

No of Page/

N° de page 18

Public Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS À:**

See Section 1.

Voir Section 1.

STANDARD REQUEST FOR BID**INVITATION À SOUMISSIONNER - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
10066932/A	

Solicitation closes – La demande prend fin :	File No. - N° de dossier
at – à See Section 1 Voir Section 1	10066932
on – le See Section 1 Voir Section 1	

Date of Solicitation – Date de la demande
2019-04-03
Address inquiries to – Adresser toute demande de renseignement à :
See Section 2, Article 4.1. Voir Section 2, Article 4.1
Destination
See Section 2, Annex A. Voir Section 2, Annexe A.

Instructions:

Municipal taxes are not applicable.

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas.

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of supplier (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)
Signature : _____ Date : _____

TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS**Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)****Step 2. Competitive or Non-Competitive**

For Competitive Requirements when only one bid is received:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB**Terms of the RFB:**

This RFB is issued pursuant to the Supplier's Furniture for Workspaces Supply Arrangement (SA) that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.

RFB Issued by:	
Identified User's (IU) Department/Agency/Crown Corporation: Contact for this RFB:	See Section 2, article 4.1 below.
RFB Closing - Submit Bid: Bids must be submitted on the date and at the time indicated below.	
By no later than date and time:	a. 2019-04-12 b. 2:00PM CDT
To e-mail address (if applicable)	TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca
RFB Enquiries	
Unless a different period is listed in the adjacent column, Bidders may submit enquires about the RFB to the Contracting Authority two business days prior to the RFB closing date. Enquiries received after the timeline indicated may not be answered.	3 business days

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract
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	The terms and conditions of Parts 6B and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (the checked article applies)	
2.1	The applicable security requirement(s) is (are) set out in the Security Requirement Check List attached as Annex B of this contract. The Contractor must fulfill the security requirements by meeting the terms below.	
a.	<input checked="" type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements contained in the clausing in Annex B herein.
c.	<input type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority (IU)	
	Name:	Ruwani Wall
	Title:	Procurement Officer
	Department/Agency/Crown Corporation:	Public Services and Procurement Canada
	Address:	100-167 Lombard Ave Winnipeg MB R3B 0T6
	Telephone No.:	204-510-7848
	E-mail address:	TPSGC.RODGAGM-WRABMM.PWGSC@tpsgc-pwgsc.gc.ca
4.2	Project Authority [To be completed at contract award] <i>The Project Authority (PA) 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.</i> <i>In addition, the PA is also responsible for ensuring that the Supplier's employees and subcontractors requiring access to the site adhere to the allocated time for the Supplier to access the site to deliver and install the furniture in accordance with the master schedule held by the General Contractor (a representative of Canada or a service provider(s) under contract with the Government of Canada).</i>	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	E-mail address:	
4.3	Contractor's Representative	
	As set out in Annex A, Table 9 below.	
5.	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payment
6.	Invoicing	
	Further to the Invoicing terms of the WTCM document, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact: <i>[To be completed at contract award]</i>	
	Address:	

7.	Defence Contract. This clause applies if the box below is checked.
<input type="checkbox"/>	The Contract is a defence contract within the meaning of the Defence Production Act , R.S.C. 1985, c. D-1.

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

Combined Categories Rule:

For reasons of compatibility, the following categories will be combined for evaluation and contract award purposes:

The rule only applies to the categories below that are checked. The unchecked categories will be evaluated separately and may be awarded to multiple suppliers;

Category 1

Category 2

Category 5

*** Exception: when using the Cat 1, 2, 5 combined categories rule, IU's may calculate the percentage of NSA product allowed (as defined in their solicitation document) against the total quantity of the combined categories.**

Design Upgrade Rule:

The IU may exercise an option to upgrade products up to 20% of each Category product total before Applicable Taxes after contract award.

The Design Upgrade amount is used at the discretion of the Project Authority (PA) **prior to the manufacturing/ordering of the products**, the PA will provide the Contractor with a written notice of Canada's Design Upgrade choices for each of the product(s) to be upgraded. The Contractor will provide the pricing of the upgraded product(s) to a maximum of 20% of each Category Contract Price of Table 8. The Contracting Authority will issue an amendment to the contract with the Design Upgrades and pricing.

The Supplier certifies that all the Design Upgraded products offered will conform to all specifications and meet the testing requirements detailed in the Specifications of the Supply Arrangement.

Design Upgrade: is the process of replacing a product with a more innovative or enhanced version of the same product.

NSA:

NSA products can be incorporated in the RFB and must not exceed 30% of the firm quantity by category. NSA items must be added to the category that is most closely related and must be generic.

The requirement includes the following category (ies) of work :

a. Category 1 – Interconnecting Panels and Freestanding Systems

Category 1a – Interconnecting Panels (Refer to Annex C)

Category 1b – Supporting components and freestanding furniture

RULE: Metal Storage

Identified Users may procure metal storage products forming part of Category 1 when the metal storage products will be part of a requirement for a workstation(s)/work point(s). If this rule does not apply, Category 3 must be used for the metal storage products forming part of this category.

- b. Category 2 – Freestanding Height Adjustable Desk / Table Products
- e. Category 5 – Ancillary and Lighting Products

2. Product and Pricing Tables

Site Inspection Date: To be coordinated with Project Authority after contract award. (Refer to Annex A article 4 of the SA for Site Inspection and Documentation instructions.)

INSTRUCTIONS TO BIDDERS: Bidders are to complete Sections B of the tables identified by the IU in this article as well as Tables 8 and 9. **Bidders must provide a complete product offering for each category, or CAT 6 sub-divide they wish to submit a bid in order to be compliant.** In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category(ies): 1,2,5

Table 1 – Product Table

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
#	GoCUID	Description of Product <i>(Additional product details may be inserted, if required as per 6B. 4.1 of the SA)</i>	Qty	Supplier Part Number	Firm Unit Price** \$	Extended Total [Qty x Price] \$
Category 1A						
1	Refer to Annex C and Floor Plans.					\$
Category 1B						
2	MTxxSCLxSxxxxxxx24 24	<ul style="list-style-type: none"> • Category-Meeting Tables • Support & Mounting-Star-Cross Base • Materials & Finishes-Laminate • Shape-Square • Doors-Nil • Drawers-Nil • Width-24 • Depth-24 	3		\$	\$
3	SPPDFSMxxxx2Fxxxxxx 22	<ul style="list-style-type: none"> • Category-Storage Products • Sub-Category-Pedestals • Support & Mounting-Freestanding • Materials & Finishes-Metal • Shape-Nil • Doors-Nil • Drawers-Box, Box, File • Depth-22 	11			

4	SPPTFSMxxLHFFCD542 424	<ul style="list-style-type: none"> • Category-Storage Products • Sub-Category-Personal Storage Tower • Support & Mounting-Freestanding • Materials & Finishes-Metal • Doors-Hinged Left • Drawers-File, File • Others-Closed Drawer • Height-54 • Width-24 • Depth-24 	6				
5	SPPTFSMxxRHFFCD54 2424	<ul style="list-style-type: none"> • Category-Storage Products • Sub-Category-Personal Storage Tower • Support & Mounting-Freestanding • Materials & Finishes- Metal • Doors-Hinged Right • Drawers- File, File • Others-Closed Drawer • Height-54 • Width-24 • Depth-24 	4				
<ul style="list-style-type: none"> • Category 2 							
6	FSCAEA4824	<ul style="list-style-type: none"> • Sit/Stand Range Height Adjustable Work Surfaces • Electrically assisted • 1219mm (48 in./po) x 610mm (24 in./po) 	17		\$	\$	
7	FSCAEA6024	<ul style="list-style-type: none"> • Sit/Stand Range Height Adjustable Work Surfaces • Electrically assisted • 1524mm (60 in./po) x 610mm (24 in./po) 	3				
Category 5							
8	KMSLFG24	<ul style="list-style-type: none"> • Keyboard and Mouse Support Surface • Lever-free control, Gel Palm Support for 610mm (24") deep worksurface 	11		\$	\$	
9	MADME	<ul style="list-style-type: none"> • Monitor Arms • Dual Monitor, Edge Clamp Mount 	11				
Add more rows if necessary.					Product Total		\$

Table 2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will supply and deliver as per below**	Firm Lot Price \$
1-9	Royal Canadian Mounted Police Alvin Hamilton Building Hamilton Street Regina, SK S4P 0H8	2019-04-05	Normal Business Hours	_____ : weeks <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5 // to be coordinated with Project Authority before proceeding with ordering products.</p> <p>**The Desired Date(s) and time(s) for delivery are estimated and may change if authorized by the Project Authority (PA). The supplier must not commence the work under this contract until the Project Authority (PA) provides the supplier the authority to proceed taking into consideration the delivery time provided by the supplier.</p>				Delivery Total:	\$

Table 3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID	
Product Item # from Table 1	Location	Desired Date (Y/M/D)	Desired Time: Normal Business Hours Or Outside Normal Business Hours *	Supplier will install as per below**	Firm Lot Price \$
1-9	Royal Canadian Mounted Police Alvin Hamilton Building Hamilton Street Regina, SK S4P 0H8	2019-04-05	Normal Business Hours	_____ : weeks or days for installation <i>Standard Lead time is between 6-10 weeks for furniture delivery and installation.</i>	\$
<p>*Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 5</p> <p>**The Desired Date(s) and time(s) for installation are estimated and may change if authorized by the Project Authority (PA). The supplier must not commence the work under this contract until the Project Authority (PA) provides the supplier the authority to proceed taking into consideration the installation time provided by the supplier.</p>				Installation Total:	\$

Table 4 – Optional Product Not Applicable

Table 5 – Optional Delivery Not Applicable

Table 6 – Optional Installation Not Applicable

Table 7 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes
1.1	IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.

	<p>Within ten business days of the contract award, the Project Authority will provide the Contractor with a written notice of Canada's finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada's choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	<p>Canada's Facilities to Accommodate the Delivery <i>The Supplier's employees and subcontractors requiring access to the site must adhere to the health and safety plans established for the site, in addition to any laws in effect in the jurisdiction where the work is being performed.</i></p> <p><i>During the period of the contract, a representative of Canada or a service provider(s) under contract with the Government of Canada may request the list of employees and subcontractors requiring access to the site to perform the work and their security statuses. Information must be provided in the timeframe prescribed in order to ensure that the supply, delivery and installation of the furniture aligns with the master schedule.</i></p>	
2.1	Loading Dock/Location	
A	Location	
B	Dock	Alvin Hamilton Building: Located at the north side of the building in the back alley.
C	Lift	
D	Door	
E	Freight Elevator	Alvin Hamilton Building. Adjacent to loading dock and only goes to the 2nd floor. Alvin Hamilton Building: Tower Passenger Elevator dedicated for construction use available to move products
F	Other (specify, if any)	
3.	<p>Continuance of Certifications</p> <p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, continues to comply with all of the following certifications listed in Parts 6A and 6B of the Bidder's SA for Work Spaces.</p> <p>Canada may request copies of environmental certification(s) prior to contract award within a time period specified by the Identified User.</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor's Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 8 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)

1	Firm Product Total (Table 1)	\$
2	Firm Delivery Total (Table 2)	\$
3	Firm Installation Total (Table 3)	\$
4	Hardware Total as per article 1.5 of Annex A-1 of SA	\$
5	Total Evaluated (Bid) Price* (1 + 2 + 3 + 4)	\$
6	Contract Price(1+2+3+4): [applicable at contract award only]	\$
7	Applicable Tax(es): [applicable at contract award only]	\$
8	Total Estimated Cost (7+8): [applicable at contract award only]	\$

* Applicable taxes extra.

Table 9 – Bidder's Authorized Representative

1.	Bidder's Authorized Representative for the Bid and the Contract	
	Name:	Telephone:
		E-Mail:
		Other:

**ANNEX B
SECURITY REQUIREMENTS**

- A. The security requirements set out in the attached Annex B form part of the Contract.

NorthWest RCMP Security Requirements for Contracts and SRCL's

SRCL#: 2017-11122356

Description of work: Relocating CFO within Alvin Hamilton building

Clearance Level: ERS, FA2 - escort

General Security Requirements

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. Physical access is restricted to those specific areas of RCMP facilities required to meet the contract's objectives.
2. No Protected or Classified information or other assets will be removed from the RCMP facility without the approval of the Departmental representative or technical authority. If approved the transport and/or transmittal must comply with the security requirements identified in the RCMP's Transport and Transmittal Guide.
3. Restricted items such as cameras, mobile telephones, and audio/visual devices will be surrendered to the main security desk upon arrival at any RCMP facility unless prior written approval has been obtained.
4. If applicable the contractor must hold a valid Document Safeguarding Capability (DSC).
5. The information disclosed under this contract will be administered, maintained, and disposed of in accordance with RCMP Security Policies and the Policy on Government Security.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. ie: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring a clearance and personnel requiring clearance renewal.
8. All contractor personnel will be required to obtain and maintain a personnel security clearance commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
9. As this contract includes document safeguarding, RCMP will review the contractor site and forward recommendations for the handling of their Protected Information. It will be the final approval of RCMP, for both Physical and IT safeguarding measures that all measures are in place before work can commence.
10. No un-cleared personnel will be allowed access to the protected information on this requirement. Any such access is considered a Breach of Security and must be reported to the RCMP immediately. The matter will then be investigated and dealt with through the proper RCMP channels.

NorthWest RCMP Security Requirements for Contracts and SRCL's

Personnel Security Requirements

RCMP Facility Access, Level I, II, III & IV

For contractors who only require access to an RCMP facility and will not have access to protected or classified information, systems, assets and facilities. In this scenario, the RCMP wishes to conduct local law enforcement checks only. For PWGSC procurement purposes, this should be identified in the contractual documents.

Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.

When the RCMP requires Facility Access Level 1 or 2; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

When the RCMP requires Facility Access Level 3 or 4; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Copy of Government issued, signature bearing photo Identification (Front and Back)
4. Two sets of fingerprints

The RCMP:

1. will conduct local law enforcement checks.
2. is responsible for escorting requirements on its facilities or sites
3. does not require organizational or personnel security clearances for suppliers and/or contractors providing services.
4. will complete the PWGSC Requisition Form 9200 to indicate the security requirement with no SRCL .

NorthWest RCMP Security Requirements for Contracts and SRCL's

RCMP Reliability Status (RRS), Secret or Top Secret Clearance

For contractors who require access to RCMP protected information, systems, assets and/or facilities. In this scenario, the RCMP wishes to conduct all checks required for obtaining an RRS. For PWGSC procurement purposes, this should be identified in the contractual documents.

Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.

When the RCMP identifies a requirement for RRS or a security clearance; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Form 1020-1 (Security Interview)
4. Two pieces of Government issued, signature bearing, photo identification (Birth Certificate and Driver's licence)
5. Two sets of fingerprints
6. Working Visa (where applicable)
7. Two passport photographs

The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. is responsible for escorting requirements on its facilities or sites
3. will security screen any Key Senior Officials (KSOs) identified by CISD (requirement for Classified information)



PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number
2017-11122356		

NOTE: For *Privacy Act* Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other Facility Access Level 2 (FA2) w/ Escort

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indeterminate
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name) _____ Full given names (no initials) underline or circle usual name used _____ Family name at birth _____

All other names used (i.e. Nickname) _____

Sex: Male Female

Date of birth: Y | M | D

Country of birth: _____ Date of entry into Canada if born outside Canada: Y | M | D

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address _____ Daytime telephone number () _____ E-mail address _____

1

Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present
City		Province or state	Postal code	Country	Telephone number ()

2

Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M
City		Province or state	Postal code	Country	Telephone number ()

Have you previously completed a Government of Canada security screening form? Yes No

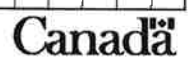
If yes, give name of employer, level and year of screening. _____ Y | | |

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) ▼

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction Y M D





PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names		Date of birth		
		Y	M	D

C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input type="checkbox"/> Loyalty (security assessment only)				
5. <input type="checkbox"/> Other (specify, see instructions) Law Enforcement Records Checks				()

The Privacy Act Statement
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

Signature

Date (Y/M/D)

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status Not approved

Name and title

Signature

Date (Y/M/D)

Security Clearance (if applicable)

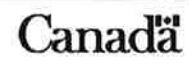
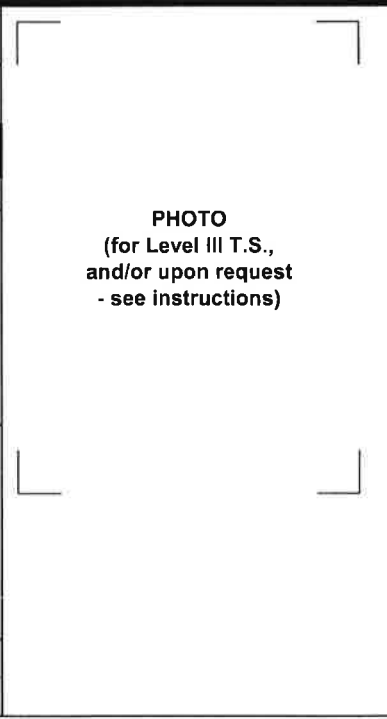
Level I Level II Level III Not recommended

Name and title

Signature

Date (Y/M/D)

Comments





INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)

Once completed, this form shall be safeguarded and handled at the level of Protected A.

General:

If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information)

To be completed by the **applicant**. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification)

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in NFLD., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review)

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval)

Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".

Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.

ANNEX C FLOOR PLAN(S)

INSTRUCTIONS TO BIDDERS:

For Category 1a products, the Bidders must provide:

- a) Completed floor plan(s) with proposed SA approved products;
- b) A product listing of proposed SA approved products offered at floor plan(s).
As a minimum the product listing must include the following information:
 - Supplier part numbers including NSA products forming part of this category;
 - brief product descriptions;
 - quantities;
 - firm unit prices.

***** Products from categories other than Category 1a shown on floor plan are for information purposes only*****

By submitting a bid, the Bidder certifies that their submission includes all components and quantities for Category 1a, in accordance with the floor plans, panel details, panel matrices and/or workstation layouts stipulated in Annex C.

***At contract award, "By submitting a bid, the Bidder" becomes "The Contractor".**

Category 1a Requirement:

1) Floor Plan(s)

See attached pdf and/or AutoCAD floor plan

2) Panel Details

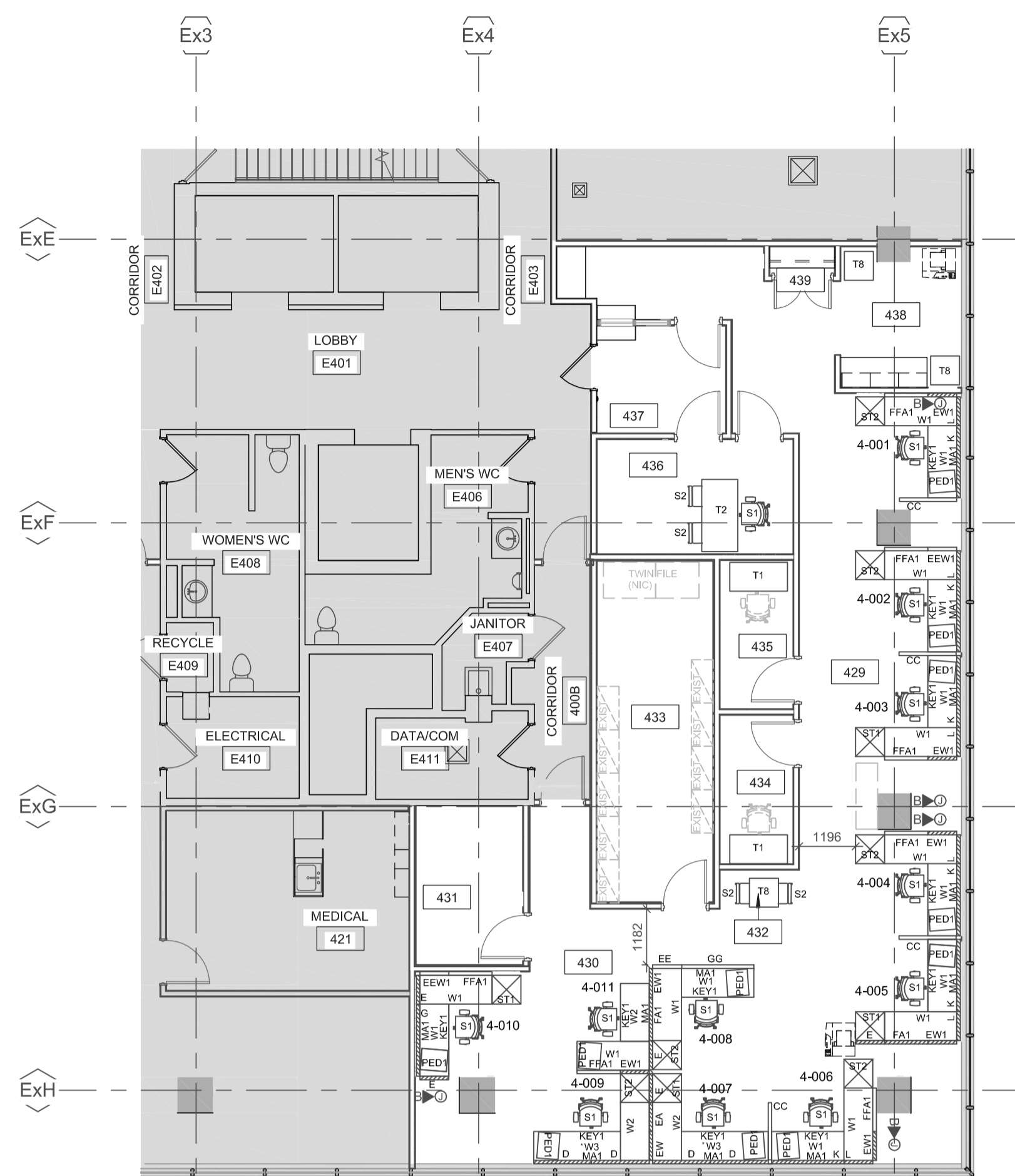
- a. All required panel heights:
- b. When power is required, the power is located *below or above* work surface height; should a grouping of workstation types include shared panels and one side is identified as powered and the other side is non-powered, those panels affected must be powered.
- c. Type of power feed:.

3) Panel Matrix or Workstation Layout

See attached Panel Matrix or Workstation Layout

a. Workstation Layout(s)

- The floor plan takes precedent over any discrepancies with the workstation layouts.
- When two or more typical workstation types share a common panel spine, the finishes of the interior side of the workstation panel as outlined in the Typical Data Sheets must be followed and **NO PANELS SHALL BE DOUBLED. Where no workstation exists adjacent to typical workstation, refer to Data Sheet for finish.**
- Should one typical workstation identify power and the other does not – power will be required for both. Include Workstation Layouts (in the form of Typical Data Sheets or 3 Dimensional drawings) here or as a separate attachment to this RFB.



1 FOURTH FLOOR FURNITURE PLAN
A1 A1 1:100

PHASE 3
FURNITURE PANELS - CATEGORY 1A

PANEL TYPE	DESCRIPTION	FINISH	POWER LOCATION	NOTES	QUANTITY
CC	NON-POWERED	1219W x 1372H	TACKABLE FABRIC	N/A	4
D	POWERED w/ DATA CUTOUT ONE SIDE	1219W x 965H	FABRIC	BASE OUTLET	4
E	POWERED w/ DATA CUTOUT BOTH SIDES	610W x 1372H	FABRIC	BASE OUTLET	5
EA	POWERED w/ DATA CUTOUT & ACCESSORY RAIL; BOTH SIDES	610W x 1372H	FABRIC / ACCESSORY RAIL	BASE OUTLET	1
EW	POWERED w/ DATA CUTOUT & WHITE BOARD; BOTH SIDES	610W x 1372H	TACKABLE FABRIC / WHITEBOARD	BASE OUTLET	1
EW1	POWERED w/ DATA CUTOUT & WHITE BOARD - ONE SIDE	610W x 1372H	TACKABLE FABRIC / WHITEBOARD	BASE OUTLET	7
EE	NON-POWERED	610W x 1372H	TACKABLE FABRIC	N/A	1
EEW1	NON-POWERED c/w WHITE BOARD - ONE SIDE	610W x 1372H	TACKABLE FABRIC / WHITEBOARD	N/A	2
FA1	POWERED w/ DATA CUTOUT & ACCESSORY RAIL; ONE SIDE	914W x 1372H	TACKABLE FABRIC / ACCESSORY RAIL	BASE OUTLET	2
FFA1	NON-POWERED c/w ACCESSORY RAIL; ONE SIDE	914W x 1372H	TACKABLE FABRIC / ACCESSORY RAIL	N/A	7
G	POWERED w/ DATA CUTOUT BOTH SIDES	1525W x 1372H	TACKABLE FABRIC	BASE OUTLET	1
GG	NON-POWERED	1525W x 1372H	TACKABLE FABRIC	N/A	1
K	POWERED w/ DATA CUTOUT BOTH SIDES	1525W x 965H	FABRIC	BASE OUTLET	6
L	POWERED w/ DATA CUTOUT BOTH SIDES	610W x 965H	FABRIC	BASE OUTLET	6

FREESTANDING SYSTEM COMPONENTS - CATEGORY 1B

TYPE	DESCRIPTION	NOTES	QUANTITY
T8	SQUARE TABLE w/STAR CROSSED BASE	610W x 610D x 762H	3
ST1	PERSONAL STORAGE TOWER	610x 610 x 1372H	4
ST2	PERSONAL STORAGE TOWER	610x 610 x 1372H	6
PED1	STATIONARY PED	560 DEPTH	11

FREESTANDING HEIGHT ADJUSTABLE DESK - CATEGORY 2

TYPE	DESCRIPTION	NOTES	QUANTITY
W1	SIT-STAND RANGE HEIGHT ADJUSTABLE WORKSURFACE	1524W x 610D	17
W2	SIT-STAND RANGE HEIGHT ADJUSTABLE WORKSURFACE	1219W x 610D	3
*W3	SIT-STAND RANGE HEIGHT ADJUSTABLE WORKSURFACE	1829W x 610D	2

FURNITURE ACCESSORIES - CATEGORY 5

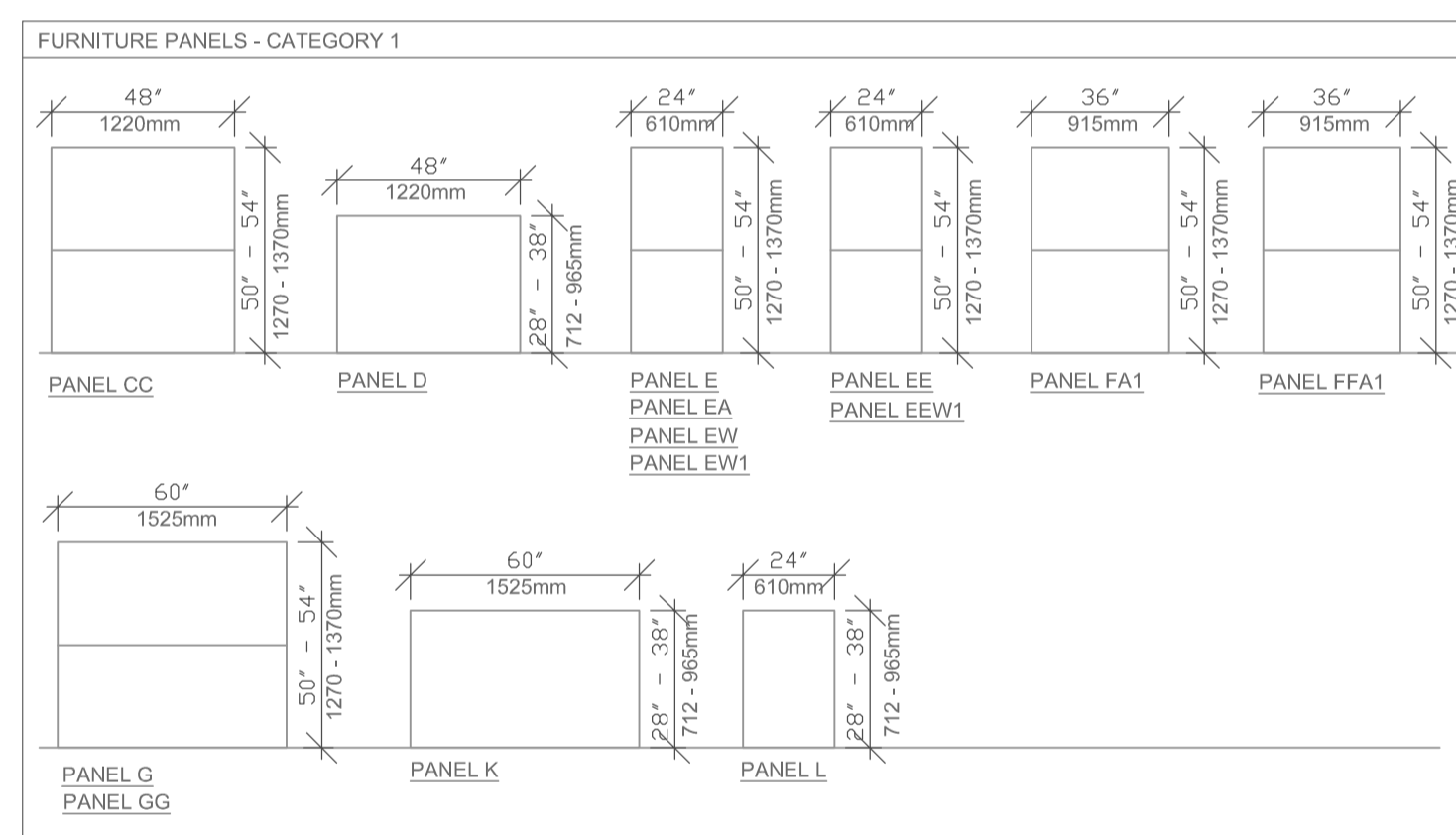
TYPE	DESCRIPTION	QUANTITY
KEY1	KEYBOARD TRAY FOR 24" DEEP WORK SURFACE, HEIGHT ADJUSTABLE ABOVE AND BELOW WORK SURFACE	11
MA1	DUAL MONITOR ARM	11

MEETING TABLES AND COLLABORATIVE - CATEGORY 6B

TYPE	DESCRIPTION	HEIGHT	LENGTH	DEPTH	FINISH	NOTES	QUANTITY
T1	RECTANGLE TABLE w/ 4 LEGS WITH GLIDES	762mm	1219mm	610mm	HPL		2
T2	RECTANGLE TABLE w/ 4 LEGS WITH GLIDES	762mm	1524mm	760mm	HPL		1

SEATING

TYPE	DESCRIPTION	HEIGHT	LENGTH	DEPTH	FINISH	NOTES	QUANTITY
S1	OFFICE TASK CHAIR; HIGH BACK; ADJUSTABLE LUMBAR, HEADREST AND T ARM; BACK BREATHABLE MATERIAL; SEAT FABRIC; STOPPABLE SEAT AND BACKREST IN MULTIPLE POSITIONS						12
S2	SIDE CHAIR; STACKING; SLED BASE; WITH ARMS; DUAL FABRIC						4



SYMBOL LEGEND

- FURNITURE IN CONTRACT
- FURNITURE NOT IN CONTRACT
- NON POWERED PANEL
- POWERED PANEL
- NON-SUPPLY ARRANGEMENT (NSA) PRODUCT
- JUNCTION BOX FOR BASE FEED POWER/DATA/VOICE CONNECTION

Rev	Description	Date
5		
4		
3	ISSUED FOR TENDER	2018-12-14
2	ISSUED FOR TENDER	2018-12-06
1	ISSUED FOR TENDER	2018-11-30
0	ISSUED FOR REVIEW	2018-11-16

P.W.G.S.C

ALVIN HAMILTON BUILDING
FURNITURE PROCUREMENT

Prepared by: VI
Drawn by: VI
Approved by:

Project Manager: SS

THIRD AND FOURTH FLOOR
FURNITURE PLAN