



**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> Panic buttons	
<b>Solicitation No. - N° de l'invitation</b> 21120-193881/A	<b>Date</b> 2019-02-01
<b>Client Reference No. - N° de référence du client</b> 3043881	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-472-76363	
<b>File No. - N° de dossier</b> hn472.21120-193881	<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 2019-02-28</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> Corluka, Gabriela	<b>Buyer Id - Id de l'acheteur</b> hn472
<b>Telephone No. - N° de téléphone</b> (613) 296-2571 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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>

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>2</b>
1.1 INTRODUCTION.....	2
1.2 SUMMARY.....	2
1.3 DEBRIEFINGS .....	2
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	3
2.2 SUBMISSION OF BIDS .....	3
2.3 ENQUIRIES - BID SOLICITATION .....	3
2.4 APPLICABLE LAWS .....	3
2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....	3
2.6 MANDATORY SITE VISIT.....	4
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION.....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	12
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>14</b>
6.1 SECURITY REQUIREMENTS .....	14
6.2 FINANCIAL CAPABILITY.....	14
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
7.1 STATEMENT OF REQUIREMENT.....	16
7.2 STANDARD CLAUSES AND CONDITIONS .....	18
7.3 SECURITY REQUIREMENTS.....	18
7.4 TERM OF CONTRACT.....	18
7.5 AUTHORITIES.....	19
7.6 PAYMENT.....	21
7.7 PROGRESS PAYMENT CLAIM AND INVOICING INSTRUCTIONS.....	23
7.8 CERTIFICATIONS .....	25
7.9 APPLICABLE LAWS .....	25
7.10 PRIORITY OF DOCUMENTS.....	25
7.11 INSURANCE.....	25
7.12 MEETINGS .....	25
7.13 CONTRACTOR'S FACILITIES .....	25
7.14 DELAY BY CANADA.....	26
7.15 AFTER SALES SERVICE.....	26
7.16 LIFETIME SPARES.....	26
7.17 DISCLOSURE OF INFORMATION.....	26
<b>ANNEX A - STATEMENT OF TECHNICAL REQUIREMENTS (STR) .....</b>	<b>27</b>
<b>ANNEX B - BASIS OF PAYMENT .....</b>	<b>49</b>
<b>ANNEX C - TASK AUTHORIZATION FORM .....</b>	<b>55</b>
<b>ATTACHMENT 1 .....</b>	<b>56</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Technical Requirements, the Basis of Payment, Security Requirements, the Insurance Requirements and any other annexes.

The Electronic Attachments include the specifications and standards, the Task Authorization Form and any other electronic attachments.

### **1.2 Summary**

- 1.2.1** The Correctional Service of Canada (CSC) has a requirement to install Personal Protective Alarms (also known as Panic Buttons) at CCC Ogilvy and CCC Sherbrooke located on the island of Montreal, Quebec.

The CCC Ogilvy and CCC Sherbrooke are Community Correctional Centres and minimum security institutions. Work will have to be accomplished with minimum disruption to the daily operation and security of the institution.

The work includes the design, removal, supply, installation, testing and provision of operational and technical training on the Personal Portable Alarms, as described in the Statement of Technical Requirements (STR). Refer to Annex A.

Delivery is requested to within 3 weeks of contract award, due to the urgency of the requirement.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.

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

### **1.3 Debriefings**

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

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into, and form part of, the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ **(to be inserted at contract award)**.

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

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

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fourteen (14) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for **two (2) site visits** to be held on the **same day, February 18, 2019** at CCC Ogilvy and CCC Sherbrooke.

### **CCC Ogilvy, site visit at 10:00 am**

435 Ogilvy Avenue, Montréal, Québec H3N 1M3

### **CCC Sherbrooke, site visit at 1:00 pm**

2190 Sherbrooke Street East, Montréal, Québec H2K 1C7

The site visit at **CCC Ogilvy will be held at 10:00 am** in the morning and the site visit at **CCC Sherbrooke will be held at 1:00 pm** in the afternoon.

Interested Bidders shall meet at the Principal Entrance of each institution. Bidders will be required to sign an attendance form at each site visit. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative to the site visit will not be given an alternative appointment and their bids will be rejected as non-compliant.

The onus is on the bidders to arrive at the site visit in a timely manner. Bidders arriving late will not be permitted to attend the site visit.

The Bidder must have at least one attendee at the site visit.

Bidders are requested to clearly identify the name of the participant, the name of the company, e-mail address and telephone number and submit it to the Contracting Authority by e-mail at [gabriela.corluka@tpsgc-pwgsc.gc.ca](mailto:gabriela.corluka@tpsgc-pwgsc.gc.ca). It is requested that this information be received by this office no later than February 15, 2019.

The representative of the Bidder will be required to have a valid government issued piece of identification (ID) (i.e. Driver's License or Passport) in order to participate in the site visit.

Bidders should submit in writing to the Contracting Authority, a list of issues that they wish to table and the language they would like to address questions and answers, no later than five (5) calendar days prior to the scheduled site visit.

Bidders are advised that any clarifications or changes resulting from the site visit shall be included as an amendment to the bid solicitation document through [buyandsell.gc.ca](http://buyandsell.gc.ca).

As proof of attendance, the Bidder must sign the attendance form provided by the CSC representative at the site visit.

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

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (3 hard copies and 2 soft copies on CD, DVD or USB key)
- Section II: Management Bid (3 hard copies and 2 soft copies on CD, DVD or USB key)
- Section III: Support Bid (3 hard copies and 2 soft copies on CD, DVD or USB key)
- Section IV: Financial Bid (1 hard copy and 1 soft copy on CD, DVD or USB key)
- Section V: Certifications (1 hard copy)
- Section VI: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy 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 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](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, 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**

The Technical, Management and Support Bids must be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the Bid will be evaluated. Bidders must address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidders to include a Table that addresses on a paragraph by paragraph basis the Statement of Technical Requirements (STR) by indicating the paragraph and page number where the subject topic is addressed and indicating comply, understood, noted or not applicable.
- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## **Section II: Management Bid**

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

## **Section III: Support Bid**

In their support bid, Bidders must demonstrate their understanding of the requirement and describe how they intend to meet the support requirements (operator/ maintenance training, manuals, spare parts list and plan).

## **Section IV: Financial Bid**

**3.1.1** Bidders must submit their financial bid as per the format of Annex B – Basis of Payment in accordance with the following Basis of Pricing. The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Basis of Pricing**

All prices must be firm in Canadian dollars, Delivery Duty Paid (Destination), Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

#### **3.1.2.1 Design and Equipment**

The bidder must submit a firm lot price for the design and related equipment for the installation of the Personal Protection Alarm (PPA) system excluding spare parts and test equipment.

#### **3.1.2.2 Installation, Removal and Testing Costs**

The bidder must submit a firm lot price. The price must include all costs, including travel and living, related to the installation and testing of the equipment.

#### **3.1.2.3 Testing of Equipment for Emergency Repairs, Delays and Task Authorizations**

The bidder must submit a firm hourly rate for installation and testing during and outside normal working hours for each labour category required.

These hourly rates will apply for emergency repairs, delays and Task Authorizations and will be in effect for the entire length of any resulting contract.

Normal working hours are Monday to Friday, 8:00 AM to 4:00 PM with the exception of statutory holidays.

#### **3.1.2.4 Travel and living expenses**

The bidder must indicate if there are travel and living expenses associated with the installation and testing of the equipment (excluding training). Where applicable, the bidder must submit a firm lot price, the estimated number of people and the estimated number of days, and the breakdown of the Firm Lot Price as indicated in Annex B – Basis of Payment item 2.1.

#### **3.1.2.5 On-site training as detailed in the STR, paragraphs 4.4 and 4.5.**

The bidder must submit a firm lot price for on-site training session

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

### 3.1.2.6 Documentation

The bidder must submit a firm lot price for the following:

As-built drawings as detailed in STR, Appendix C, Item 2.2.

Operator and Maintenance Manuals as detailed in STR, Item 4.5, Task 5.

### 3.1.2.7 Software/Integration

The bidder must submit a firm lot price for the software/integration.

### 3.1.2.8 Contractors Recommended Spare parts and Test Equipment

Spare Parts and/or Test Equipment List(s) as detailed in STR, Appendix C, Item 3.0 Spares. The bidder must submit a Spare Parts and/or Test Equipment List identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare part required and pricing for the following items:

### 3.1.2.9 Bid Firm Lot Price Cost Breakdown

Prior to contract award Bidders must provide a line by line breakdown of the material and labour used to calculate the Bid Prices for Equipment and Design Lot Price identified within Annex "B" - Basis of Payment.

The pricing provided will be used to calculate the cost of any Task Authorizations throughout the life of the contract.

### 3.1.3 Exchange Rate Fluctuation

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

## Section V: Certifications

Bidders must submit the certifications required under Part 5.

Compliance with the certifications 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 or 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.

## Section VI: Additional Information

### 3.1.4. Delivery Offered

While delivery is requested as indicated above, the best delivery that could be offered is \_\_\_\_\_  
(Bidder to insert a date).

### 3.1.5 Contractor Contacts

Name and telephone number of the person responsible for:

#### General enquiries

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

### **3.1.6 Warranty Repairs**

It may be necessary for warranty repairs to be performed on site. You are requested to provide response time and location of nearest office/depot providing staff for this work. Response time shall not exceed forty-eight (48) hours. The contact person is as follows:

Response Time: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
Email/Internet Address: \_\_\_\_\_

### **3.1.7 Emergency Services/Repairs**

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
Email/Internet Address: \_\_\_\_\_

### **3.1.8 Lifetime Spares**

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

**The Bidder must indicate the number of years for the life of the equipment: \_\_\_\_\_ years.**

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

For the purpose of the Evaluation Process only, "**Bidder**" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It may also include the parent or subsidiaries of the Bidder.

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the Bid will be evaluated.

Bidders should address the evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

In order to facilitate the evaluation of the Bid, Canada requests:

- Bidder to include a Table that addresses on a paragraph by paragraph basis the Statement of Technical Requirements (STR) by indicating the paragraph and page number where the subject topic is addressed and indicating comply, understood, noted or not applicable.
- Bidders to address and present topics in the order of the Statement of Technical Requirements (STR) under the same headings.
- Bidders to avoid duplication by identifying the specific paragraph and page number where the subject topic has already been addressed in the Bid.

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

Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e., not handwritten) proposal that includes all necessary technical and descriptive information, in order to clearly demonstrate their compliancy to all items presented in the Statement of Technical Requirements (STR) at Annex A, as well as related specifications.

Responses will be evaluated on a simple, stringent pass/fail basis. Proposals not meeting each mandatory requirement will be considered non-responsive (non-compliant) and given no further consideration.

- Address, as described, Annex A, Statement of Technical Requirement (STR)
- Bidders must obtain the required minimum points (70%) for each of the following evaluation criteria – technical, management and support, which are subject to point rating;
- Bidder must clearly identify in their Bid the name of the following resources assigned to each institution:
  - 1. Contractor Project Manager (CPM);
  - 2. Primary Back-up Project Manager;
  - 3. Project Supervisor;

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

4. Primary Back-up Project Supervisor;
5. Technician; and
6. Primary Back-up Technician,

- Bidders must obtain the required minimum points identified in Attachment 1 Point Rated Evaluation Criteria and Scoring Sheet, Sections 1.1, 1.2.1, 2.2.1, 2.2.2 and 2.2.3.

The technical bid should be structured in the same format as the Statement of Technical Requirement presented at Annex A, through which the bidder will clearly explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **4.1.1.2 Point Rated Technical Criteria**

The Technical, Management and Support Bid will be evaluated and rated as per Attachment 1 Point Rated Evaluation Criteria and Scoring Sheet.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

The following Mandatory factors will be taken into consideration in the evaluation of each bid;

Compliance with Basis of Pricing;

Prices must be submitted for all items listed in the Annex B – Basis of Payment

#### **4.2 Basis of Selection**

The responsive Bidder with the lowest evaluated aggregate bid 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

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 Status and Availability of Resources

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

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

---

**Signature**

---

**Date**

#### 5.1.3 Education and Experience

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

---

**Signature**

---

**Date**

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

#### 5.1.4 Compliance Certification Statement

By submitting a Bid the Bidder certifies that they comply with and understand the Statement of Technical Requirements, Statements of Work, Electronic Engineering, Electronic Engineering Standards, and supporting documents that form part of the Requirement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

#### 5.2 Certifications Precedent to Contract Award and Additional Information

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

##### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

##### 5.2.3 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

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

- 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**

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

A site clearance is required prior to admittance to the institution. For additional information, see Part 7, article 3, Security Requirement.

### **6.2 Financial Capability**

1. The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
  - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
  - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
  - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
  - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
  - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
  - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement

---

must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
  - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).



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

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

### **7.1 Statement of Requirement**

The Contractor shall design, remove, supply, install, test and provide operational and technical training on the Personal Portable Alarm System (PPA) as described in the Statement of Technical Requirement (STR). The Contractor shall provide acceptable documentation for the maintenance of this system.

Refer to Annex A for Statement of Technical Requirements (STR), Statements of Work and applicable Electronic Engineer Specifications and Standards. The purpose of the STR document is to define the technical aspects for the PPA System at CCC Ogilvy and CCC Sherbrooke. The STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

#### **7.1.1 Optional Goods**

##### **Option to Purchase Contractor Recommended Spare Parts and/or Test Equipment**

- a) The Contractor hereby grants to Canada and Canada shall retain an irrevocable option exercisable at any time during the Contract to procure any or all of the spare parts and/or test equipment described in the supplier's proposal.
- b) The Contractor shall be given a minimum of "30" working days notice in writing by the Contracting Authority indicating that Canada intends to exercise the option.
- c) The option may only be exercised by the Contracting Authority, and the exercise of the option will be evidenced through a formal Contract Amendment.
- d) Price support may be requested.

#### **7.1.2 Task Authorization**

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

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

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

### **7.1.2.2 Task Authorization Limit**

All task authorizations must be authorized by the Contracting Authority before issuance.

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

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

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

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

### 7.2.2 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, lease and Maintenance;  
4003 (2010-08-16) Licensed Software;  
4004 (2013-04-25) Maintenance and Support Services for Licensed Software; and  
4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information

apply to and form part of the Contract.

### 7.2.3 SACC Manual Clauses

B1501C (2018-06-21) Electrical Equipment  
A9068C (2010-01-11) Site Regulations  
A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## 7.3 Security Requirements

### 7.3.1 Site Clearance

Contractor personnel are required to have a valid government issued piece of identification (ID) (i.e. Driver's License or Passport) in order to access the institution to perform the Work.

### 7.3.2 Classification of this document is "Not Classified"

1. Nil security screening required, no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution as/where required, by authorized Correctional Service Canada personnel.
2. Contractor personnel shall submit to a local verification of identify / information, by Correctional Service Canada, prior to admittance to the institution. Correctional Service Canada reserves the right to deny access to the institution, of any Contractor personnel, at any time.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The system design, the delivery of all related equipment, the completion of all installation, testing and contract related work is to be completed at the Institution on or before ***(Delivery as offered and as accepted will be inserted at contract award)***.

The Contractor must submit a final delivery and installation schedule within 10 calendar days after the contract award date.

### 7.4.2 Delivery

Shipment shall be consigned to the destination specified in and delivered DDP Delivered Duty Paid CCC Ogilvy and CCC Sherbrooke, Quebec Incoterms 2000 for shipments from a commercial supplier.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

#### **7.4.2.1 Inspection and Final Acceptance**

##### **1) Inspection**

Inspection shall be carried out by the Technical Authority or the authorized representative at destination.

##### **2) Final Acceptance**

a) The Contractor shall be required to present the work, for final acceptance, when such work has been designed, manufactured, delivered to site and installed and has successfully passed all tests in strict accordance with the specification and terms and conditions, and the Contractor has performed all other work and complied with all the terms and conditions of the contract.

b) Upon verification of the above, the Design Authority will by written notice to the Contractor so acknowledge, and such notice shall constitute final acceptance.

Final Inspection and acceptance will take place at destination when all goods are delivered / services rendered, and after all deficiencies identified by the Design Authority or the authorized representative are rectified and accepted.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Gabriela Corluka  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
HN Division  
140 O'Connor Street  
Ottawa, ON, K1A 0S5

Telephone: (613) 296-2571  
E-mail address: [gabriela.corluka@tpsgc-pwgsc.gc.ca](mailto:gabriela.corluka@tpsgc-pwgsc.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.

##### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

***(To be completed at time of Contract award)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

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

### **7.5.3 Contractor's Representative**

Name and telephone number of the person responsible for:

***(To be completed at time of Contract award)***

#### **General enquiries**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### **7.5.4 Warranty Repairs**

The contact person for warranty repairs to be performed on site as it may be necessary is as follows:

***(To be completed at time of Contract award)***

Response Time: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### **7.5.5 Emergency Services/Repairs**

If requested by Correctional Service Canada, the Contractor shall be required to provide on-site emergency service/repairs not covered under the warranty provision of the General Conditions 2030 during the contract period. The emergency crew shall be paid as indicated herein. The response time shall not exceed four (4) hours. The contact person is as follows:

***(To be completed at time of Contract award)***

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## **7.6 Payment**

### **7.6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price for the equipment, installation and testing, travel expenses, on-site training, as-built drawings and manuals as specified in the Contract. Customs duties are included and Applicable Taxes are extra.

The Contractor will be paid firm hourly rates as follows, for work associated with emergency repairs, delays and performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

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.

#### Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

#### Travel for Task Authorized Work

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

### **7.6.2 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.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

### **7.6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties and Applicable Taxes are included.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.6.4 Discretionary Audit**

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit

### **7.6.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **7.7 Progress Payment Claim and Invoicing Instructions**

### **7.7.1 Progress Payment Claim (Including Task Authorization Payments)**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
  4. The Contractor must not submit claims until all work identified in the claim is completed.

### **7.7.2 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.



### 7.7.3 Schedule of Milestones (*applicable to each site*)

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

1 <sup>st</sup> Milestone	Design of the System	100% Design	List value – 10%	Approved Final Design Report
2 <sup>nd</sup> Milestone	Delivery of Equipment	100% Equipment	List value – 10%	Approved Packing Slip
3 <sup>rd</sup> Milestone	50% of Installation, including travel and living associated with installation	50% Installation, 100% travel and living associated with installation	(50% value of Installation + Travel and Living) – 10%	Approved Progress Report
4 <sup>th</sup> Milestone	Installation completion, software integration and testing including travel	50% installation, 100% software integration and testing, 100% travel and living associated with Installation	(50% installation + 100% software integration + 100% testing + Associated travel) – 10%	Acceptance Tests Completed, All deficiencies resolved in Acceptance Test.
5 <sup>th</sup> Milestone	On-site Training and Documentation including travel	100% on-site training 100% Documentation 100% Travel and Living associated with On-site Training	(100% on-site training + 100% documentation + Travel and Living) – 10%	Handover sheets and training course Summary sheets, signed by trainees.
6 <sup>th</sup> Milestone	Holdback			All Deliverables Provided

### 7.7.4 Method of Payment – Emergency Repairs and Delays

#### 7.7.4.1 Single Payment

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

- 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;
- all such documents have been verified by Canada;
- the Work delivered has been accepted by Canada.

#### 7.7.4.2 Travel and Living Expenses – Emergency Repairs, delays and design changes

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, private vehicle and incidental 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 "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## **7.8 Certifications**

### **7.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, 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.

## **7.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (***name of the province to be inserted at contract award***).

## **7.10 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) the supplemental general conditions:
  - (i) 4001 (2015-04-01) Hardware Purchase, lease and Maintenance
  - (ii) 4003 (2010-08-16) Licensed Software;
  - (iii) 4004 (2013-04-25) Maintenance and Support Services for Licensed Software; and
  - (iv) 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2010A (2018-06-21), General Conditions - Higher Complexity - Goods;
- (d) Annex A, Statement of Technical Requirements (STR);
- (e) Annex B, Basis of Payment;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_, as amended on \_\_\_\_\_.

## **7.11 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.

## **7.12 Meetings**

A meeting may be convened after contract award at a location to be determined by the Contracting Authority to review contractual and technical requirements. The Contractor will be responsible for the preparation and distribution of the minutes of meeting. The meeting will be held with representatives of the Contractor, the Department of Public Works and Government Services and Correctional Service Canada.

## **7.13 Contractor's Facilities**

The Contracting Authority and the Design Authority, or their delegated representative shall be afforded access to the Contractor's plant and all other premises where pertinent processes are being performed.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

In the event that an installation crew proceeds to the site but is unable to perform the work due to an inmate disturbance or other delays caused by Canada at the site, the Contractor shall immediately notify the Design Authority. The cost of holding the installation crew on standby shall be paid as indicated herein. In no event shall a crew remain on standby for more than four (4) hours per day without prior authorization.

#### **7.15 After Sales Service**

The Contractor certifies that it is capable of providing after sales service, subsequent to the warranty period, including servicing personnel and facilities during the lifetime expectancy of the equipment.

#### **7.16 Lifetime Spares**

It shall be a condition of any contract resulting here from that the Contractor undertakes to supply spare parts for the equipment proposed during the life expectancy of the equipment.

Life of the equipment: \_\_\_\_\_ ***(to be inserted at contract award)*** years.

Should the Contractor discontinue the manufacture of the equipment being procured during the life expectancy of the equipment, it shall notify Canada sufficiently in advance to permit the purchase of spares for the remaining life of the equipment or, at the discretion of Canada, either make satisfactory arrangements with a third party to establish a continuing source of spares or provide to Canada, at no charge, a non-exclusive royalty free license to manufacture and have manufactured for its own use spare parts, and provide copies of all drawings, technical information, specifications, manufacturing instructions and patterns necessary to manufacture the spares.

#### **7.17 Disclosure of Information**

The Contractor shall keep confidential and shall not publish or otherwise reuse, release, disclose or make available to any third party any Background or Foreground Information concerning as built drawings, site drawings and manuals, except as may be necessary to carry out the Work under the Contract in which case the Contractor shall impose the same obligation of confidentiality on any person to whom the information is disclosed.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## ANNEX A - STATEMENT OF TECHNICAL REQUIREMENTS (STR)



# CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



Statement of Technical Requirements

For

CCC – PPA System Upgrade  
CCC Ogilvy and Sherbrooke

**VERSION 1.2**

**2019-01-03**

---

## TABLE OF CONTENTS

1.0	<u>Objective</u> .....	30
2.0	<u>Background</u> .....	30
2.1	<u>Correctional Service Canada</u> .....	30
2.2	<u>Project Background</u> .....	30
3.0	<u>Scope</u> .....	30
3.1	<u>Nature of the Work</u> .....	31
3.2	<u>Contract Elements</u> .....	31
4.0	<u>Requirement</u> .....	31
4.1	<u>Task 1</u> .....	31
4.2	<u>Task 2</u> .....	32
4.3	<u>Task 3</u> .....	32
4.4	<u>Task 4</u> .....	32
4.5	<u>Task 5</u> .....	32
5.0	<u>Location of Work</u> .....	32
6.0	<u>Constraints</u> .....	33
6.1	<u>Security Requirements</u> .....	33
6.2	<u>Language Requirements</u> .....	33
7.0	<u>Project Governance</u> .....	33
7.1	<u>Project Management</u> .....	33
7.2	<u>Project Initiation</u> .....	34
7.3	<u>Damage Prevention</u> .....	34
7.4	<u>Installation Review Meeting</u> .....	35
7.5	<u>Final Acceptance</u> .....	35
	<u>APPENDIX 'A' – GLOSSARY OF ACRONYMS</u> .....	36
	<u>APPENDIX 'B' – STATEMENT OF TECHNICAL REQUIREMENTS (STR)</u> .....	37
1.	<u>Introduction</u> .....	37
2.	<u>References</u> .....	37
3.	<u>Physical</u> .....	37
3.1.	<u>Personal Portable Alarm Transceiver</u> .....	37
3.2.	<u>System Display</u> .....	37
3.3.	<u>Dimensions</u> .....	38
3.4.	<u>Labelling</u> .....	38
3.5.	<u>Environment</u> .....	38
3.6.	<u>Interference</u> .....	38
3.7.	<u>Reliability</u> .....	38

3.8.	<u>Safety</u> .....	39
4.	<u>INSTALLATION</u> .....	39
5.	<u>Operational</u> .....	39
5.1.	<u>Personal Portable Alarm Transceiver Unit</u> .....	39
5.2.	<u>Test and Calibration</u> .....	39
5.3.	<u>Redundancy</u> .....	40
5.4.	<u>Alarms</u> .....	40
6.	<u>Interface</u> .....	40
6.1.	<u>System Power</u> .....	40
6.2.	<u>System Receiver Power</u> .....	40
6.3.	<u>Central Processor</u> .....	40
6.4.	<u>Logging</u> .....	41
6.5.	<u>Software Development Kit</u> .....	41
	<u>APPENDIX 'C' – SAMPLE HANDOVER REPORT</u> .....	42
	<u>APPENDIX 'D' – ACCEPTANCE TESTS PROCEDURE</u> .....	44
1.	<u>VERIFICATION OF THE ALARM SYSTEM</u> .....	44
1.1.	<u>Verification of the zones of intrusion of the partitions</u> .....	44
1.2.	<u>PPAS system response tests</u> .....	45
1.3.	<u>Blue beacon test</u> .....	45
1.4.	<u>User codes list</u> .....	45
1.5.	<u>Verification of the installation documentation</u> .....	45
1.6.	<u>Verification of transmission signals to the central monitoring station</u> .....	45
1.7.	<u>Verification of the disassembly of the old alarm system</u> .....	45
2.	<u>PPA System test</u> .....	46
2.1.	<u>Alarms tests</u> .....	46
2.2.	<u>Coverage tests</u> .....	46
2.3.	<u>Power down tests (UPS)</u> .....	47
2.4.	<u>Verification of restarting the system after a power failure</u> .....	47
2.5.	<u>Verification of the installation documentation</u> .....	47
3.	<u>General Verifications</u> .....	47
3.1.	<u>Verifying the cleaning of the work area</u> .....	47
3.2.	<u>Verification list of components installed</u> .....	47
4.	<u>Signatures</u> .....	49

## **1.0 OBJECTIVE**

The objective of this project is to replace the current outdated Personal Portable Alarm Systems that will meet the current CSC requirements in respect with the Commissioner Directives DC-714.

## **2.0 BACKGROUND**

### **2.1 Correctional Service Canada**

CSC is an agency within the portfolio of Public Safety. The portfolio brings together key federal government organizations involved in public safety, including the Royal Canadian Mounted Police, the National Parole Board, the Canada Border Services Agency, the Canadian Security Intelligence Service, and three review bodies.

CSC contributes to provide public safety through the custody and reintegration of offenders. More specifically, CSC is responsible for administering court-imposed sentences for offenders sentenced to two years or more. This includes both the custodial and community supervision of offenders with Long Term Supervision (LTSOs) for periods of up to 10 years. CSC is currently responsible for approximately 15,000 federally incarcerated offenders and 8,000 offenders actively supervised in the community.

The Agency has a presence from coast to coast, in large urban centres with increasingly diverse populations, to more remote Northern communities. CSC manages institutions, treatment centres, four Aboriginal healing lodges, community correctional centres, and parole offices. In addition, CSC has five regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services. CSC also manages regional staff colleges and national headquarters.

### **2.2 Project Background**

The institution is currently equipped with outdated panic button systems also called Personal Portable Alarm System (PPA) that are no longer reliable and are putting the employee's safety at stake. The other two (2) Montreal-Metropolitan institutions PPA systems, CCC Hochelaga and CCC Martineau, were replaced in the past 2 years.

## **3.0 SCOPE**

The project must include the following:

- Installation of a wireless communication cellular type module for the alarm system;
- Training on the system for users and maintenance staff;
- The installation also includes the configuration of the PPA system according to the needs of the user (same as configured at CCC Martineau and Hochelaga according to CSC standards);
- A cut-over plan must be provided before the beginning of the project in order to have a minimum impact on operations (maximum of one hour of cut-over);
- Installation of an uninterrupted power supply (UPS) allowing the system to operate during a power failure for a period of at least 60 minutes;

- Provide an acceptance test procedure ATP to the CSC technical authority (TA) before the end of the project; and
- Provide an hand over report that will include a list of parts and serial numbers of all equipment installed and delivered;

### **3.1 Nature of the Work**

- 3.1.1 The Work involves the supply, installation, configuration, training on, and support of a PPA system and a DSC 36 zone (extendable) alarm system that will be reporting alarms to the surveillance central. A single supplier of the goods and services required for this project (hereinafter referred to as the "Contractor") will hold an agreement from which the CSC Technical Authority (TA) will issue requirements on an "as-and-when-requested" basis for the acquisition of the various elements of the Work described in this SOW.

### **3.2 Contract Elements**

- 3.2.1 Upon receiving a requirement from the TA, the Contractor must perform the Work, as described in this Statement of Work (SOW) and specified in the requirement received. The Contractor must perform the following tasks if and when they appear on the specific requirement received by the Contractor from the TA:

Item 1: Supply, install, and configure the PPA system as described in Section 4.1 below.

Item 2: Supply, install, and configure the DSC alarm system as described in Section 4.2 below.

Item 3: Removal and disposal of existing PPA system at the locations to which the new PPA and alarm system is being installed as described in Section 4.3 below.

Item 4: Deliver comprehensive operator training documentation and instruction seminar as described in Section 4.4 below to CSC training personnel.

Item 5: Deliver direct maintenance training documentation and instruction as described in Section 4.5 below to CSC maintenance personnel at each Institution.

## **4.0 REQUIREMENT**

The Contractor is required to provide the elements described in this section, the details of which are provided throughout this document.

The tasks and activities required during the project will be as follows:

### **4.1 Task 1**

Supply, install and configure a new Nordicom M900 PPA system same as already installed in other CSC facilities.



## 4.2 Task 2

Supply, install and configure a new DSC alarm system including a cellular communication module compatible with the current configuration of the facility by maintaining the currently connected zones and the addition of one or more zones dedicated to the Nordicom M900 PPA system.

## 4.3 Task 3

Removal and disposal of the existing PPA system and old alarm components at the locations to which the new PPA and alarm system is installed. Removal of all unnecessary equipment and wiring from old PPA and alarm system in all areas of the institution.

## 4.4 Task 4

Deliver comprehensive operator training documentation and an instruction seminar in French. Instruction seminar will be provided for users (1 hour) and for technical maintenance staff (4 hours).

## 4.5 Task 5

Deliver direct maintenance training documentation and instruction documentation and manuals in French. One copy per institution is required. Documentation must include all plans and wiring diagrams.

## 5.0 LOCATION OF WORK

The Work will be conducted at CCC Ogilvy and CCC Sherbrooke. The Contractor must travel to CCC Ogilvy and CCC Sherbrooke at its cost in order to fulfil the requirements of this project.

Here are the addresses of the institutions where the work will be performed:

### **CCC Ogilvy**

435 Ave Ogilvy, Montréal, QC H3N 1M3

### **CCC Sherbrooke**

2190 Sherbrooke Street East, Montréal, QC H2K 1C7

No additional travel is anticipated for this project. However, should additional travel be required, entirely at the discretion of the TA, travel costs for the Contractor team (of no more than three (3) individuals) will be reimbursed by Canada in accordance with the National Joint Council Travel Directive: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>.

Face-to-face interactions with the CSC TA, determined entirely at the discretion of the TA, must take place at CSC Regional Headquarters (RHQ) in Laval. As any such meetings are considered to be unlikely, they will be dealt with in the same manner as the additional travel above.

Where feasible, communications between the TA and the Contractor's representative will take place by telephone, email, or teleconference.

Development work of the panic button and alarm system replacement not requiring interaction with or first-hand input from CSC staff or facilities will take place at the Contractor's site.

## **6.0 CONSTRAINTS**

The following constraints must be taken into account in the performance of the Work as described in this document:

### **6.1 Security Requirements**

There is no security requirement for the Contractor for this project.

### **6.2 Language Requirements**

CSC is under the obligation to respect the spirit and the letter of the Official Languages Act. It is, therefore, imperative that the Contractor ensures that:

1. Written and verbal communications with all CSC personnel at CCC Ogilvy and CCC Sherbrooke must be conducted in French.
2. All meetings, telephone or teleconference discussions, email correspondence, and other communications with the TA must be conducted in French.
3. All Work deliverables must be completed in French

All design work deliverables must be completed in French.

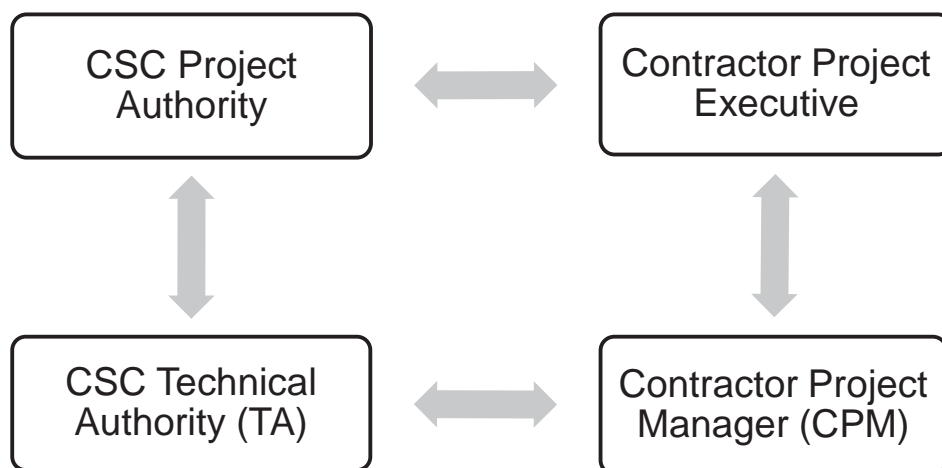
All meetings, telephone or teleconference discussions, email correspondence, and other communications with the TA must be conducted in French.

## **7.0 PROJECT GOVERNANCE**

### **7.1 Project Management**

CSC will designate a person as the CSC Technical Authority (TA). Overall project management responsibility for the Project will lie with the TA. The TA will manage all aspects of liaison with the Contractor in terms of issue resolution, change management, project timeline management, and other delivery issues and will act as the focal point for all CSC personnel-related interfaces.

The Contractor must designate a single qualified person as the Contractor Project Manager (CPM). The CPM must act as the focal point for all Contractor issues regarding delivery of service as well as providing a single point of contact for any items requiring contact with the TA for issue resolution, change management, timeline management, and other delivery issues.



The CPM must be the sole resource permitted to communicate with CSC unless expressed permission is provided by the TA. Members of a Contractor management team must direct all communications with CSC through the CPM responsible for the interactions on a day-to-day basis with CSC to the TA.

Should the need arise to escalate project issues beyond the levels of the CPM and the TA, the personnel of both the Contractor and CSC responsible for ultimate project governance will become involved. Escalation of an issue will only occur internally in either organization. The project governance level (i.e. CSC Project Authority and Contractor Project Executive) of one group is not to be contacted by the project management personnel (i.e. TA and CPM) of the other.

## 7.2 Project Initiation

Within thirty (30) days following contract award, the TA and the CPM will meet to define the activities comprising the Project Initiation. At this time, the TA and the CPM will assign resources and set objectives and schedules for the Project. The Project Initiation phase must be completed no later than forty (40) days following contract award.

The objective of the Project Initiation exercise is to set the standards, timings, and deliverables that will govern the Project throughout its life.

## 7.3 Damage Prevention

The Contractor must prevent any damage from occurring to any existing system within the Institution during the installation, or at any time during the project. Should the Contractor damage any component in the Institution that is not a part of the panic button and alarm system installation, it must immediately stop all work and inform the CSC-designated Institutional representative and the TA of the incident. During this communication, the Contractor will communicate the following to all required CSC representatives:

- 
1. The component that is damaged;
  2. The detailed location of the damaged component;
  3. The extent of the damage, as far as the Contractor is able to determine in a very short timeframe; and
  4. The options available to the Contractor to remedy the damage over the short-term and long-term.

The TA or its delegate will consider the situation and advise the CPM as to the course of action to be taken. The measures taken to resolve issues arising from the damage caused by the Contractor is entirely at the discretion of the TA.

The Contractor will be responsible for any corrective action that needs to take place in order to repair or replace any necessary components and to resolve the impact to the Institution as a result of the damage caused by the Contractor.

## **7.4 Installation Review Meeting**

Within fourteen (14) calendar days of the Contractor completing the installation, configuration and testing of the PPA system the TA and CPM will attend an Installation Review Meeting. At this meeting, the CPM will present to the TA:

1. The final state of the PPA and alarm system installation;
2. Any issues that arose during the installation process;
3. The measures taken to resolve those issues; and
4. The results of the calibration and testing activities.

The TA and the CPM will review the panic button and alarm system installation and identify any issues that will need to be addressed by the Contractor. The Contractor must make the appropriate changes and the CPM will meet with the TA at a supplementary Installation Review Meeting. The TA will review and, if satisfied, approve the installation. Once that approval has been given, the project may proceed.

## **7.5 Final Acceptance**

Once installation of the PPA and alarm system to all Institutions identified by CSC as requiring them has been completed, CSC will review the project. The goal of this activity is to ensure that all deliverables have been met by the Contractor, including a Handover Report (see Appendix 'C' to the SOW for an example of a Handover Report), and that all issues identified by the TA have been addressed. If those conditions have been met and the TA has approved the Contractor's Final Project Report, CSC will grant Final Acceptance, closing the project.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## APPENDIX 'A' – GLOSSARY OF ACRONYMS

Acronym	Full Title or Phrase
CA	Contracting Authority (PWGSC)
CER	Common Equipment Room
CISD	Canadian Industrial Security Directorate
CPM	Contractor Project Manager
CSC	Correctional Service Canada
CD	Commissioner's Directives
FPA	Fixed Point Alarms
RHQ	CSC Regional Headquarters
PPA	Personal Portable Alarm
PWGSC	Public Works and Government Services Canada
SME	Subject Matter Expert
SOW	Statement of Work
TA	Technical Authority (CSC)
TTCOP	Typical Transition and Cut-Over Plan

## **APPENDIX 'B' – STATEMENT OF TECHNICAL REQUIREMENTS (STR)**

### **1. INTRODUCTION**

#### **Overview**

This defines the requirements of Correctional Service Canada for a personal portable alarm system for use at community correctional centers. Note: alarm location is not a requirement.

#### **Purpose**

The personal portable alarms allow staff members, and equipped positions and posts to request immediate assistance where other forms of notification or communication are believed inadequate given the situation. The alarms are sent to a central location to initiate and coordinate the response and connected to an external alarm company for alarm escalation.

### **2. REFERENCES**

#### **Standards**

Access to non-government specifications is the responsibility of the contractor.  
Any standards where the revision is not specified must be the latest revision.

### **3. PHYSICAL**

#### **3.1. Personal Portable Alarm Transceiver**

The personal portable alarm transceiver with test must:

- Have a single button to initiate the alarm;
- Include a separate test button or method to initiate an automatic device-to-system-head-end round-trip signal test that does not generate any alarm;
- Have all buttons mounted surface flush or recessed to protect against accidental or unintentional activation;
- Have a visible or vibrating indication of test success;
- Weigh less than three hundred grams (300g) including battery, excluding carrying case;
- Resist tampering; and
- Be tested to MIL-STD-810G Method 516.6 Procedure IV (Transit Drop Test).

#### **3.2. System Display**

The system display must:

- Show the identifier of the personal portable alarm transceiver transmitting an alarm or warning;
- Generate audible and visual indications for all warnings and alarms including the activation of blue beacon lights already installed, when an PPAS alarm is activated;
- Accept an acknowledge input to mute any current warnings and alarms. New alarms must restart the audible and visual indications; and
- Accept a clear input to reset any current warnings and alarms.

### **3.3. Dimensions**

All indoor equipment, excluding receivers and displays, must:

- Be designed for rack mounting (no adaptation of desk top computers);
- Be mounted in an Electronic Industry Association Standard for Racks, Panels and Associated Equipment EIA-310 compliant 19" rack; and
- Be a touch screen.

### **3.4. Labelling**

Any output equipment enclosure must:

Have a permanently affixed label on the interior and exterior of the unit which identifies the manufacturer, the model or assembly number, the serial number and the power requirement.

### **3.5. Environment**

Any outdoor equipment including enclosures, sensors, cables, and mounting equipment must:

- Be capable of continuous operation;
- Start and operate from -40°C to 50°C;
- Start and operate from 20% to 90% non-condensing humidity;
- Meet or exceed IP66 dust and water resistance when mounted (IEC EN60529 – International Electrotechnical Commission Degrees of protection provided by enclosures);
- Be resistant to damage from lightning strikes; and
- Be UV resistant.

Any indoor equipment must:

- Be capable of continuous operation;
- Start and operate from 0°C to 50°C;
- Start and operate from 20% to 90% non-condensing humidity.

### **3.6. Interference**

All electronics must:

- Be certified compliant with IEC EN55022 or IEC EN 55032 (IEC EN55022 – International Electrotechnical Commission Information technology equipment – Radio disturbance characteristics – Limits and methods of measurement) (IEC EN55032 – International Electrotechnical Commission Electromagnetic compatibility of multimedia equipment – Emission requirements (Replacing IEC EN55022)); and
- Be certified compliant with IEC EN 55024 (IEC EN55024 – International Electrotechnical Commission Information technology equipment – Immunity characteristics – Limits and methods of measurement).
- All radio components must be registered with and type approved by Industry Canada.

### **3.7. Reliability**

All components must:

- Have a Mean Time between Failures of at least 75,000 hours.

### 3.8. Safety

Any outdoor enclosure must:

- Meet IEC EN60950-1 or IEC EN60950-22 or **CAN/CSA-C22.2 NO. 60950-1**. (IEC EN60950-1 – International Electrotechnical Commission Information technology equipment – Safety – Part 1: General requirements, IEC EN60950-22 – International Electrotechnical Commission Information technology equipment – Safety - Part 22: Equipment to be installed outdoors).

## 4. INSTALLATION

- System receivers must be installed above drop ceilings indoors where possible;
- A minimum of two systems receivers is required for redundancy;
- System displays must be installed in locations identified in the request for proposal;
- System processors must be installed in locations identified in the request for proposal;
- The system installation must be certified by the manufacturer upon completion; and
- The system must display warnings, faults, and alarms to an operator in the post identified in the RFP.

## 5. OPERATIONAL

### 5.1. Personal Portable Alarm Transceiver Unit

The transceiver unit must:

- Generate a unique code from each unit;
- Generate a low power warning when the unit power supply has less than one tenth of the usable energy remaining;
- Support a minimum of five hundred (500) unique unit codes for each site;
- Be able to generate a minimum of five hundred (500) one second alarm transmissions on a single battery charge or single non-rechargeable battery without recharging generating a low power warning; and
- Be able to generate a minimum of two hundred and fifty (250) self test actuations on a single battery charge without recharging generating a low power warning.

The battery charging unit(s) must

- Be provided with the capacity to recharge all purchased transceivers simultaneously; and
- Fully recharge a transceiver in less than eight (8) hours.

### 5.2. Test and Calibration

The system must:

- Be configurable and modifiable from a console compatible with TR031 Rack: Monitor, Keyboard, Multiport KVM in the Common Equipment Room (CER);
- Reliably receive alarm, warning, and test inputs anywhere within the community correctional centre regardless of the orientation of the transceiver or the location on the person; and
- Include a system self test function that verifies communications between all receivers and the main processor.



### 5.3. Redundancy

The system must include sufficient receivers so that at least two receivers receive any alarm or test input simultaneously.

### 5.4. Alarms

The system must:

- Retain its configuration over a power cycle;
- Not generate spurious alarms on start-up; and
- Resume normal operation without operator intervention.

The system must:

- Report all alarms within one second of detection;
- Be able to handle a minimum of ten (10) simultaneous alarms in less than 10 seconds;
- Report any self-test faults; and
- Report all transceiver alarms and warnings.

## 6. INTERFACE

### 6.1. System Power

Any powered indoor components not using DC power inputs must:

- Accept power from a 120VAC circuit; and
- Does not require more than 15A during start-up and operation.

The system must:

- Be connected to a circuit supplied by the institution's backup generator; and
- Be connected to an Uninterruptable Power Supply that can maintain system operation for at least sixty minutes – provision of a new UPS or available capacity on an existing UPS will be defined in the request for proposal.

### 6.2. System Receiver Power

All power provided to any receivers must be less than 50VDC.

### 6.3. Central Processor

The system's central processor must:

- Connect using an RJ-45 connector;
- Interface over IPV4 Transmission Control Protocol/Internet Protocol (TCP/IP);
- Be able to operate on IEEE 802.3u 100Base-TX (**Institute of Electrical and Electronics Engineers IEEE 802.3u – IEEE Standards for Local and Metropolitan Area Networks: Supplement to Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications Media Access Control (MAC) Parameters, Physical Layer, Medium Attachment Units, and Repeater for 100 Mb/s Operation, Type 100BASE-T**); and
- Include an interface to an external alarm system company.

#### **6.4. Logging**

The system must log:

- All alarms;
- All alarm acknowledgements;
- All tests;
- All status changes; and
- All configuration changes.

All log messages must:

- Be in a human readable form (extended 8-bit ASCII to support French); and
- As a minimum include the system, event, location, and timestamp to the nearest second.
- All logged data must be deleted within one month of being two years old.

#### **6.5. Software Development Kit**

The system must include a software development kit to allow third party integration of alarms receipt and system control commands.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## APPENDIX 'C' – SAMPLE HANDOVER REPORT

### CORRECTIONAL SERVICE CANADA FACILITIES BRANCH

### MAINTENANCE HAND-OVER REPORT

INSTITUTION:

DATE:

EQUIPMENT:

CONTRACT NUMBER:

PWGSC FILE NUMBER:

SPECIFICATIONS:

EQUIPMENT SUPPLIER:

SUPPLIER CONTACT:

#### 1.0 WARRANTY DETAILS

1.1 Expired date on materials/parts:

1.2 Expired date on installation:

1.3 Expired date on factory labor:

1.4 Travel & living expenses are chargeable CSC during the warranty period:

1.5 Equipment transportation costs are to be paid by CSC for sending and/or returning:

1.6 Negotiated rates for emergency repairs at site due to misuse/abuse during the warranty period are as follows:

Negotiated rate for labor at site after warranty period are as follows:

#### 2.0 DEFICIENCIES

None remain:

List attached, including who is responsible for clearing them and when:

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

2.1 Maintenance Manual

Supplied: Due by:

2.2 As-built drawings/cabling and wiring diagrams

Supplied: Due by:

2.3 Acceptance test results

Supplied: Due by:

2.4 Distribution of Documentation

2 copies to Institution sent on  
1 copy to RATIS/REPO:  
1 copy to CESM sent on:

**3.0 SPARES**

List attached:

All delivered: Delivery to be completed by:

**4.0 EQUIPMENT LIST**

List attached (including model and serial numbers):

**5.0 MAINTENANCE TRAINING**

Completed: Scheduled for:

SIGNATURE\_\_\_\_\_

DISTRIBUTION: NHQ  
RTEO  
AWMS

## APPENDIX 'D' – ACCEPTANCE TESTS PROCEDURE

### 1. VERIFICATION OF THE ALARM SYSTEM

#### 1.1. Verification of the zones of intrusion of the partitions.

All intrusion zones must send a signal to the alarm system. Make sure each zone is displayed on the keyboard when it is open or active.

Zones	Partition	Location	Pass	Fail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

*Table 1 – Intrusions Zones*

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.2. PPAS system response tests.

Make sure all panic button alarm modes are transmitted to the alarm system.

Bouton	Pass	Fail
Red		
Black		
Internal Alarm		
Intrusion Alarm		

*Table 2 – Alarm transmission*

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.3. Blue beacon test

Make sure that the beacon is activated during alarms.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.4. User codes list.

Ensure that the user code list matches the customer's need.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.5. Verification of the installation documentation.

Ensure that the installation documentation is complete and that an original copy is provided to the customer.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.6. Verification of transmission signals to the central monitoring station.

Make sure the right signals are sent to the central monitoring station.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 1.7. Verification of the disassembly of the old alarm system.

Ensure that the old alarm system and its components are dismantled and inactive.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 2. PPA SYSTEM TEST

### 2.1. Alarms tests

Make sure all buttons respond to alarm when buttons are pressed.

# Button	Police	Intern	Test
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

*Table 3 – PPAS buttons tests*

☐ Pass ☐ Fail Notes \_\_\_\_\_

### 2.2. Coverage tests

Ensure panic buttons are functional throughout the facility. Tests must be performed at the furthest points of the building.

# Button	Basement	1	2	3
1				
3				
5				
7				
9				
11				
13				
15				

☐ Pass ☐ Fail Notes \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

### 2.3. Power down tests (UPS)

Make sure the system is functional when the network power is removed and the UPS is in operation. The duration should be one hour (60 minutes).

☐ Pass ☐ Fail Notes \_\_\_\_\_

### 2.4. Power failure test.

Make sure that the system returns to functional mode after a power failure and a complete shutdown of the system.

☐ Pass ☐ Fail Notes \_\_\_\_\_

### 2.5. Verification of the installation documentation.

Make sure that the installation documentation is complete and that an original copy is provided to the customer.

☐ Pass ☐ Fail Notes \_\_\_\_\_

## 3. General Verifications

### 3.1. Verifying the cleaning of the work area

Ensure that the work area is well picked up and that no waste related to the task has remained on the site

☐ Pass ☐ Fail Notes \_\_\_\_\_

### 3.2. Verification list of components installed

Ensure that the installed components match the list of deliverables in the project

P/N	Description	Qty	Qty Delivered
M900	Securealert Central System	1	
TS300C - Noir	Hybrid for correctional (Boutons)	12	
TS300C - Rouge	Hybrid for correctional (Boutons)	3	
F910	Boutons Fixes	3	
TRI-KITMON1832	ensemble DSC PC1832 avec un clavier PK5501	1	
DSC PK5501	claviers supplémentaire PK5501	3	
DSC PC5108	extension de 8 zones	2	
UPS	1500VA/900W 8 Out	1	
DSC 3G4010-CDN	communicateur cellulaire	1	

**Table 4 – Composants list**

☐ Pass ☐ Fail Notes \_\_\_\_\_



Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

This image shows a full page of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

## 4. SIGNATURES

At the end of the tests, be sure to sign below to indicate that all tests have been completed and verified. If there are deficiencies, they must be noted and a correction plan will be provided by CSC.

**End of Annex A – Statement of Requirements (STR)**

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## ANNEX B - BASIS OF PAYMENT

### *Personal Portable Alarm System for CCC Ogilvy and CCC Sherbrooke*

All prices must be firm in Canadian dollars, Delivered Duty Paid to CCC Ogilvy and CCC Sherbrooke, Goods and Services Tax or the Harmonized Sales Tax extra, transportation costs to destination and all applicable Custom Duties and Excise Taxes included.

#### **PART 1 – CONTRACTOR PROPOSED SOLUTION**

##### **1. DESIGN OF THE SYSTEM**

Firm Lot Price for the design

**DESIGN - FIRM LOT PRICE \$ \_\_\_\_\_**

##### **2. DELIVERY OF EQUIPMENT**

Firm Lot Price for all related equipment, excluding spare parts.

**EQUIPMENT - FIRM LOT PRICE \$ \_\_\_\_\_**

##### **3. INSTALLATION AND ASSOCIATED TRAVEL**

**3.1** The price must include all costs including travel and living expenses, related to the installation

**INSTALLATION - FIRM LOT PRICE \$ \_\_\_\_\_**

**TRAVEL COST - FIRM LOT PRICE \$ \_\_\_\_\_**

**Breakdown of Travel costs are as follows:**

Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Ogilvy</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)
Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Sherbrooke</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

### 3.2 INSTALLATION (FIRM HOURLY RATES)

The following outlined installation related labour rates will apply for emergency repairs and Task Authorizations.

The bidder must submit a firm hourly rate for installation during and outside normal working hours for each labour category required.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

### 4. SOFTWARE INTEGRATION AND TESTING INCLUDING TRAVEL

4.1 The price must include all software integration costs including travel and living expenses, related to the software integration and testing of the equipment.

Firm Lot Price for the software integration as indicated in the SOW.

<b>SOFTWARE INTEGRATION</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TESTING COST -</b>	<b>FIRM LOT PRICE \$</b> _____
<b>TRAVEL COST -</b>	<b>FIRM LOT PRICE \$</b> _____

**Breakdown of Travel costs are as follows:**

Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Ogilvy</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)
Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Sherbrooke</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

#### 4.1.1 SOFTWARE INTEGRATION (FIRM HOURLY RATES)

The following outlined software integration related labour rates will apply for emergency repairs, delays and Task Authorizations.

The bidder must submit a firm hourly rate for software integration during and outside normal working hours for each labour category required.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
-------------------	-------------------------------------	--------------------------------------

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

#### 4.1.2 TESTING OF EQUIPMENT (FIRM HOURLY RATES)

The following outlined testing related labour rates will apply for emergency repairs, delays and Task Authorizations.

The bidder must submit a firm hourly rate for testing of equipment during and outside normal working hours for each labour category required.

Labour Categories	Hourly Rate During Regular Hours	Hourly Rate Outside Regular Hours
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## 5. ON-SITE TRAINING AND DOCUMENTATION

The price must include all costs including travel and living expenses, related to Training.

On-site Training Firm Lot Price including all costs related to travel and living expenses associated with on-site training as per SOW.

As-built Drawings Firm Lot Price as per SOW.

Operator and Maintenance Manuals Firm Lot Price as per SOW.

### ON-SITE TRAINING COST

FIRM LOT PRICE \$ \_\_\_\_\_

### TRAVEL COST

FIRM LOT PRICE \$ \_\_\_\_\_

Breakdown of Travel costs are as follows:

Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Ogilvy</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)
Site	FIRM LOT PRICE BREAKDOWN
<b>CCC Sherbrooke</b>	Accommodation \$ _____
Estimated Number of Individuals _____	Air Fare \$ _____
Estimated Number of Days _____	Car Rental & Fuel \$ _____
	Other costs (meals and incidentals): \$ _____
	(identify what they are)

### 5.1 AS-BUILT DRAWINGS

FIRM LOT PRICE \$ \_\_\_\_\_

### 5.2 OPERATOR AND MAINTENANCE MANUALS

FIRM LOT PRICE \$ \_\_\_\_\_

PART 1 TOTAL BID PRICE \$ \_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

**PART 2 – OPTION # 1 - SPARE PARTS AND/OR EQUIPMENT RECOMMENDED BY THE CONTRACTOR**

**6. SPARE PARTS AND/OR TEST EQUIPMENT**

The bidder must submit a spare parts and/or test equipment list identifying each recommended spare parts and/or test equipment required. The bidder must also submit a firm unit price for each recommended spare parts required.

Description	Qty.	Unit Price	Extended Price

**FIRM LOT PRICE \$**\_\_\_\_\_

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

---

### ANNEX C - TASK AUTHORIZATION FORM

See: <http://publiservice-app.pwgsc.gc.ca/forms/pdf/572.pdf>



Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## ATTACHMENT 1 Point Rated Evaluation Criteria and Scoring Sheet

### 1. Point Rated Technical Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent of the Technical Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Technical Proposal should include, but not be limited to:

Point Rated Technical Proposal Criteria	Pts	Comments
<p><b>1.1 Understanding of the Technical Requirements (a maximum of 45 points is available)</b></p> <p>Demonstrate understanding of the technical requirements of the system which must include sufficient detail such as preliminary drawings, diagrams, photographs and sketches showing system architecture, equipment configuration, and technical information / literature/brochure on products offered.</p> <p>The Bidder's Technical Proposal will be specifically reviewed to determine whether the proposed solution meets the requirements defined in the Statement of Technical Requirements (STR) and supporting documents.</p> <p>The Bidder should demonstrate that the requirements as identified in the STR and supporting documents have been met, by clearly describing how these will be achieved.</p> <p>( 0 points ) The proposal indicates that the Bidder does not understand the requirements identified in the STR and supporting documents.</p> <p>( 35 points ) The proposal indicates that the Bidder understands the main concept of what is required. The Bidder's solution meets the operability, environmental, reliability, maintainability, testing and validation requirements.</p> <p>( 45 points ) The proposal clearly indicates that the proposed solution exceeds the requirement in at least 2 instances that are specifically and uniquely identified in the Technical Proposal</p> <p><b>*Minimum mandatory points required: 35</b></p>		

<b>1.2 Quality Assurance and Acceptance Test Plans</b> Description of the proposed quality assurance procedures/processes and acceptance test plan(s) to ensure quality requirements are met and how the Bidder intends to demonstrate to the Crown that the system functions correctly, both off site (Factory Acceptance Testing) and following on-site installation (Site Acceptance Testing). A detailed list of tests to be performed with pass/fail parameters should be provided. Maximum points are broken down as follows:		
Point Rated Technical Proposal Criteria	Pts	Comments
<b>1.2.1 Quality Assurance (a maximum of 16 points is available)</b>  How the Bidder intends to ensure quality requirements are met, a description of inspection, testing, and documentation procedures as well as quality metrics.  ( 2 points per item ) The Bidder will be awarded two points per element for clearly indicating how the proposal will meet each of the elements identified below to a limit of 16 points.  The following is a list of elements pertaining to quality assurance. The proposal indicates: <ul style="list-style-type: none"> <li>a) That the Bidder has quality assurance procedures and processes;</li> <li>b) That the results will be recorded/analyzed and conflicts will be resolved;</li> <li>c) When, how and by whom the quality requirements will be reviewed;</li> <li>d) How documents and data will be controlled;</li> <li>e) Relevant quality control processes for purchases;</li> <li>f) How the production, assembly and on-site installation processes will be controlled to ensure quality requirements are met;</li> <li>g) How measuring and test equipment is controlled and describes the format and test results to be provided;</li> <li>h) How non-conforming products are identified and controlled to prevent misuse until proper disposal.</li> </ul> <b>*Minimum mandatory points required: 6</b>		
Sub-section Total		
<b>1.2.2 Factory Acceptance Test Plan (a maximum of 10 points is available)</b>  How the Bidder intends to demonstrate to the Crown that the system functions correctly off site (Factory Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.  ( 2 points per item ) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified below, to a limit of 10 points.  The proposal indicates that the Bidder has: <ul style="list-style-type: none"> <li>a) Confirmed the requirement for a test plan;</li> <li>b) Provided a test plan;</li> <li>c) Provided test sheets;</li> <li>d) Provided test sheets including pass/fail parameters;</li> <li>e) Provided test sheets, including specific parameters.</li> </ul>		
Sub-section Total		

<p><b>1.2.3 Site Acceptance Test Plan (a maximum of 10 points is available)</b></p> <p>How the Bidder intends to demonstrate to the Crown that the system functions correctly after installation (Site Acceptance Testing), a detailed list of tests to be performed with pass/fail parameters should be provided.</p> <p>( 2 points per item) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified above in a) through e) to a limit of 10 points.</p> <p>The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) Demonstrated the requirements for testing the system after installation (Site Acceptance Testing);</li> <li>b) Provided a test plan;</li> <li>c) Provided test sheets;</li> <li>d) Provided test sheets including pass/fail parameters;</li> <li>e) Provided test sheets, including specific parameters.</li> </ul>		
Sub-Section Total		
<p><b>1.3 Technical Risk Elements (a maximum of 19 points is available)</b></p> <p>How the Bidder intends to meet the technical requirements, a description of the technical risks elements detailing how the Bidder intends to mitigate them. The risks identified must be limited to a minimum of two Technical concerns only as non-Technical risks are evaluated separately.</p> <p>( 0 points ) The proposal indicates that the Bidder has not identified:</p> <ul style="list-style-type: none"> <li>a) A minimum of two Technical risk elements, nor</li> <li>b) Technical risk mitigation.</li> </ul> <p>( 10 points ) The proposal indicates that the Bidder has identified :</p> <ul style="list-style-type: none"> <li>a) Two or more Technical risk elements, and</li> <li>b) Risk management process, but</li> <li>c) Bidder does not provide a technical risk mitigation plan.</li> </ul> <p>( 14 points ) As above, plus the Bidder has provided</p> <ul style="list-style-type: none"> <li>a) A risk mitigation plan.</li> </ul> <p>( 19 points )</p> <p>The proposal indicates that the Bidder has as above, plus:</p> <ul style="list-style-type: none"> <li>a) Identified the impact of the technical risks;</li> <li>b) Associated the technical risks with the bidder, supplier, subcontractor, customer, integration, or equipment performance;</li> <li>c) Described mitigation strategies for the identified technical risks;</li> <li>d) Identified decision points for any approaches proposed to mitigate technical risks;</li> <li>e) Proposed approaches to the mitigation of technical risk that support the requirements of the project.</li> </ul>		
Sub-Section Total		
<b>Total Technical Proposal ( maximum 100 points )</b>		

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

## 2. Point Rated Project Management Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Project Management Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Project Management Proposal should include, but not be limited to:

<b>2.0 Previous Project Management Experience</b> The Bidder, the project manager, the project supervisor and the technicians will be evaluated The proposal must demonstrate a detailed description of the qualification and previous experience pertaining to similar projects in terms of size, tasks, clients, and responsibilities.		
Point Rated Project Management Proposal Criteria	Pts	Comments
<b>2.1 Experience of the Bidder within the last four (4) years (a maximum of 10 points is available)</b>  ( 2 points per item ) The Bidder will be awarded two points per item for clearly indicating how the proposal will meet each of the items identified in a) through e) to a limit of 10 points.  Similar project(s) that have been successfully completed and have provided them with experience pertaining to the following elements. a) Similarity of project in terms of scope and/or clients; b) Dollar value over \$50K; c) Installation; d) Training; e) Drawings and Manuals		
Sub-Section Total		

<p><b>2.2.1 Contractor Project Manager's (and Primary Back-up Project Manager) Overall Experience (years, size of project &amp; complexity) and Qualifications (a maximum of 12 points is available)</b></p> <p>In order to maximize the number of points awarded, the proposal must include the following for each identified resource:</p> <ul style="list-style-type: none"> <li>a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, and responsibilities.</li> <li>b) Their Professional Certification(s) –at least one of PMP, PMI, MBA, P.Eng, or bachelor degree.</li> <li>c) A copy of their certification or degree.</li> </ul> <p>The proposal must indicate that either the designated Contractor Project Manager or Primary Back up Project Manager has the stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>( 0 points ) – Contractor Project Manager &amp; Primary Back-Up Project Manager One or both lack experience with projects of similar size and complexity, regardless of professional certifications</p> <p>( 4 points ) – Contractor Project Manager &amp; Primary Back-Up Project Manager One or both have:</p> <ul style="list-style-type: none"> <li>i. Less than 4 years experience with projects of similar size and complexity; and</li> <li>ii. No professional certifications</li> </ul> <p>( 6 points ) – Contractor Project Manager &amp; Primary Back-Up Project Manager One or both have:</p> <ul style="list-style-type: none"> <li>i. Less than 4 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications</li> </ul> <p>( 8 points ) – Contractor Project Manager &amp; Primary Back-Up Project Manager One or Both have:</p> <ul style="list-style-type: none"> <li>i. Between 4 and 10 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications</li> </ul> <p>( 12 points ) – Contractor Project Manager &amp; Primary Back-Up Project Manager Both have</p> <ul style="list-style-type: none"> <li>i. Greater than 10 years experience with projects of similar size and complexity; and</li> <li>ii. Professional certifications</li> </ul> <p>*Minimum mandatory points required: 6</p>		
<b>Sub-Section Total</b>		

<p><b>2.2.2 Project Supervisor's (and Primary Back-Up Project Supervisor's) Overall Experience (years, size of project &amp; complexity) and Qualifications (a maximum of 8 points is available)</b></p> <p>In order to maximize the number of points awarded, the proposal must include the following for each identified resource</p> <ul style="list-style-type: none"> <li>a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities.</li> <li>b) A copy of their professional or technical certification, degree or diploma in any of the electrical, electro-mechanical, electronics, mechanical, software development, computer programming, network technology or telecommunications fields.</li> </ul> <p><b>Note:</b> Certifications from Manufacturer's courses are not considered as equivalent to a Diploma.</p> <p>The proposal must indicate that either the designated Project Supervisor or Primary Back up Project Supervisor has the stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.</p> <p>( 0 points ) – Project Supervisor &amp; Primary Back-Up Project Supervisor One or both lack supervisory experience with projects of similar size and complexity, regardless of professional certifications.</p> <p>( 4 points ) – Project Supervisor &amp; Primary Back-Up Project Supervisor One or both have</p> <ul style="list-style-type: none"> <li>i. Less than 4 years Supervisory experience with projects of similar size and complexity; and</li> <li>ii. No professional or technical certifications</li> </ul> <p>( 6 points ) – Project Supervisor &amp; Primary Back-Up Project Supervisor Both have</p> <ul style="list-style-type: none"> <li>i. At least 4 years Supervisory experience with projects of similar size and complexity; and</li> <li>ii. Professional or technical certifications.</li> </ul> <p>( 8 points ) – Project Supervisor &amp; Primary Back-Up Project Supervisor</p> <ul style="list-style-type: none"> <li>a) Both have <ul style="list-style-type: none"> <li>i. Greater than 10 years Supervisory experience with projects of similar size and complexity; and</li> <li>ii. Professional or technical certifications</li> </ul> </li> </ul> <p>*Minimum mandatory points required: 4</p>		
<b>Sub-Section Total</b>		

**2.2.3 Technician and Primary Back-up Technicians' Overall Experience (years, size of project & complexity) and Qualifications (a maximum of 8 points is available)**

In order to maximize the number of points awarded, the proposal must include the following for each identified resource:

- a) A detailed description, (including dates – Month and Year) the number of years of experience in the specified role for similar projects in terms of size, dollar value, complexity, tasks, clients, responsibilities
- b) A copy of their technical certifications in any of the electrical, electro-mechanical, electronics, mechanical, software development or computer programming including, certifications from Manufacturer's courses.

The proposal must indicate that either the designated Technician or Primary Back up Technician has the stated levels of experience in the design, supply, installation and integration of systems similar to those described in the STR.

( 0 points ) – Technician & Primary Back-Up Technician  
One or both lack experience with projects of similar size and complexity, regardless of technical certifications

( 4 points ) – Technician & Primary Back-Up Technician  
One or both have

- i. Between 6 months and 4 years of experience with projects of similar size and complexity; and
- ii. No Technical or manufacturers certifications

( 6 points ) – Technician & Primary Back-Up Technician  
One or both have

- i. At least 4 years of experience with projects of similar size and complexity; and
- ii. Technical or manufacturers certifications.

( 8 points ) – Technician & Primary Back-Up Technician  
Both have

- i. Greater than 10 years of experience with projects of similar size and complexity; and
- ii. Technical or manufacturers certifications.

\*Minimum mandatory points required: 4

Sub-Section Total

<p><b>2.2.4</b> The proposal indicates that one or more of the identified resources (stated in response to evaluation criteria 2.2.1, 2.2.2 and 2.2.3) has stated levels of experience in the design, supply, installation and integration of the systems similar to those described in the STR, as follows: (a maximum of 10 points is available)</p> <p>( 0 points ) No stated experience.</p> <p>( 4 points ) Stated experience with private industry or Provincial Governments.</p> <p>( 8 points ) Stated experience with other Correctional Services or similar organizations.</p> <p>( 10 points ) Stated experience with Correctional Service Canada (CSC).</p>		
Sub-Section Total		
<p><b>2.3 Project Management Structure and Procedures</b> Project management structure and procedures describing the implementation of this project.</p>		
Point Rated Project Management Proposal Criteria	Pts	Comments
<p><b>2.3.1 Project Management Organization and Responsibilities</b> (a maximum of 10 points is available)</p> <p>This refers only to management personnel and the way that the Bidder plans to organize the project team for this contract.</p> <p>( 0 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) No project management organization in place,</li> <li>b) No plans identified to designate a separate project management team.</li> </ul> <p>( 4 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) No project management organization in place;</li> <li>b) A well-developed plan in place to set up a team of trained personnel.</li> </ul> <p>( 8 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) A project management organization/structure defined with 'matrix' personnel resources that can be made available to this project;</li> <li>b) Personnel are identified for the positions of Project Manager, the Project Supervisor, Technicians and Electricians.</li> </ul> <p>( 10 points ) The proposal indicates that the Bidder has:</p> <ul style="list-style-type: none"> <li>a) As above; plus</li> <li>b) A well-defined Project Management structure;</li> <li>c) Identified the Personnel that will be executing specific tasks;</li> <li>d) Clearly defined the responsibilities of these Personnel.</li> </ul>		
Sub-Section Total		



<p><b>2.3.2 Project Management Procedures (a maximum of 12 points is available)</b></p> <p>This criterion will rate the systems used by the Bidders to implement their project management approach.</p> <p>( 0 points ) The proposal indicates that Project Management (PM) implementation is not addressed.</p> <p>( 4 points ) The proposal indicates that PM implementation is addressed but the Bidder has not provided sufficient details to demonstrate that a fully functional PM system is in place.</p> <p>( 8 points ) The proposal indicates that PM system is in place that will allow the Bidder to manage the project. Bidder has supplied a detailed plan of his PM implementation.</p> <p>( 12 points ) - As above plus:</p> <ul style="list-style-type: none"> <li>a) Project management based on employment of Program Evaluation Review Technique (PERT) or Critical Path Method (CPM);</li> <li>b) Work breakdown structure is linked to project management;</li> <li>c) The PM system closely tracks status and progress of tasks.</li> </ul>		
Sub-Section Total		
<p><b>2.4 Schedule, Milestones and Project Management Tools</b></p> <p>A project schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are should be provided. Availability and usage of a Project Management specific tool and the capability and implementation of supporting a secure customer facing portal that provides real time access to project specific information, including schedules and all customer facing project drawings and documents.</p>		
Point Rated Project Management Proposal Criteria	Pts	Comments
<p><b>2.4.1 Schedule/Milestones (a maximum of 10 points is available)</b></p> <p>A project schedule/schedule of events for all deliverables with milestones and rationale of how realistic and achievable they are including tools for addressing project slippage.</p> <ul style="list-style-type: none"> <li>a) Major milestones are identified.</li> <li>b) Logical sequence is proposed.</li> <li>c) Contingency time identified.</li> <li>d) Time estimates are realistic.</li> </ul> <p>( 0 points ) The proposal schedule only addresses 1 of the 4 areas identified above.</p> <p>( 5 points ) The proposal schedule only addresses 2 of the 4 areas identified above.</p> <p>( 8 points ) The proposal schedule addresses 3 of the 4 areas identified above.</p> <p>( 10 points )</p> <ul style="list-style-type: none"> <li>a) The proposal schedule addresses all of the 4 areas identified above; and</li> <li>b) The proposed schedule contains milestones, significant contract events, projected delivery dates and production schedules.</li> </ul>		
Sub-Section Total		

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

<b>2.4.2 Project Management Tools (a maximum of 10 points is available)</b>  These criteria will rate the Bidder on their availability and usage of a Project Management (PM) specific tool and capability of supporting a secure customer facing portal provides real time access to project specific information, including schedules and all customer facing project drawings and documents.  ( 0 points )The proposal indicates that the Bidder has not identified the PM specific software.  ( 8 points )The proposal indicates that the Bidder has identified the specialized PM software but does not support a secure customer facing portal that provides real time access to project specific information.  ( 10 points )The proposal indicates that the Bidder has identified the specialized PM software and supports a secure customer facing portal that provides real time access to project specific information including schedules, reports and meeting minutes.		
Sub-Section Total		

### 2.4.3 Project Risks Elements (a maximum of 10 points is available)

A description of the project risks, excluding all technical risks previously identified, related to the proposed approach and processes for managing all project risk elements (such as resources, cost, schedule and all external elements) of the project detailing how well the Bidder understands the project risks and how they propose to mitigate them.

( 0 points ) The proposal indicates that the Bidder has not clearly identified any:

- a) Non-technical risks associated with the project; and
- b) Non-technical risk mitigation plan.

( 4 points ) The proposal indicates that the Bidder has clearly identified:

- a) The non-technical risks associated with the project, including impacts:
  - i. Management
  - ii. Schedule
  - iii. Scope changes
  - iv. Financial impact
  - v. Resource issues
- b) Their non-technical risk management process,
- c) That the Bidder has not provided a non-technical risk mitigation plan.

( 8 points ) The proposal indicates that the Bidder has clearly identified:

- a) As above, plus,
- b) Their non-technical risk mitigation plan.

( 10 points ) The proposal indicates that the Bidder has clearly identified:

- a) As above; plus
- b) The identified risks are appropriately associated with the Bidder, Subcontractor, Customer, Integration, or Equipment Performance;
- c) That the proposed non-technical mitigation approaches are closely aligned with the requirements of the project;
- d) The decision points are identified and aligned with the proposed risk mitigation approaches.

Sub-Section Totals

**Total Project Management Proposal ( maximum 100 points )**

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

### 3 Point Rated Support Proposal Criteria

The Bidder must obtain an overall pass score of 70 percent for the Support Proposal and achieve the minimum mandatory points identified for each criterion, as applicable. The rating is performed on a scale of 100 points. The Support Proposal should include, but not be limited to:

Point Rated Support Proposal Criteria	Pts	Comments
<b>3.0 Operator Training Plan Outline, Training and Manuals</b> An understanding of the Operator Training requirements. Description of the proposed training plan, approach, team and information to meet the Operator training requirements. Maximum points are broken down as follows:		
<b>3.1.1 Operator training plan outline (a maximum of 15 points is available)</b>  ( 0 points ) The proposal indicates that the operator training plan outline does not meet the requirements.  ( 12 points ) The proposal indicates that the operator training plan outline meets the requirements.  ( 15 points ) The proposal indicates that the operator training plan outline: a) Meets the requirements; and b) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.		
Sub-Section Total		
<b>3.1.2 Operator Training approach, methodology and team (a maximum of 15 points is available)</b>  ( 0 points ) That the proposal does not meet training requirements.  ( 12 points ) a) The proposal meets the training requirements and the training team is identified; b) The training approach meets the requirements.  ( 15 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.		
Sub-Section Total		

<p><b>3.1.3 Operator Manuals (a maximum of 15 points is available)</b></p> <p>( 0 points ) The proposal indicates that the documented information does not meet the requirements.</p> <p>( 12 points ) The proposal indicates that the documented information meets the requirements.</p> <p>( 15 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.</p>		
Sub-Section Total		
<p><b>3.2 Maintenance Personnel Training Outline, Training and Manuals</b> An understanding of the Maintenance Training requirements. Description of the proposed training plan, approach, team and information to meet the Maintenance training requirements. Maximum points are broken down as follows:</p>		
<b>Point Rated Support Proposal Criteria</b>	<b>Pts</b>	<b>Comments</b>
<p><b>3.2.1 Maintenance Training Plan Outline (a maximum of 15 points is available)</b></p> <p>( 0 points ) That the proposal does not meet the maintenance training requirements.</p> <p>( 12 points )</p> <ul style="list-style-type: none"> <li>a) The proposal meets the maintenance training requirements and the training team is identified,</li> <li>b) The training approach meets the requirements.</li> </ul> <p>( 15 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.</p>		
Sub-Section Total		
<p><b>3.2.2 Maintenance Training Approach, Methodology and Team (a maximum of 15 points is available)</b></p> <p>( 0 points ) That the proposal does not meet training requirements.</p> <p>( 12 points )</p> <ul style="list-style-type: none"> <li>a) The proposal meets the training requirements and the training team is identified;</li> <li>b) The training approach meets the requirements.</li> </ul> <p>( 15 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.</p>		
Sub-Section Total		

Solicitation No. - N° de l'invitation  
21120-193881/A  
Client Ref. No. - N° de réf. du client  
21120-193881

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hn472.21120-193881

Buyer ID - Id de l'acheteur  
hn472  
CCC No. /N° CCC - FMS No. /N° VME

<b>3.2.3 Maintenance Manuals(a maximum of 15 points is available)</b>  ( 0 points ) The proposal indicates that the documented information does not meet the requirements.  ( 12 points ) The proposal indicates that the documented information meets the requirements.  ( 15 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.		
Sub-Section Total		
<b>3.3 Spare Plan and Spare Parts List (a maximum of 10 points is available)</b>  ( 0 points ) The proposal indicates that the spares plan and spare parts list does not meet the requirements.  ( 6 points ) The proposal indicates that the spares plan and spare parts list meets the requirements.  ( 10 points ) Exceeds the minimum requirements as identified within the STR in at least 2 instances that are uniquely and specifically identified, including the reasons for identifying them, in the Bidder's proposal.		
Sub-Section Total		
<b>Total Support Proposal (maximum 100 points)</b>		