

REQUEST FOR PROPOSAL

The Canadian Museum of Nature is inviting experienced and qualified firms to submit a proposal documenting their ability to deliver the proposed Security Management System by demonstrating their capabilities of the requirements outlined in the “General Requirements for Integrated Security” at the Victoria Memorial Museum Building (VMMB) at 240 McLeod Street, Ottawa, Ontario & The National Heritage Campus at 1760 Chemin Pink, Gatineau, Quebec.

CLOSING DATE AND TIME FOR PROPOSALS

Friday December 6, 2019 at 2:00 P.M.

NAME AND ADDRESS OF ORGANIZATION	NAME AND TITLE OF PERSON AUTHORIZED TO SUBMIT A QUOTE ON BEHALF OF ORGANIZATION
<hr/> Name	<hr/> NAME:
<hr/> Telephone	<hr/> TITLE:
<hr/> Email	<hr/> Signature: <hr/> Date:
Please provide a contact name, phone number and an email address for clarification and/or additional information.	<p>CMN FILE N° 19-040-RFP</p> <hr/> <p>Please return a signed copy of this form with your proposal.</p>

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A) ABOUT THE CORPORATION

The origins of the Canadian Museum of Nature (CMN) were formed within the Geological Survey of Canada in 1842 and for over 170 years, the CMN has worked to increase and preserve Canada's natural history collections, and to use these collections for research and public programming.

The CMN became a Crown corporation on July 1, 1990 through the *Museums Act* and is named in Part 1 of Schedule III to the *Financial Administration Act*. It reports to Parliament through the Minister of Canadian Heritage. The CMN pursues its national mandate as described in the *Museums Act*, within the context of the governance and accountability regime established in that Act and Part X of the *Financial Administration Act*. The Museum's Board of Trustees and management are firmly committed to managing the public and private funds invested in the institution in transparent, accountable manner, and to optimizing the value of the contributions the Museum makes to Canadians and Canadian society.

The mandate of the CMN, as embodied in the *Museums Act* (1990), is:
"To increase, throughout Canada and internationally, interest in, knowledge of and appreciation and respect for the natural world by establishing, maintaining and developing for research and posterity, a collection of natural history objects, with special but not exclusive reference to Canada, and by demonstrating the natural world, the knowledge derived from it and the understanding it represents."

Additional information concerning the Canadian Museum of Nature may be obtained at our Web site: www.nature.ca.

REQUIREMENT

The purpose of this requirement is to invite experienced and qualified firms to submit a proposal in accordance with the attached terms of reference to supply a single, unified security management platform; the "Security Management System" as outlined in the "General Requirements for Integrated Security System".

B) INSTRUCTIONS TO BIDDERS

A MANDATORY SITE VISIT HAS BEEN SCHEDULED FOR MONDAY NOVEMBER 11, 2019 AT 1 PM.

Bidders (limit of two (2) per company) will assemble in the main entrance lobby of the Victoria Memorial Museum Building at 1:00 P.M. The street address of the Museum is 240 McLeod Street, Ottawa, Ontario.

1. Closing date and time for delivery of proposals:

Friday December 6, 2019 at 2:00 P.M.

Proposals received after the closing date and time will **NOT** be considered and will be returned unopened.

2. **The Canadian Museum of Nature is accepting electronic bids via <https://cmn-mcn.bonfirehub.com>. Bids must be received on Bonfire by the due date and time in order to be considered. Any bid that is not received on time will not be considered. Submitting bids via Bonfire website is mandatory. No hard copies will be accepted.** The documents on <https://cmn-mcn.bonfirehub.com> are the official source of information on all bids for the Canadian Museum of Nature. Documents attained from other sources will not be recognized during the bid and award process.

Vendor's relying on documents obtained from sources other than <https://cmn-mcn.bonfirehub.com> website do so at their own risk and may result in the rejection of an individual's bid. All bidders must first register on the <https://cmn-mcn.bonfirehub.com> website and create an online profile. Bid submissions and registration are free of charge. For technical help call 1-800-354-8010 ext. 2 or submit a request at <https://cmn-mcn.bonfirehub.com/portal/support> or call the CMN Contracting Authority (phone: 613.566.4240 – email: Approvisionnement-Procurement@nature.ca)
3. Each bidder must provide a copy of the front page of this Request for Proposal (RFP) signed by a representative who is authorized to act on behalf of the bidder.
4. The CMN reserves the right to proportionally scale down its requirement as identified in the attached Terms of Reference and to select a preferred bidder based upon those reduced requirements.
5. All enquiries must be in writing to receive a response. A written response to any questions will be sent to all participants. Questions will not be accepted or responded to if received after 4:00 pm, **Friday, November 29, 2019**. To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, through <https://cmn-mcn.bonfirehub.com>, simultaneously to all Bidders to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
6. Information provided verbally will not be binding upon the CMN. The bidder must have written confirmation from the CMN for any change or alteration concerning this RFP.
7. The CMN reserves the right to verify all information provided by a bidder by means of direct contact with the bidder's prior clients, associates and personnel. The bidder must agree to provide and release necessary authorizations to verify any of the bidder's previous experience. Misstatements of experience and scope of prior experience may be grounds for disqualification of a bidder.
8. The CMN reserves the right to disqualify any Proponent in the event that its response to the RFP indicates that the manner in which the Proponent provides services may adversely affect the Canadian Museum of Nature's existing business relationships or if Public Services and Procurement Canada (PSPC) has determined the interested party to be ineligible or suspended pursuant to the PSPC Integrity Regime.
9. At any time, the CMN may cancel this RFP in whole or in part at no cost or penalty to the Canadian Museum of Nature. No reason for cancellation need be given. In addition, the CMN reserves the right to decrease or increase the scope of work described in this RFP.

10. The disclosure of information received relevant to the issue of bid solicitations or the award of contracts shall be made by the appropriate CMN officers in accordance with the provisions of the *Access to Information Act*, the *Privacy Act*, edicts/acts related to this subject issued by the Crown, and as amended.
11. This Bid Package consists of:
 - a) Request for Proposal document Solicitation No. 19-040-RFP (also referred to as the "Instructions")
 - b) General Requirements for Integrated security System
 - c) Electronic Safety and Security Submittals
 - d) Commissioning and Testing of Electronic Safety and Security Systems
 - e) Electronic Access Control
 - f) Intrusion Detection System
 - g) Video Surveillance Recording Management
 - h) General Notes & Symbols
 - i) Site Plan
 - j) Sub-Basement Floor Plan
 - k) Basement Floor Plan
 - l) Ground Floor Plan
 - m) Sub-Basement -Annotated
 - n) Second Floor Plan
 - o) Third Floor Plan
 - p) Fourth Floor Plan
 - q) ASRA-CMN Appendix A New Numbering Camera Schedule
12. By submitting a Proposal, the **Bidder acknowledges that all of the aforementioned documents have been received.** It is the responsibility of the Bidder to verify the inclusion of all documents, and to obtain copies of any missing items by contacting <https://cmn-mcn.bonfirehub.com>. Failure to obtain any missing document(s) shall not relieve the Bidder of any obligations imposed hereunder nor excuse it from any guidelines set out therein.
13. Quotes must be valid in all aspects, including price, for a period of no less than sixty (60) Calendar Days from the Closing Date of the Solicitation.
14. Pricing information is not to be included in any section of the proposal other than the Data Slots on the Bonfire Portal
15. Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of the evaluation.
16. The Corporation reserves the right to:
 - a) Cancel and/or reissue this solicitation for any reason at any time prior to award of a contract. The Corporation will not assume any liability for bid preparation costs.
 - b) Reject any or all proposals received in response to this RFP.

- c) To negotiate with the selected bidder on any aspect of the bidder's proposal.
- d) Accept any proposal in whole or in part without prior negotiation.
- e) Retain all proposals submitted in response to this RFP.
- f) All information contained in this RFP is proprietary and must be kept confidential unless the prior written consent of the Corporation has been obtained.
- g) This RFP and any subsequent agreements related to the subject matter hereof will be governed according to the laws of the Province of Ontario.
- h) This RFP is NOT an offer to enter into an agreement with any party but rather a request to receive proposals from firms interested in providing the services outlined herein. Such proposals will be treated by the Corporation as offers to enter into an agreement. The Corporation reserves the right to reject all proposals, in whole or in part, and/or to enter into negotiations with any party to provide such services to the Corporation.
- i) The Corporation shall not be responsible, and will not reimburse any bidder, for any cost incurred in the preparation of a response to this RFP.
- j) While it will be a significant factor, the lowest bid submitted will not automatically be awarded the contract. The selection of a preferred vendor will be based on an evaluation of ALL of the proposal requirements and NOT on any single factor.
- k) The Corporation reserves the right at any stage of the evaluation of the proposals to request bidders to provide clarification, additional information or personal presentation concerning their proposal. Bidders however, will not be allowed to modify their proposal once submitted.
- l) The obligation of the Corporation to explain its final preferred firm selection to any bidder shall be limited to said bidder's performance within the scope of the evaluation criteria. In order to safeguard the confidentiality of information provided by any bidder, the Corporation shall not, under any circumstances, disclose details of any other bid(s) with the exception of the name of the preferred vendor selected as the successful bidder.

Nothing in this clause is to be interpreted as limiting the rights which the Corporation may otherwise be entitled to.

See Terms & Conditions on CMN website at www.nature.ca

C) OTHER INSTRUCTIONS & RATED REQUIREMENTS

1.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

This section provides bidders with general information and instructions on the bidding process.

1.1 Terms and Conditions of Solicitation and Resulting Contract

1.1.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this bid solicitation and any resulting contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

1.1.2 Submission of a bid constitutes acknowledgment that the Bidder has read and agrees to be bound by such instructions

2.0 Conflict of Interest

2.0.1 By submitting a bid, the Bidder represents that there is no conflict of interest. It is within the Corporation's sole discretion to determine whether a conflict of interest exists.

3.0 Bidding Process

The primary selection criterion will be the best overall value to the CMN.

The CMN Selection Committee will evaluate the overall quality of the submission and the proposed approach to the project.

3.1 Rated Requirements

The museum intends to use a comprehensive evaluation process in the selection of the security management system provider. The business evaluation process will assess a combination of technical merit and price and vendors will be rated on the following criteria:

- Bidders' demonstrated understanding of the project.
- Conformance to Mandatory requirements as outlined in section 1.5 of the General Requirements for Integrated Security System document.
- Quality of the proposal including equipment and software proposed.
- Validity of the Contractors' personnel Qualifications as specified in section 1.5 of the General Requirements for Integrated Security System document.
- Resources and experience available from the proponent Contractor to support the project management, execution, validation, commissioning, documenting and long term support of the installations.
- Project Schedule.

- Proposed pricing including the unit pricing and preventive maintenance fees. Duplicate the equipment schedule created in the Technical proposal for the unit pricing requirement.

3.2 Evaluation Criteria

All proposals will be evaluated according to the following criteria-weighting:

Technical Proposals that have met all the Mandatory requirements shall be evaluated and assigned a score for each Rated Requirement prior to any pricing being disclosed and scored. A Technical Proposals failing to meet the minimum score of 70% of 75 points = 52.5 points) for the Rated Technical Requirements prior to any pricing being disclosed and scored will be treated as non-responsive and will result in that proposal receiving no further consideration. In addition, the Scoring of rated requirements for proposals is at the sole discretion of the RFP Evaluation Team.

- Bidders demonstrated understanding of the project. 10 points
- Conformance to mandatory requirements. 10 points
- Quality of the proposal including equipment and software proposed 30 points
- Validity of the contractor’s personnel qualifications 5 points
- Resources and experience available from the proponent contractor to support the project management execution validation commissioning documenting and long-term support of the installations. 10 points
- Project schedule 10 points
- Cost 25 points
- **Total** 100 points

3.3 Evaluation of Financial Proposals (25% of Overall Score)

Financial Quotes will be evaluated based on the lowest total cost compliant Quote being awarded maximum points, while other Quotes will receive a score (to the nearest hundredth of a point) based on the ratio of the lowest cost Quote to their total cost.

For example: (Note: These numbers are used for illustrative purposes only)

Quote A Financial Total = \$100,000

Quote B Financial Total = \$125,000

Quote A’s financial assessment (being the lowest) would receive the highest mark of 25 points

The score for Quote B's financial Quote would be calculated as follows:

Score = (Quote A Financial Total ÷ Quote B Financial Total) x 25

Therefore, the score awarded to Quote B would be:

$(\$100,000 \div \$125,000) \times 25 = 20.00$ points

3.4 Evaluation and Selection Methodology

Failure of an RFP to provide information in sufficient detail and depth to permit evaluation may render an RFP non-responsive and result in that RFP receiving no further consideration. A decision as to whether an RFP is compliant or not is at the sole discretion of the RFP Evaluation Team. Contract award shall be conditional upon the CMN confirming the qualifications and abilities of the Bidder and associated team members and proposed subcontractors.

Evaluation Team - An Evaluation Team will evaluate the RFP. Decisions on RFP compliance are at the sole discretion of the Evaluation Team.

If the Corporation seeks clarification or verification from the Bidder regarding its RFP, the Bidder will have two (2) working days or such longer period as is specified in writing by the Contracting Authority to provide the necessary information to the Corporation. Failure to meet this deadline will result in the RFP being declared non-responsive.

Any Bidder may be required to demonstrate to the Corporation's satisfaction that it is capable of successfully completing the Work in accordance with this solicitation.

Should the Bidder provide the requested information to the Corporation in confidence while indicating that the disclosed information is confidential, then The Corporation will treat the information in a confidential manner as provided in the Access to Information Act.

3.5 Interview

Pursuant to evaluation of the Proposals, and at the sole discretion of the Museum, some or all of the proposers may be invited to attend an interview with the Museum at the Bidders cost. The selected proposers will first be given 30 minutes to make a presentation to amplify their proposal. Following a short recess, there will be a 30 minute interactive session during which the Evaluation Committee members will present a series of questions, some of which will be common to all proposers, while others will be specific to each Bidder.

At the conclusion of each interview the Evaluation Committee will assess the interview with respect to focus, clarity, organization, team chemistry and overall impact and thereby assign a consensus score of up to 25 points

Following the interviews, the Evaluation Committee will convene to establish a final score based on points assigned to each proposer for the proposal, pricing and the interview. The proposer with the highest ranking will be determined on the basis of the highest aggregate score, with maximum values, as follows:

- Proposal 75 points
- Pricing/Cost 25 points
- Interview 25 points

3.6 Terms & Conditions

- Indicate any terms and conditions.

3.7 Other

If there are points that you feel the CMN has overlooked in this RFP and which, in your opinion, would enhance the project or your proposal, please provide them in this section.

The CMN may award future contracts for additional interactives to the successful bidder of this RFP.

3.8 Personal Presentations

Where a firm has been short-listed, the CMN may request a personal presentation at the Bidder cost, which would allow the firm to elaborate on its proposal and to introduce the proposed project team.

4.0 KEY DATES:

Key dates that can be referenced to produce a schedule are as follows:

AWARDING OF CONTRACT
Start of Work
End of Work

December 13, 2019
Upon Contract Award
March 31, 2020

5.0 Terms of Reference Interactives & Statement of Work & Specifications:

Please refer to all documents provided in the bid package for information on the scope of work, drawings & specifications.