



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet Scene Security	
Solicitation No. - N° de l'invitation M2989-202968/A	Date 2020-05-20
Client Reference No. - N° de référence du client M2989-202968	
GETS Reference No. - N° de référence de SEAG PW-\$VAN-524-8777	
File No. - N° de dossier VAN-0-43016 (524)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-06-04	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Yamamoto, Albert	Buyer Id - Id de l'acheteur van524
Telephone No. - N° de téléphone (604) 562-8773 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE Various locations in BC British Columbia Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° 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

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xxxxx.XXXXXX-XXXXXX

Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization and any other annexes.

1.2 Summary

The Royal Canadian Mounted Police (RCMP), as the need arises, has a requirement for the provision of scene security at potential crime scenes and emergent events such as natural disasters including but not limited to wildfires, floods, landslides and asset security for large scale police operations at various locations in the Vancouver Island District, North District, Southeast District, and Lower Mainland.

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement to the Identified Users across British Columbia.

It is expected that PWGSC will award one contract as a result of this Request for Proposal. The estimated volume of work is up to \$8,000,000.00 (including applicable taxes) during a period of five years.

The period of the contract is two years. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one year periods under the same conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the RCMP.

The requirement is limited to Canadian services.

There is an optional bidder's conference associated with this requirement.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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

A Fairness Monitor (FM) has been engaged to provide independent assurance that this procurement is conducted in a fair, open and transparent manner.

1.3 Debriefings

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

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

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

PWGSC Pacific Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:
TPSGC.RPRceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Former Public Servant - Competitive Bid

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 FPSs, bidders 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 bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

2.6 Bidders' Conference

A bidders' conference will be held on May 27th, 2020. The conference will begin at 10:00 PDT by WEBEX and by telephone conferencing. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

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XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

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Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than May 25th, 2020.

Contracting Authority: Albert Yamamoto, email: albert.yamamoto@pwgsc-tpsgc.gc.ca Tel: 604-562-8773

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B" and Financial Bid in Annex "M".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "K" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "K" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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

3.1.4 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

Mandatory and point rated technical evaluation criteria are included in Annex "J".

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

4.1.2.2 Point Rated Technical Criteria

Mandatory and point rated technical evaluation criteria are included in Annex "J".

4.1.2.3 Financial Evaluation

4.1.2.3.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation.
Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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File No. - N° du dossier
XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur
VAN524
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Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition

5.2.3.2 Status and Availability of Resources

5.2.3.2.1 *SACC Manual* clause A3005T (2010-08-16) Status and Availability of Resources

5.2.3.3 Education and Experience

5.2.3.3.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

The following security requirements (SRCL and related clauses) apply and form part of the Contract.

- a) Facility Access Level 03 (FA03) Clearance required
- b) Contractor to secure perimeter of crime scene and maintain access log.
- c) Upon conclusion of the investigation, they would dismantle site as per direction from RCMP.
- d) Scene security will perform, observe and report function and turn over access logs and/or any documentation pertaining to the site to the appropriate RCMP personnel as designated by the RCMP lead investigator.
- e) Must be supervised by at least one Regular Member on crime scene.

6.2 Insurance - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

Statement of Work – Contract

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process:

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

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements (SRCL and related clauses) apply and form part of the Contract.

- a) Facility Access Level 03 (FA03) Clearance required
- b) Contractor to secure perimeter of crime scene and maintain access log.
- c) Upon conclusion of the investigation, they would dismantle site as per direction from RCMP.
- d) Scene security will perform, observe and report function and turn over access logs and/or any documentation pertaining to the site to the appropriate RCMP personnel as designated by the RCMP lead investigator.
- e) Must be supervised by at least one Regular Member on crime scene.

7.4 Term of Contract**7.4.1 Period of the Contract - (two years from date of award)**

The period of the Contract is from _____ to _____ inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Albert Yamamoto
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 219-800 Burrard St., Vancouver, B.C., V6Z 0B9

Telephone: 604-562-8773
E-mail address: albert.yamamoto@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

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

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

The Project Authority 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

Basis of payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included, and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$3,047,619.05. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 SACC Manual Clause H1008C (2008-05-12) Monthly Payment

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.5 Time Verification

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. one (1) copy must be forwarded to the consignee.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

[A3060C](#) (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, Geographical Maps
- (h) Annex F, Acronyms and Terminologies
- (i) Annex G, Qualified Onsite Resource Personnel per District
- (j) the signed Task Authorizations (including all of its annexes, if any) (*if applicable*);
- (k) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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File No. - N° du dossier

XXXXX.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

VAN524

CCC No./N° CCC - FMS No./N° VME

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

1.0 Title: Scene Security and Emergent Event Security Services in Vancouver Island, North, Southeast, Lower Mainland of BC

2.0 Objective:

The provision of a qualified and experienced Contractor who can provide crime scene security and emergent scene security on an "as and when requested" basis in the Vancouver Island District, North District, Southeast District, and Lower Mainland of British Columbia.

3.0 Background:

The Royal Canadian Mounted Police (RCMP) is the National Police Force in Canada. The Mission of the RCMP is to preserve the peace, uphold the law and provide quality service in partnership with their communities. "E" Division (British Columbia) is the largest RCMP Division in Canada with over 9500 employees. The RCMP in British Columbia provides municipal, provincial and federal policing in areas that range from isolated Aboriginal communities and coastal villages to major cities.

4.0 Scope:

The RCMP, as the need arises, has a requirement for the provision of scene security at potential crime scenes and emergent events such as natural disasters including but not limited to wildfires, floods, landslides and asset security for large scale police operations at various locations in the Vancouver Island District, North District, Southeast District, and Lower Mainland.

5.0 Required on-site resources

The onsite resources delivering the services must meet the following criteria:

1. Have strong communication skills, both verbal and written with proficiency in English
2. Obtain and maintain a RCMP security clearance at the appropriate level prior to contract award
3. Possess applicable licenses to perform security service work in the Province of British Columbia as per the *Security Services Act* and the *Security Services Regulation of British Columbia*;
4. Must respond to a scene from their deployment origin, within the Google Maps estimated drive time to the scene plus 2 hours. –
5. Operating knowledge of Major Case Management principles as it relates to the preservation and continuity of crime scenes and evidence is an asset;
6. Recent experience as a private security officer, commissionaire, Peace Officer, either as Police Officer, Correctional Officer, Sheriff, Fishery Officer, Conservation Officer, Canadian Border Service Agency Officer and Officer and non-commissioned members of the Canadian Force, who were appointed as members of the military police. (Recent defined as within the past five years);
7. Experience or exposure to providing court room testimony is an asset

6.0 Requirement for the Company

1. Have on-site resources available on call for twenty-four hours a day, seven days a week during the Task Authorization requirement.

2. Have access to and be able to provide up to 25 onsite resources for the North District and 30 onsite resources for all other districts within 14 days of contract award date.
3. Operating knowledge of the Incident Command System (ICS) and the Gold-Silver-Bronze (GSB) command and control system is an asset.

7.0 Requirement:

1. The Contractor must perform the work at the scene or off the scene on an "as and when requested" basis under the Task Authorization for the scope of duties including but not limited to, in relation to crime scene security:
 - a. Have on-site resources available on call for twenty-four hours a day, seven days a week during the Task Authorization requirement
 - b. Deploying personnel to attend a specific site and securing the area of the scene marked by the perimeter established by the RCMP
 - c. Maintaining a log of all persons entering the scene
 - d. Scheduling and individual shifting of onsite resources
 - e. Maintaining a log of the onsite resources time on a shift sheet to be initialed by the project authority and /or his/her representative. The log will be referenced by the RCMP police file number.
 - f. Maintaining notes and shift reports for work completed for court disclosure purposes;
 - g. Maximum shifts should be 12 hours with minimum 8 hours rest in between. Relief will be provided by the Contractor.
2. The Contractor must complete work at the scene or off the scene on an "as and when requested" basis under the Task Authorization for the scope of duties including but not limited to, emergent events:
 - a. Deploying personnel to attend a specific location to maintain scene security at a location established by the RCMP-GRC
 - b. Maintaining a log of all persons permitted to enter the controlled area
 - c. Scheduling and individual shifting of onsite resources
 - d. Maintaining a log of the onsite resources time on a shift sheet to be initialed by the project authority and /or his/her representative. The log will be referenced by the RCMP police file number.
 - e. Maintaining notes and shift reports for work completed for court disclosure purposes;
 - f. Maximum shifts should be 12 hours with minimum 8 hours rest in between. Relief will be provided by the Contractor.
3. The Contractor must:
 - a. Have a dedicated phone number, 24 hours a day and 7 days a week, with a live operator able to answer calls for service from the RCMP, who will obtain the details of the calls for service and initiate resource response to the site, at once;
 - b. Respond to a scene from their departure location within the respective District or area, within the Google Maps estimated drive time to the scene plus 2 hours.
 - i) There will be extenuating circumstances, eg inclement weather or remote locations, where part of the travel time could be included as work hours. Further discussion and approval will be required with the Project Authority for those cases and the billable hours will have to be recorded on the Task Authorization form;
 - ii) Resources deployed from outside the District by the Contractor will require prior approval from the Project Authority.
 - c. Utilize a trained and certified Site Safety Supervisor in compliance with Work Safe

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- d. BC in order to assure the work site is safe and appropriate measures have been taken.
 - e. Provide the necessary safety equipment to their employees as per Work Safe BC standards.
 - f. Remunerate their onsite resources for work done on the site as per the Task Authorization.
 - g. Provide up to twenty-five (25) onsite resources for the North District and thirty (30) onsite resources per all other districts within 14 days of contract award date;
 - h. Have operating knowledge of the Incident Command System (ICS) and the Gold-Silver-Bronze (GSB) command and control system.
 - i. Ensure all resources arrive with a professional and clean uniform that complies with the *Security Services Regulation of British Columbia*;
 - j. Ensure all resources carry and produce upon request valid security worker identification in compliance with the *Security Services Act of British Columbia*.
 - k. The Contractor will provide the necessary task specific safety equipment to their resources in compliance with the Occupational Health and Safety Regulations as set out by WorkSafe BC.
4. The Contractor must produce all applicable materials generated from work performed including reports and notes in a detailed and legible format to form part of police investigative court disclosure obligations.

8.0 Deliverable:

As part of the billing the Contractor must provide the Project Authority a detailed breakdown of the number of resources used and all the corresponding time sheets outlining the dates and hours worked for a given scene security or emergent event security. The related RCMP police file number for each call out must be referred to on the time sheets.

9.0 RCMP obligations:

1. The RCMP retains overall responsibility for the crime scene.
2. The RCMP will identify and mark the perimeter of the scene where the work will be performed.
3. The RCMP will identify and establish the security locations to be monitored
4. The RCMP may assist with providing transportation for the Contractor when transportation (including commercial transport) to the scene is impractical
5. One-time use of Protective Gear:
If the Contractor has to wear protective gear for one-time use of an assigned task, the gears could be reimbursed at cost with original receipts.

10.0 Method of Source and Acceptance

All work done and documents/information delivered as a result of this contract will be evaluated by the Project Authority (PA) to determine whether or not it meets the requirements defined in the Contract and Task Authorization (TA).

On acceptance of the deliverable by the PA, such certification will form the basis on which the PA will recommend payment.

11.0 Location of Work, Work site and Delivery Point

The Contractor will perform his/her work on or off the scenes as specified in the Task Authorization Form. Due to existing workload, deadlines and sensitivity of the scenes, all personnel assigned to the contract must be ready to work in close and frequent contact with the Project Authority and/or its representative.

Vancouver Island District:

The geographic area that the Contractor is expected to cover will include all areas within RCMP Island District Headquarters as well as the Capital Region District geographic catchment area. This includes all of Vancouver Island region including the North and South Gulf Islands, Powell River and District, and stretches of remote BC Coastline and Inlets. (Areas excluded are the City of Victoria, Township of Esquimalt, District of Oak Bay, Town of Saanich and District of Central Saanich).

North District:

The geographic area that the Contractor is expected to cover will include all Detachment areas located within North District.

Southeast District:

The geographic area that the Contractor is expected to cover will include all Detachment areas located within Southeast District.

Lower Mainland:

The Contractor is expected to cover the Lower Mainland of BC geographic area including the Fraser Valley which stretches from Pemberton to the U.S. border and from the Pacific coast to the Coquihalla Highway. No work will be performed West of the Strait of Georgia. A task may be authorized for the locations as far as Pemberton, Gibsons, Sechelt and Hoper.

12.0 Language of Work

All communication related to the Contract and project will be in English.

ANNEX "B"

BASIS OF PAYMENT

Vancouver Island, North, Southeast, Lower Mainland Districts of BC

All prices are in Canadian dollars, GST extra if applicable.

1) Travel Time:

Contractor is eligible to bill travel time for travel more than one hour one-way. For example, if travel one way is three hours, the contractor may bill for two hours. The travel hourly rate is an all-inclusive rate with no additional kilometer charges permitted. Partial hour, for example, 20 minutes must be pro-rated, 20 minutes = .333 x hour rate. Google Maps may be used to verify travel charges. The Contractor will make all reasonable efforts to mitigate costs by first exhausting the deployment of scene security resources closest to the scene.

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

Travel Rates for the Supervisor:

Travel Rate	Contract Year 1-2	1 st Option Year	2 nd Option Year	3 rd Option Year
Travel Rate per Hour	\$			

Travel Rates for the Security Officer:

Travel Rate	Contract Year 1-2	1 st Option Year	2 nd Option Year	3 rd Option Year
Travel Rate per Hour	\$			

2) Task Hours:

The billable time commences from when personnel arrive at the site and terminates when all duty functions for the shift have been satisfied. Hours will be billed on the half (1/2) hour increments only.

Category of Personnel for: Vancouver Island, North, Southeast, Lower Mainland Districts of BC	Hourly Rate per onsite resource (Contract Year 1-2)	Hourly Rate per onsite resource (1 st Option year)	Hourly Rate per onsite resource (2 nd Option year)	Hourly Rate per onsite resource (3 rd Option year)
Supervisor				
Security Officer				

No overtime charges will be authorized under the Contract.

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For the purpose of this Contract, a day is defined as maximum 12 hours of work, exclusive of meal breaks. Payment will be made for actual hours worked, with no provision for annual leave, statutory holidays and sick leave.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

2018 1111 8707

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat
		Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
RCMP		E DIV Southeast District HQ
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
see attached - statement of work		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
5. c) Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>


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 Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;">Contract Number / Numéro du contrat</td></tr><tr><td style="text-align: center;">Security Classification / Classification de sécurité</td></tr></table>	Contract Number / Numéro du contrat	Security Classification / Classification de sécurité
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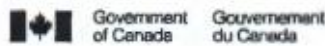
PART A - VENDOR (PARTIE A - FOURNISSEUR)													
9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
10. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:													
PART B - PERSONNEL (FOURNISSEUR) / PARTIE B - PERSONNEL (FOURNISSEUR)													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis													
<table style="width: 100%;"><tr><td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td><td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td><td><input type="checkbox"/> SECRET SECRET</td><td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td></tr><tr><td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td><td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td><td><input type="checkbox"/> NATO SECRET NATO SECRET</td><td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td></tr><tr><td><input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td><td colspan="3"></td></tr></table>		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
Special comment: Commentaires spéciaux: <u>Facility access "3" no escort required</u>													
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.													
10. b) May unescorted personnel be used for portions of the work? Ou personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)													
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS													
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
PRODUCTION													
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)													
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Déposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												

TBS/SC 350-103(2004/12)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;">Security Classification / Classification de sécurité</td></tr></table>	Security Classification / Classification de sécurité	
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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Axes Personnel / Axes Production																
IT Tools / Support IT																
IT Tools / Soutien informatique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente L'AVIS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente L'AVIS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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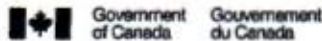
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) PERRY SMITH		Title - Titre Inspector Perry Smith Operations Officer	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 250-491-5349	Facsimile No. - N° de télécopieur 250-491-2381	E-mail address - Adresse courriel perry.smith@rcmp.gc.ca	Date 2018-07-04
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Irene Burrows		Title - Titre A. Regional Mgr., SCP	Signature Burrows,Irene,0001 75664
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2018-08-03
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) S Horlock		Title - Titre Regional Procurement Officer	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 735-250-2335	Facsimile No. - N° de télécopieur 735-250-6110	E-mail address - Adresse courriel Susajene.horlock@rcmp.gc.ca	Date July 4/18
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Screening Requirements:

1. FA03 Clearance Required
2. Contractor to secure perimeter of crime scene and maintain access log. Upon conclusion of the investigation they would dismantle site as per direction from RCMP
3. Scene security will perform, observe and report function. Turn over access logs and/or any documentation pertaining to the site to the appropriate RCMP personnel as designated by the RCMP lead investigator
4. Must be supervised by at least one Regular Member on crime scene

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Security Classification / Classification de sécurité

Canada

ANNEX "D"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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XXXXX.XXXXX-XXXXXX

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-
- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

ANNEX "E"

GEOGRAPHICAL MAPS

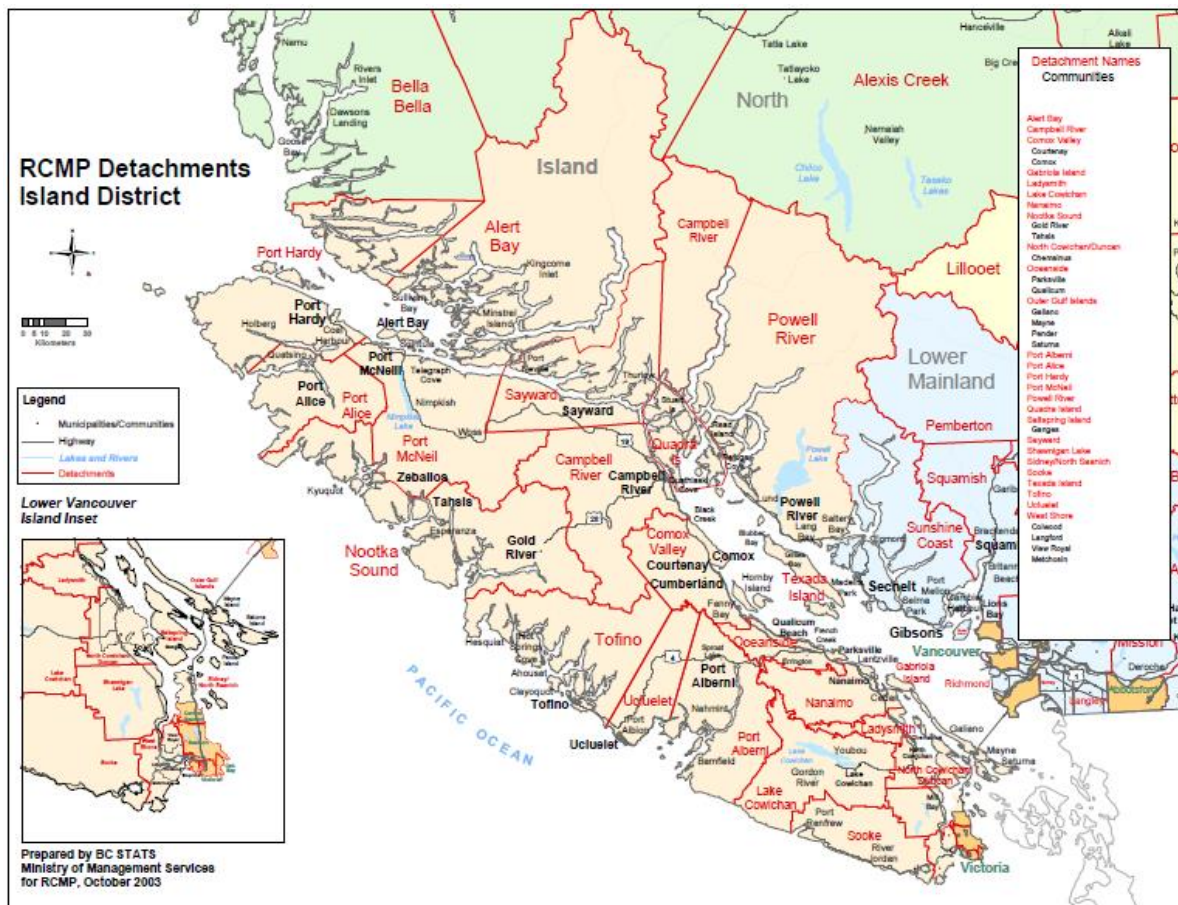
ANNEX "E-1" - GEOGRAPHICAL MAP - The Vancouver Island District

ANNEX "E-2" - GEOGRAPHICAL MAP - The North District

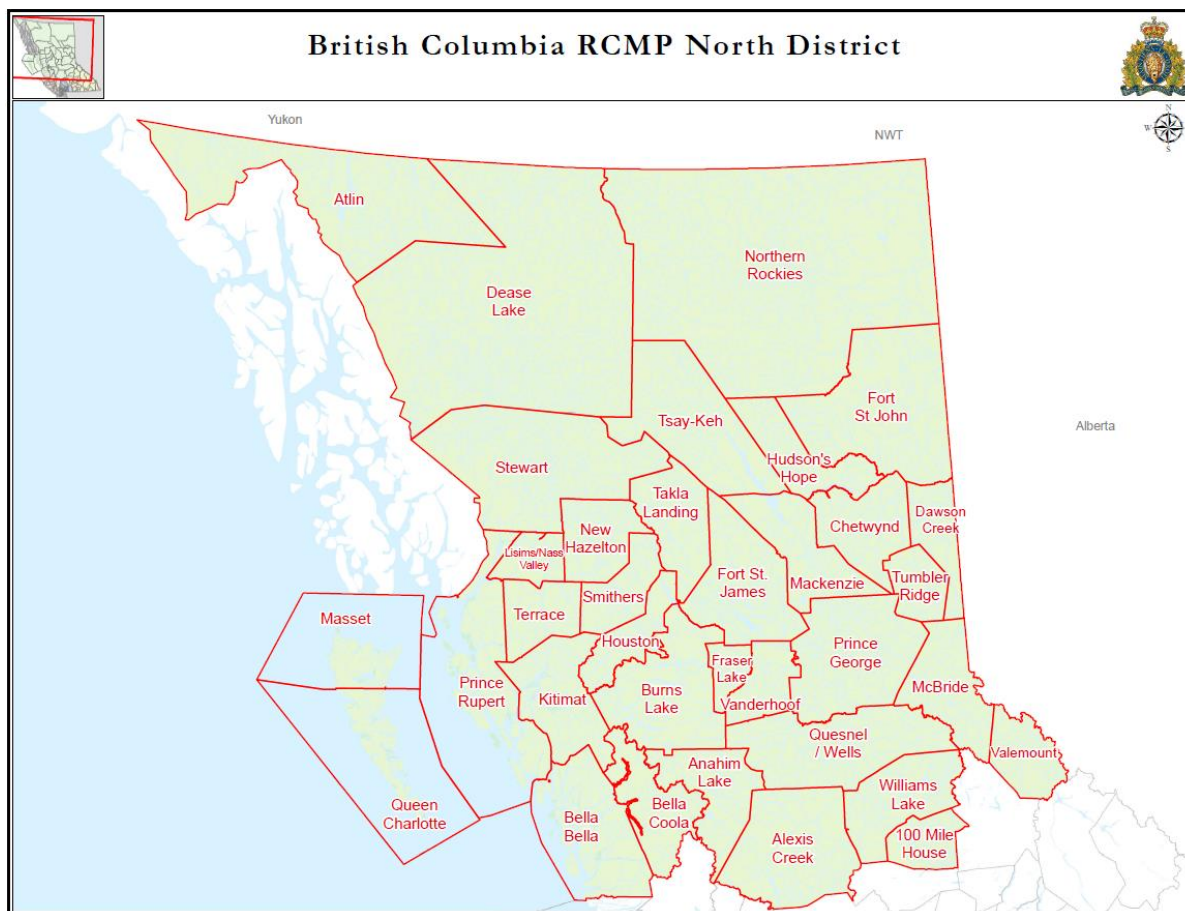
ANNEX "E-3" - GEOGRAPHICAL MAP - The Southeast District

ANNEX "E-4" - GEOGRAPHICAL MAP - The Lower Mainland District

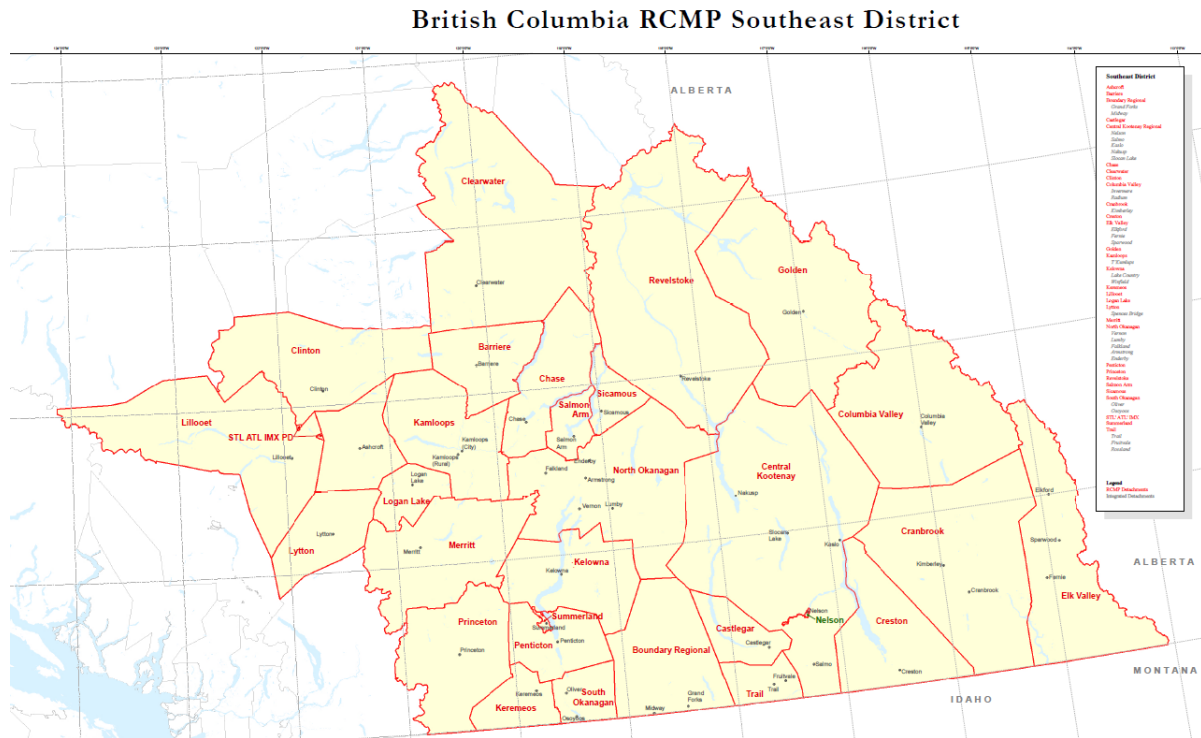
ANNEX "E-1" - GEOGRAPHICAL MAP - The Vancouver Island District



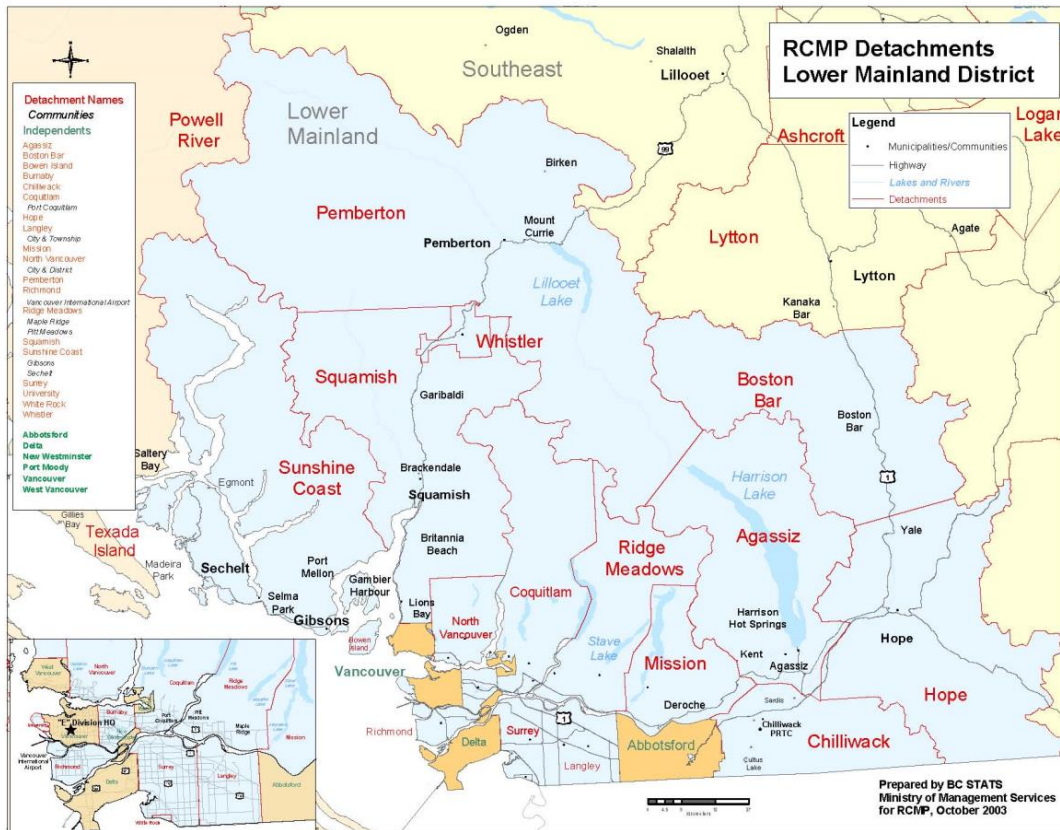
ANNEX "E-2" - GEOGRAPHICAL MAP - The North District



ANNEX "E-3" - GEOGRAPHICAL MAP - The Southeast District



ANNEX "E-4" - GEOGRAPHICAL MAP - The Lower Mainland District



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ANNEX "F"

ACRONYMS AND TERMINOLOGIES

CA	-	Contracting authority
DO	-	Duty officer
PA	-	Project authority
RCMP	-	Royal Canadian Mounted Police
RDO	-	Regional Duty Officer
DDO	-	Divisional Duty Officer
Scene	-	refers to the whole area covered by the perimeter of the site to which the Contractor is assigned to perform security services as determined by the RDO
TA	-	Task authorization

ANNEX "G"

QUALIFIED ONSITE RESOURCE PERSONNEL PER DISTRICT

If a proposed bidder resource fails to obtain the required security clearance or otherwise becomes no longer available, the bidder will be allowed to propose a replacement resource with similar qualifications and experience within 2 business days of receiving a contracting authority request.

District: _____ All deployed resources must have FA03 clearance

	Name	Years of experience		Name	Years of experience
1.			16.		
2.			17.		
3.			18.		
4.			19.		
5.			20.		
6.			21.		
7.			22.		
8.			23.		
9.			24.		
10.			25.		
11.			26.		
12.			27.		
13.			28.		
14.			29.		
15.			30.		

*Minimum number of resources required at bid submission is indicated in the table below. If there are more resources to list in the table above, please use another table.

Onsite resources required at the time of bid submission and within 14 days of contract award date:

Location:	Number of resources required at time of bid submission	Number of resources required within 14 days of contract award date
Vancouver Island District	21	30
North District	21	25
Southeast District	21	30
Lower Mainland District	21	30

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ANNEX "H"

PERIODIC USAGE REPORTS - CONTRACTS WITH TASK AUTHORIZATIONS

CONTRACTOR: _____
CONTRACT NUMBER: _____

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
30 January	01 October	31 December
30 April	01 January	31 March
30 July	01 April	30 June
30 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA Number	Task Description	Value of the Task (GST Included)
(A) Total Dollar Value of Tasks		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

☐ Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

Prepared by: _____

Signature: _____ Date: _____

Send completed report to:

RCMP E Division, Procurement and Contracting Unit
Email: summer.wong@rcmp-grc.gc.ca

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ANNEX "I"

TASK AUTHORIZATION FORM

AUTHORIZATION OF SERVICES TO BE PERFORMED ON AN AS-AND-WHEN-REQUESTED BASIS Part 1 of 2

Contractor:	Contract No.:
Task Authorization No.:	Cost Center :
Date: yyyy-mm-dd	Police File Number:
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED – Statement of Work	
2.0 PERIOD OF SERVICES	
From:	To:
3.0 SERVICES TO BE PERFORMED FOR:	
3.1 Location (address) to perform the work:	
3.2 Number of Personnel required :	
4.0 AUTHORITIES	
Regional Duty Officer:	Project Authority:

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Task Authorization part 2 of 2

**SUPPLEMENTAL REPORT - AUTHORIZATION OF SERVICES TO BE PERFORMED
ON AN AS-AND-WHEN-REQUESTED BASIS**

Task Authorization Number:

Police File Number: _____

5.0 COST			
Name of Contractor's Personnel	Rate	No. of Hours to Perform the Tasks/Work	Total
			\$
			\$
			\$
			\$
		ESTIMATED COST	\$
		GST	\$
		GRAND TOTAL	\$
You are requested 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 services listed herein and on any attached sheets at the price set out therefore.			
6.0 SIGNATURES			
Project Authority:	Signature:	Date:	
Contracting Authority: Signature Required if TA value exceeds \$100,000	Signature:	Date:	
Check Either Option ___ I accept this task authorization ___ I do not accept this task authorization because : _____ _____			
Name of Contractor authorized to sign (type or print):	Title of Contractor authorized to sign (type or print):		
Contractor 's Signature:			Date:

ANNEX "J"

EVALUATION CRITERIA

Section A: Mandatory Technical Criteria

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

MANDATORY Criteria				
Description		Compliant		Where in your proposal is this information
		Yes	No	
COMPANY REQUIREMENT				
A1.	Bidder must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.			
A2	Bidder must demonstrate how it will ensure that it has the necessary personnel in place to meet this as and when requested requirement for scene security in the service zone(s). The bidder can demonstrate this requirement by including a proposed staffing plan and explaining how it plans to deal with resource turnover as part of its written proposal			
A3.	Bidder must demonstrate that they possess a valid and current license to provide security services in BC as per <i>Security Services Act of British Columbia</i> . Bidder must demonstrate this requirement by providing a copy of the license (SOW 5.3)			
DEPLOYMENT REQUIREMENT				
A4	Bidder must have the ability to provide security personnel who are available twenty-four hours a day, seven days a week. Bidder must demonstrate this requirement in a written statement as part of its proposal (SOW 5.4)			
A5	Bidder must demonstrate that they can respond to a call from the project authority or designated delegate within thirty (30) minutes of initial call by return call. Bidder must demonstrate this requirement in a written statement as part of its proposal (SOW)			

A6	Bidder must respond to a scene from their departure location, within the google maps estimated drive time to the scene plus 2 hours.			
RESOURCE REQUIREMENT				
A7.	Bidder must demonstrate that the security supervisor(s) have a minimum of 2 years supervisory experience. The experience must be current, within the past 10 years.			
A8	Bidder must provide resumes or other documentation of the supervisors that demonstrate their work experiences.			
A9	Bidder must demonstrate that onsite resources have minimum 3 years experience of on-site security duties. The experience must be current, within the past 10 years.			
A10	Bidder must provide the resumes or other documentation of all onsite resources that demonstrate their work experiences and proficiency in English communication.			
A 11	Bidder must score at least the required minimum number of points specified for each Point Rated Technical Criteria in Section B.			

Section B: Point Rated Technical Criteria

	Point Rated Technical Criteria (RT) and Scores	Required Minimum Number of Points	Maximum Number of Points
B1.	<p>Combined education/ training and experience of resources including prior security officer, military, Corps Commissionaires and/or Peace Officer service (Peace Officer defined as per Section 2 of the <i>Criminal Code of Canada</i>)</p> <p>Bidder should provide a detailed listing of all company personnel and how they meet the education/training and experience. An average score will be assigned to each company based on the total of individual scores.</p> <p>Total of individual scores / Number of proposed personnel</p> <p>Each proposed personnel is evaluated based on the following rating:</p>	6	10

	<p>"0" for no information provided "2" for do not possess significant education/training, experience, accreditation(s) and training "4" for lacks of some education, experience, accreditation(s) and training "6" for acceptable level of combined education, experience, accreditation(s) and training (ie security officer experience) "8" for satisfactory level of education, experience, accreditation(s) and training (ie military or Corp Commissionaires experience) "10" for excellent level of highly educated, experienced, and trained (ie peace officer experience)</p> <p>** Please use table provided in RFP</p>		
B2.	<p>Number of resources available: Including both Security Officer and Supervisor Each District is evaluated based on the following rating. Average score will be assigned using the following formula: Total points of four Districts / 4 Example: (6+8+8+10) /4 = 8</p> <p>"0" for no resources proposed per district "2" for up to and including 10 resources "4" for 11 to 20 resources "6" for 21-30 resources "8" for 31-40 resources "10" for more than 40 resources</p>	6	10
B3	<p>Bidder must demonstrate that they have a minimum of 3 years' experience in the field of providing scene security. The experience must be current, within the past 10 years.</p> <p>The Bidder must demonstrate this experience by providing relevant examples with supporting references in the last ten years and/or during the existence of the company of how the company has met their contractual obligations in the delivery of scene security. Note: Each contract or example referenced must for a duration of six months or longer.</p> <p>The reference should include as a minimum: a) Client Organization name; b) Start Date and End Date -specify month and year (or indicate if work is still in progress).</p>	6	10

	<p>c) A description of the scope of the services provided; and</p> <p>d) Name and contact information (phone number, e-mail) of an Authorized Representative who will confirm the information supplied by the Bidder.</p> <p>"0" for no information submitted "3" for providing one example "6" for providing two examples "10" for providing three examples</p>		
B4	<p>Established infrastructure incorporated with Operating knowledge of the Incident Command System (ICS) and/ or the Gold-Silver-Bronze (GSB) command and control system</p> <p>Bidder should describe clearly, in the last five years and/or during the existence of the company, whether they possess operating knowledge and/or application experiences of ICS and/or GSB command and control system. To demonstrate possession of operating knowledge with proper training(s), Bidder must provide training proofs. To demonstrate possession of application experiences, Bidder must describe project details including client organization name, project date and scope of services.</p> <p>0" for no information submitted "2" for inadequate information "4" for basic understanding of either system (eg. Eligible to cover the basics of usage, principles of either system) "6" for possession of some operating knowledge of either system through proper training but with no to minimal application experience "8" for good operating knowledge through proper training of either system and minimum 1 application experience "10" for very strong operating knowledge of either system through proper training and minimum 2 application experiences</p>	6	10

Rated Criterion B1 – On-site Personnel**Name of Bidder:** _____

District: (Circle applicable District) North District/ Southeast District/
Lower Mainland District / Island District

Submit ONE form for each District

	Name of Proposed On-Site Personnel:	Highest Education (eg Grade 12 education/ diploma/ post-secondary education)	Work experiences (prior experiences in one of the professions: Private Security officer, Commissionaire, Peace Officer, either as Police Officer, Correctional Officer, Sheriff, Fishery Officer, Conservation Officer, Canadian Border Service Agency Officer and Officer and non-commissioned members of the Canadian Force)	Years in Services (MM/YYYY to MM/YYYY)	Other Relevant Training or Experiences eg. ICS or CGB certified/ Provision of scene security for ____ years/
Eg	Jane Doe	High School completion	Ex-Correctional Officer	10/2003 - 05/2015	N/A
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ANNEX “K” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "L" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX "M"

FINANCIAL BID

Financial Bid for Vancouver Island, North, Southeast, Lower Mainland Districts of BC

Contractor is eligible to bill travel time for travel more than one hour one-way. For example, if travel one way is three hours, the contractor may bill for two hours. The travel hourly rate is an all-inclusive rate with no additional kilometer charges permitted. Partial hour, for example, 20 minutes must be pro-rated, 20 minutes = .333 x hour rate. Google Maps may be used to verify travel charges. The Contractor will make all reasonable efforts to mitigate costs by first exhausting the deployment of scene security resources.

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.

Travel Rates for the Supervisor:

Travel Rate	Contract Year 1-2	1 st Option Year	2 nd Option Year	3 rd Option Year
Travel Rate per Hour	\$			

Travel Rates for the Security Officer:

Travel Rate	Contract Year 1-2	1 st Option Year	2 nd Option Year	3 rd Option Year
Travel Rate per Hour	\$			

1) Task Hours:

The billable time commences from when personnel arrive at the site and terminates when all duty functions for the shift have been satisfied. Hours will be billed on the half (1/2) hour increments only.

Category of Personnel for: Vancouver Island, North, Southeast, Lower Mainland Districts of BC	Hourly Rate per onsite resource (Contract Year 1-2)	Hourly Rate per onsite resource (1 st Option year)	Hourly Rate per onsite resource (2 nd Option year)	Hourly Rate per onsite resource (3 rd Option year)
Supervisor				
Security Officer				

No overtime charges will be authorized under the Contract.

The estimated number of hours per year are for bid evaluation purposes only:

Supervisor: 200 hours
Security Officer: 1000 hours

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Financial Evaluation:

Supervisor:

Year 1-2: \$ _____ hourly rate x 400 hours = \$ _____ (1.a)
Year 3: \$ _____ hourly rate x 200 hours = \$ _____ (1.b)
Year 4: \$ _____ hourly rate x 200 hours = \$ _____ (1.c)
Year 5: \$ _____ hourly rate x 200 hours = \$ _____ (1.d)

Security Officer:

Year 1-2: \$ _____ hourly rate x 2000 hours = \$ _____ (2.a)
Year 3: \$ _____ hourly rate x 1000 hours = \$ _____ (2.b)
Year 4: \$ _____ hourly rate x 1000 hours = \$ _____ (2.c)
Year 5: \$ _____ hourly rate x 1000 hours = \$ _____ (2.d)

Total Financial Bid: (1.a) + (1.b) + (1.c) + (1.d) + (2.a) + (2.b) + (2.c) + (2.d) = \$ _____

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

The bidder must bid all categories of personnel and all geographic areas of British Columbia.
Indicate compliance: ____ (Yes) ____ (No)

For the purpose of this Contract, a day is defined as maximum 12 hours of work, exclusive of meal breaks. Payment will be made for actual hours worked, with no provision for annual leave, statutory holidays and sick leave.