a size and weight suitable for carry-on baggage onto aircraft operating within Canada. Acceptable weight range can be within 10lbs (5kgs) -15 lbs (8kgs)
- Commitment that the delivery date will be on or before March 29, 2019

#### 4.Considerations/Recommendations

There are select considerations that must be met by the selected supplier of portable interview kit. These are:

- The unit must be portable and easily to be set up.
- Sessions are deemed Protected C data; as such, at no time could the unit be connected internally because the CFIA servers are Protected B only.
- Conducted interviews are often an hour or two in length with storage capacity of approximately 3 gigabytes per session. Session will be stored within the unit, however if space is limited, sessions can be exported/transferred and saved via hardcopy and stored in a secure cabinet.
- There will be no IMIT support as the unit is a stand-alone and at no time will the unit be connected to a CFIA data line.

#### 6.CFIA Support

The Canadian Food Inspection Agency (CFIA) commits to provide all documents and information necessary for this work to be accomplished.

The CFIA commits itself to act as a facilitator between the supplier and any sources of information deemed necessary to conduct the work.

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## 7.Deliverables

Nine (9) interview kits will be procured and delivered to CFIA offices across Canada. These locations are defined as follows:

- a.4 units to Western Area: Attn: Wendy Christensen, 1115 57 Avenue North East, Calgary, Alberta T2E 9B2.
  - i.Units will be distributed for each province: BC, AB, SK, MB.
- b.2 units to Ontario Area: Attn: David Eagleson, 174 Stone Road West, Guelph, Ontario N1G 4S9.
  - ii.Units will be distributed for: South West, Central and North East regions
- c.2 units to Quebec Area: Attn: Francois Paul, 2001 Robert-Bourassa Boulevard, Room 671-Q, Montreal Quebec H3A 3N2.
  - iii.Units will be distributed for: Montreal and St-Hyacinthe.
- d.1 unit to Atlantic Area: Attn: Rino Doucet, 1081 Main St., Moncton, New Brunswick E1C 8R2

ANNEX B / ANNEXE B		
Mandatory Technical Criteria/ Critères techniques obligatoires		
		Met/Not Met (rencontré/pas rencontré)
Requirements/Exigences		
A. User Interface/ Interface utilisateur		
• Intuitive windows and mouse-based interface/Fenêtres et interface intuitives au moyen de la souris		
• Password protected individual-user login/Ouverture de session individuelle protégée par mot de passe		
• Permissions configurable based on various account levels i.e. administrator and regular user functions/Permissions configurables en fonction des différents niveaux de compte, c'est-à-dire des fonctions d'administrateur et d'utilisateur régulier		
B. Session Recording/ Enregistrement de session		
• Recording is initiated with one button/Enregistrement lancé avec un seul bouton		
• File titling feature to prompt user to enter session-specific data such as subject, case number/incident, interviewer etc./Fonction de titrage des fichiers pour demander à l'utilisateur d'entrer des données propres à la session telles que le sujet, le numéro de cas ou d'incident, l'intervieweur, etc.		
• Flags or annotations can be added to highlight specific areas in a session/ Possibilité d'ajouter des indicateurs et des commentaires pour mettre en évidence des zones précises dans une session		
• View previously recorded interviews/Visionnement d'entrevues enregistrées antérieurement		
C. Session Management/Gestion de session		

<ul style="list-style-type: none"> <li>Manually delete sessions, or schedule their automatic future deletion/Suppression manuelle des sessions ou planification de leur suppression automatique ultérieurement</li> </ul>	
<ul style="list-style-type: none"> <li>Select a session for playback from a list, or choose one based on a search/Sélection d'une session aux fins de lecture à partir d'une liste ou en fonction d'une recherche</li> </ul>	
<ul style="list-style-type: none"> <li>All important user actions such as interviewer, subject, time, case number, or annotation containing a desired text string etc. are recorded in an event log and searchable/Enregistrement, dans un journal des événements consultable, de l'ensemble des actions importantes de l'utilisateur telles que l'intervieweur, le sujet, l'heure, le numéro de cas ou les commentaires renfermant une chaîne de textes souhaitée, etc.</li> </ul>	
<b>D. User Annotations/Commentaires de l'utilisateur</b>	
<ul style="list-style-type: none"> <li>Add searchable text annotations to any frame/Ajout de commentaires de texte consultables dans tout cadre</li> </ul>	
<b>E. Audio/Audio</b>	
<ul style="list-style-type: none"> <li>Audio sampling at 16 kHz (minimum requirement), 16 bits per sample/Échantillonnage sonore dont la bande de fréquences est de 16 kHz (exigence minimale) à une profondeur de 16 bits par échantillon</li> </ul>	
<ul style="list-style-type: none"> <li>Be available in mono /Disponibilité en mode mono</li> </ul>	
<b>F. Searching/Recherche</b>	
<ul style="list-style-type: none"> <li>Ability to search one session at a time, or multiple sessions simultaneously/Capacité de rechercher une session à la fois ou plusieurs sessions simultanément</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to search one event such as interviewer, subject, time, case number, or annotations containing a desired text string etc./Capacité d'effectuer une recherche en fonction des événements tels que l'intervieweur, le sujet, l'heure, le numéro de cas ou les commentaires renfermant une chaîne de textes souhaitée, etc.</li> </ul>	

<b>G. Session Playback Functionality/Fonctionnalité de lecture de session</b>		
<ul style="list-style-type: none"> <li>• Play, pause, and fast forward or rewind in a variety of speeds/Lecture, pause et avance rapide ou retour rapide à différentes vitesses</li> </ul>		
<ul style="list-style-type: none"> <li>• Advance forward or backward in a variety of speeds/Avance ou recul à différentes vitesses</li> </ul>		
<ul style="list-style-type: none"> <li>• Slider bar enables rapid movement within a session/Barre de défilement permettant un mouvement rapide au cours d'une session</li> </ul>		
<ul style="list-style-type: none"> <li>• Jump forward or backward from annotation to annotation/Saut avant ou arrière d'un commentaire à l'autre</li> </ul>		
<ul style="list-style-type: none"> <li>• Interface allows users to browse and watch previously recorded interviews/Interface permettant aux utilisateurs de parcourir et de visionner des entrevues enregistrées antérieurement</li> </ul>		
<b>H. Video/Vidéo</b>		
<ul style="list-style-type: none"> <li>• An external USB camera and microphone capable of tabletop and tripod setup at 3 meters from the units location/ Une caméra et un microphone USB externes qui peuvent être installés sur une table ou un trépied à trois mètres des unités</li> </ul>		
<ul style="list-style-type: none"> <li>• Resolution settings minimum of 640 x 480/Réglages de résolution d'au moins 640 pixels sur 480 pixels.</li> </ul>		
<ul style="list-style-type: none"> <li>• Records 30 frames per second/Enregistrement de 30 images à la seconde</li> </ul>		
<b>I. Media Exporting/Exportation vers des supports</b>		
<ul style="list-style-type: none"> <li>• Burn time for MPEG-2 files ranges from 7% to 25% of the video duration/Durée de gravure des fichiers MPEG-2 pouvant varier de 7 % à 27 % de la durée de la vidéo</li> </ul>		
<ul style="list-style-type: none"> <li>• Export user-defined clips or entire session to DVD for playback on consumer DVD players/Exportation des séquences définies par l'utilisateur ou d'une session entière sur DVD aux fins de lecture sur des lecteurs DVD commercialisés</li> </ul>		

<ul style="list-style-type: none"> <li>• Export to Evidence Management Systems/Exportation vers les systèmes de gestion des preuves</li> </ul>	
<ul style="list-style-type: none"> <li>• DVD spanning allows burning long sessions to multiple DVDs/Répartition des DVD permettant de graver de longues sessions sur plusieurs DVD</li> </ul>	
<ul style="list-style-type: none"> <li>• MPEG-4 video/audio files: Export user-defined clips or entire session for playback using VLC or QuickTime/Fichiers vidéo et audio en format MPEG-4 : exportation des séquences définies par l'utilisateur ou d'une session entière aux fins de lecture (au moyen des lecteurs VLC ou QuickTime).</li> </ul>	
<ul style="list-style-type: none"> <li>• Audio files: Export user-defined clips or entire session for transcription (WAV format)/Fichiers audio : exportation des séquences définies par l'utilisateur ou d'une session entière aux fins de transcription (en format WAV).</li> </ul>	
<ul style="list-style-type: none"> <li>• Still Images: Export individual frames for review (JPEG and BMP formats)/Images fixes : exportation des images individuelles aux fins de revue (en formats JPEG et BMP)</li> </ul>	
<ul style="list-style-type: none"> <li>• Export annotations and flags (CSV and PDF formats)/Exportation des commentaires et des signets (en formats CSV et PDF)</li> </ul>	
<ul style="list-style-type: none"> <li>• MP4, WAV, JPEG, BMP, PDF, and CSV formats can be exported to data CD, data DVD, USB device, network server Share/NAS, or email/Possibilité d'exporter les formats MP4, WAV, JPEG, BMP, PDF et CSV soit sur des CD de données, des DVD de données et des périphériques USB, soit au moyen d'un serveur de réseau permettant le partage des ressources de stockage ou d'un serveur de stockage en réseau NAS, soit par courriel</li> </ul>	
<ul style="list-style-type: none"> <li>• Burn archival DVD/Gravure d'un DVD d'archives</li> </ul>	
<b>J. Sécurité/Sécurité</b>	
<ul style="list-style-type: none"> <li>• Date, time, and frame numbers shown on all video and exported media/Affichage de la date, de l'heure et des numéros d'images sur tous les supports vidéo et exportés</li> </ul>	



<ul style="list-style-type: none"> <li>Secure Hash Algorithm (SHA-1) applied to video and audio for authentication/Algorithme de hachage sécurisé (SHA-1) appliqué aux supports vidéo et audio aux fins d'authentification</li> </ul>	
<ul style="list-style-type: none"> <li>Video and audio are encrypted using Secure Real-Time Transport Protocol (SRTP) and Advanced Encryption Standard (AES)/Les données vidéo et audio sont encryptées à l'aide du Secure Real-Time Transport Protocol (SRTP) et de la norme de chiffrement avancé (AES)</li> </ul>	
<ul style="list-style-type: none"> <li>Cryptographic hash fingerprint can be exported (for example PDF) to verify video integrity/Possibilité d'exporter l'empreinte de hachage cryptographique (par exemple PDF) afin de vérifier l'intégrité de la vidéo</li> </ul>	
<b>K. General/Généralités</b>	
<ul style="list-style-type: none"> <li>The interview kit must be contained within a lockable hard carrying case and that it must be a size and weight suitable for carry-on baggage onto aircraft operating within Canada. Acceptable weight range can be within 10lbs (5kgs) - 15 lbs (8kgs)./La trousse d'entrevue doit être conservée dans une mallette de sécurité verrouillable et avoir la taille et le poids convenant à un bagage à mains transporté dans un avion au Canada. Le poids acceptable se situe entre 10 lb (5 kg) et 15 lb (8 kg)</li> </ul>	
<ul style="list-style-type: none"> <li>Commitment that the delivery date will be on or before March 29, 2019/Engagement à l'égard de la date de livraison du 29 mars 2019 ou avant cette date</li> </ul>	