



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

Bid Receiving/Réception des soumissions
RCMP - F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Geotechnical Report, Innisfail, AB		Date : 19 August 2019
Solicitation No. – N° de l'invitation M5000-20-1453/PW-19-00886159		
Client Reference No. - No. De Référence du Client 202001453		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 p.m.	Central Standard Time (CST) Heure normale du centre (HNC)
On / le :	05 September 2019	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Teresa Hengen teresa.hengen@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-3449	Facsimile No. – No. de télécopieur 306-780-5232	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



**THIS PROCUREMENT CONTAINS A SECURITY REQUIREMENT
REQUEST FOR PROPOSAL (RFP)**

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. Proponents responding to this RFP are requested to submit a full and complete proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

2. The following are the proposal documents:
 - (a) Supplementary Instructions to Proponents (SI);

R1410T (2017-08-17), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal, amended as follows:

 - i. Subsection GI3 Overview of selection procedure:
Delete: in its entirety
Insert: GI3 intentionally left blank.
 - iii. Subsection 2.b. of section GI16 Submission of proposal:
Delete: in its entirety
Insert: b. send its proposal only to the RCMP Bid Receiving address specified on page 1 of the RFP;
 - iiii. Subsection GI23 Performance Evaluation:
Delete: in its entirety
Insert: GI23 intentionally left blank
 - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
 - (c) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
 - (d) Team Identification Form (Appendix B);



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- (e) Price Proposal Form (Appendix C);
 - (f) the Security Requirements Check List (SRCL) (Appendix D);
 - (g) Declaration/Certifications Form (Appendix E);
 - (h) Submission Requirements and Evaluation (SRE) (Appendix F)
 - (i) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
 - (j) the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.

SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at e-mail address as early as possible. Enquiries should be received no later than 5 15 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 120 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
 - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
 - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

SI5 CERTIFICATIONS

Instructions to Proponent: Certifications are to be submitted with Appendix E Declaration/Certifications Form.

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-08-17), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.



SI6 RECOURSE MECHANISMS

If you have any concerns relating to the procurement process, please refer to the Recourse Mechanisms page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/recourse-mechanisms>

SI7 PROMOTION OF DIRECT DEPOSIT INITIATIVE

The following information is not related to the solicitation process:

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

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

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

SI8 SECURITY REQUIREMENT

1. Before the commencement of Work, the following conditions must be met:

- (a) the Proponent must hold valid security clearance as indicated in Supplementary Conditions SC1;
- (b) the Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
- (c) the Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

SI9 WEBSITES

The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>



Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>



TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:

- (a) the Front Page and this Agreement clause;
- (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2018-06-21), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2018-06-21), incorporated by reference above, is amended as follows:

Delete: in its entirety

Insert: GC1.12 Intentionally left blank.

- (c) Supplementary Conditions
- (d) Agreement Particulars
- (e) Project Brief / Terms of Reference (Appendix A) and any associated annexes, appendices or attachments;
- (f) Team Identification Form (Appendix B);
- (g) Price Proposal Form (Appendix C);
- (h) the Security Requirements Check List (SRCL) (Appendix D);
- (i) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (j) the proposal.

2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its



Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

3. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (c) this Agreement clause;
 - (d) Supplementary Conditions;
 - (e) General Terms, Conditions and Clauses;
 - (f) Agreement Particulars;
 - (g) Project Brief / Terms of Reference and any associated annexes, appendices or attachments;
 - (h) the document entitled "Security Requirement Check List";
 - (i) the proposal.

4 Term of Contract

4.1 Period of the Contract

The period of the contract is thirty (30) days from date of contract award.

5. Procurement Ombudsman

5.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

5.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



6. Authorities

6.1 Contracting Authority

The Contracting Authority for the contract is:

Teresa Hengen
Royal Canadian Mounted Police
Procurement Officer
5600-11th Ave
Regina, SK S4P 3J7
Telephone: 639-625-3449
Facsimile: 306-780-5232
E-mail: teresa.hengen@rcmp-grc.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.

6.2 RCMP Departmental Representative (Project Manager) [To be confirmed at contract award]

The RCMP Departmental Representative (Project Manager) for the contract is:

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

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

The RCMP Departmental Representative (Project Manager) 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 RCMP Departmental Representative; however, the RCMP Departmental Representative has no authority to authorize changes to the contract. Changes to the contract can only be made through a contract amendment issued by the Contracting Authority.

6.3 Proponent's Representative [To be confirmed at contract award]

Name: _____
Title: _____
Address: _____

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



SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY REQUIREMENT

1. The following security requirements (SRCL and related clauses) apply and form part of the Agreement. Before the commencement of Work the following conditions must be met:
 - a. The Consultant's personnel are required to be security cleared at the level of Facility Access with Escort as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
 - b. The Consultant SHALL NOT remove or make copies of any PROTECTED, DESIGNATED or CLASSIFIED information or assets from the identified work site(s), and the Consultant must ensure that its personnel are made aware of and comply with this restriction.
 - c. Any electronic media (USB drives, hard drives, CDs, etc) that store or process RCMP information must either be retained by the RCMP or wiped using RCMP approved procedures.
 - d. The Consultant must comply with the provisions of the: Security Requirements Check List (SRCL) attached at Appendix D.



APPENDIX A – PROJECT BRIEF / TERMS OF REFERENCE

1 GENERAL

- 1.1 RCMP has a requirement to have completed, a geotechnical report for a new Whelping pod being planned for construction at the RCMP Police Dog Service Training Center located just south of Innisfail, Alberta on Exit 365 East, Highway #2.
- 1.2 Refer to attached sketch which outlines the proposed location for the drilling of a total of four (4) test holes.
- 1.3 The proposed project will consist of one single phase of implementation. The plan is to construct a single story building using slab on grade construction. The building is expected to be approximately 180 square meters in size, and consist of whelping, custodial, laundry and office space.

It is anticipated that construction will begin in the fall of 2019.

1 GENERAL REQUIREMENTS

- 1.1 The following general services outlined apply to the consultant required during the project.
- 1.2 Geotechnical requirements:
 - Four (4) boreholes (minimum) are to be drilled at the site. Each borehole is to be advanced to a minimum depth of 12.0 metres or to effective auger refusal.
 - .1 Logging of stratigraphy and collection of disturbed soil samples from the augers, the groundwater conditions, the position of unstable sloughing soils and the depths at which cobbles and/or boulders were encountered. Disturbed grab samples to be taken every 1.0 metre.
 - .2 Test for the following:
 - .1 Standard Penetration testing on all boreholes.
 - .2 Soil grain size distribution
 - .3 Soil profile
 - .4 Bearing capacity
 - .5 Plasticity (Atterberg limits)
 - .6 Permeability
 - .7 Potential for liquefaction
 - .8 Moisture content and moisture density relationship (Standard Proctor),
 - .9 Grain size distribution
 - .10 Standard proctor
 - .11 CBR tests
 - .12 Soil sulphates
 - .13 PH of soil
 - .3 Upon completion, install slotted piezometers in boreholes 1 and 4 for monitoring of ground water levels.
 - .4 Monitoring of these ground water levels twice over a period of three (3) months.
 - .5 Preparation of a report addressing:
 - .1 All test hole logs and test hole location plan.
 - .2 Laboratory test results.
 - .3 Summary of ground water readings (readings shall follow the main report in a short letter report).
 - .4 Describe the near surface geology; specifically topsoil thickness, nature of over burden material, location of groundwater table and type/depth of bedrock.



-
- .5 Description of subsurface conditions and comments and recommendations regarding geotechnical aspects of site development. These comments should address (as per NBCC 2011):
 - 1 Shallow Foundations:
 - 1.1 Bearing pressure for settlement (serviceability limit pressure)
 - 1.2 Factored Bearing resistance for settlement (calculated ultimate bearing resistance)
 - 2 Deep Foundations:
 - 2.1 Ultimate end bearing resistance
 - 2.2 Horizontal load resistance
 - 2.3 Skin friction
 - 3 Foundation recommendations (piles, spread, raft, etc.).
 - 4 Minimum depth for rock anchors if required.
 - 5 Modulus of subgrade reaction.
 - 6 Lateral earth pressure.
 - 7 Swell potential of clay material and remedial work required if high swell clay is encountered.
 - 8 Maximum side slope below foundations.
 - 9 Excavation side slopes.
 - 10 Final slopes for site grading and drainage recommendations.
 - 11 Backfill grain distribution and compaction requirements.
 - 12 Estimated frost penetration.
 - 13 Foundation concrete (water soluble sulphate test results).
 - 14 Any other appropriate recommendations, which may be required, based on the site conditions encountered.
 - .6 Design recommendations for items as follows but not limited to:
 - 1 Floor slab as slab on grade or structural slab.
 - 2 All sub base and base fill including type of fill, preparation of various base including grain distribution and compaction recommendations,
 - 3 Potential for crawlspace design including excavation requirements and any other relevant limitations.
 - 4 Crawl space slab.
 - 5 Insulation if required.
 - 6 Site drainage under the building during construction as well as on a permanent basis (weeping, etc.).
 - 7 Asphalt and concrete paving parameters including sub-base and base fill grain distribution and preparation, compaction, and asphalt design recommendations including recommended mix design and all other applicable elements.

2 DELIVERABLES

- 1 Geotechnical Report
 - 1.1 Provide draft geotechnical report for review by the RCMP and the RCMP's representatives. The RCMP will provide comments within 5 days. Report to include all test results and site reports.
 - 1.2 Provide final report incorporating all comments provided by the RCMP and the RCMP's representatives, final report to be stamped and sealed by a professional engineer registered in the Province of Alberta.
 - 1.3 Provide final digitized report and drawing files in PDF, on CD or DVD disk(s) and 2 hard copies. Report to include all testing results and site reports and other applicable documentation.
 - 1.4 Provide timeline for delivery of geotechnical report and survey.



APPENDIX B - TEAM IDENTIFICATION FORM

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law. This form can be altered or expanded.

1. Prime Consultant:

Firm or Joint Venture Name:
.....
.....

Key Individuals and provincial professional licensing status and/or professional accreditation:

.....
.....
.....
.....
.....



APPENDIX C - PRICE PROPOSAL FORM

INSTRUCTIONS TO PROPONENTS:

1. PROPONENTS SHALL NOT ALTER THIS FORM.
2. Price Proposals are not to include GST/HST Taxes.
3. Price Proposals will be evaluated in Canadian Dollars.
4. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into of this Appendix.
5. This Appendix (Price Proposal) will form part of the resulting Agreement, including applicable clauses from this form.

Project Title: Geotechnical Report, Innisfail, AB

Name of Proponent: _____

SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Fee for Required Services - Fixed Fee \$.....

Provide lump sum quote for all work required to perform geotechnical investigation, report and recommendation services. (Lump sum quote to include all costs associated with providing equipment access to the indicated site)

*Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements).



APPENDIX D – SECURITY REQUIREMENTS CHECK LIST (SRCL)



APPENDIX E - DECLARATION/CERTIFICATIONS FORM

1. Proponent Information:

Project Title:

Name of Proponent:

Street Address:

Mailing Address:

Telephone Number: ()

Fax Number: ()

E-Mail:

Procurement Business Number:

<p>Type of Organization:</p> <p>_____ Sole Proprietorship</p> <p>_____ Partnership</p> <p>_____ Corporation</p> <p>_____ Joint Venture</p>	<p>Size of Organization:</p> <p>Number of Employees _____</p> <p>Graduate Architects / Professional Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p> <p>Other _____</p>
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Note to Proponents: E.2. & E.3. are in accordance with SI6 Certifications.

2. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2017-18-17), General instructions 1 (G1), Integrity Provisions – Proposal, **section 3b**.

3. Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to



comply with Treasury Board policies and directives on contracts awarded to FPS, proponents must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Proponent of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, proponents agree that the successful Proponent's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



Work Force Adjustment Directive

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

5. Authority

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, the RCMP contact will be with the following person:_____.



Telephone Number: () _____ Fax Number: () _____

E-mail: _____

This Appendix "E" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "E" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.



APPENDIX F – SUBMISSION REQUIREMENTS (SRE)

SRE 1 Submission Requirements

SRE 2 Evaluation Procedures and Basis of Selection

1.1 Bid Preparation Instructions

1.1.1 Canada requests that Proponents provide their bid in separate sections as follows:

- a. Section I: Financial Proposal (one (1) **hard copy**) and the first page of all amendment(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of amendments should be submitted with the bid but may be submitted afterwards. If any amendment(s) are not acknowledged as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the documentation within the time frame specified will render the bid non-responsive.
- b. Section II: Declaration/Certifications (one (1) **hard copy**)
- c. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- d. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
 - i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
 - ii. use a numbering system that corresponds to the bid solicitation.
- e. 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>). To assist Canada in reaching its objectives, Proponents should:
 - i. use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - ii. 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.

1.2 Section I: Financial Proposal

- a) Proponents must submit their Price Proposal Form in accordance with **Appendix C - Price Proposal Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.3 Section II: Declaration/Certifications

Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix E Declaration/Certifications Form.

SRE 2 Evaluation Procedures and Basis of Selection

2.1 Evaluation Procedures

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



2.2 Basis of Selection

- a) A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.