



**RETURN OFFERS TO :
RETOURNER LES OFFRES À :**

Bid Receiving/Réception des sousmissions
80 Garland Avenue, 80 rue garland
Mailstop H-066, CP H-066
Dartmouth, Nova Scotia (Nouvelle-Écosse)
B3B 0J8

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes individuelle régionale
(OCIR)

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments : - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Detention Guard Services		Date June 3, 2020
Solicitation No. – N° de l'invitation M1000-1-0315		
Solicitation Closes – L'invitation prend fin		
At / à :	12:00 p.m.	ADT (Atlantic Daylight Time)
On / le :	July 14, 2020	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements Sandra Bremner Sandra.Bremner@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 902-720-5355	Facsimile No. – No. de télécopieur 902-426-7136	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Certificate of Independent Bid Determination, the Federal Contractors Program for Employment Equity – Certification, the Insurance Requirements, and any other annexes

1.2 Summary

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of **persons incarcerated in the four (4) RCMP detachment cells located in Nunatsiavut territory in Newfoundland and Labrador. These locations include Hopedale, Nain, Rigolet and Makkovik.** The period of the RISO is one (1) year from date of award with the option to extend for two (2) additional one (1) year period.

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing offers (RFSO), in order to comply with Treasury Board policies and directives for contracts awarded to former public servants.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the Labrador Inuit Land Claims Agreement.

The requirement is subject to a preference for Canadian goods and/or services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement. See Part 5 – Certifications, Part 7A standing offer, and Part 7B – Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment equity – Certification.



1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within fifteen (15) working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Recourse Mechanisms

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

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

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.6 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2019-03-04\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.



Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or email to RCMP **will not be accepted**.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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



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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (Two (2) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their hard copy offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex C, "Basis of Payment detailed below.

Section III: Certifications

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

Section IV: Additional Information

The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



3.1.1 Exchange Rate Fluctuation

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria is specified in Annex "E".

4.1.2 Financial Evaluation

4.1.2.1

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price-Bid

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.



5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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/canada/esdc-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up 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 Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.1.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

5.1.4 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

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

Canadian Content Definition (SACC Manual Clause A3050T)

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the [North American Free Trade Agreement](#) (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult [Section 3.130](#) and [Annex 3.6](#) of the Supply Manual for further information.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above).
For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

5.1.5 Status and Availability of Resources (SACC Manual clause M3020T)

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond



its control, the Offeror is unable to provide the services of the individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the propose replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or terminations of an agreement for default.

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

5.1.6 Education and Experience (SACC Manual clause M3021T)

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (c) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in B.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the



request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

7.2.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Offeror and individual(s) hold a valid security clearance at the required level.

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "F". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31



The data must be submitted to the Standing Offer Authority no later than Thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer (To Be Determined)

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional 12 month periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Rosalee Parsons
Title: Team Leader
Royal Canadian Mounted Police
Procurement and Material Management
Address: 80 Garland Avenue, Mailstop H-066
Dartmouth, Nova Scotia B3B 0J8
Telephone: 902-720-5112
Facsimile: 902-426-7136
E-mail: rosalee.parsons@rcmp.grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority (to be identified at award)

The Project Authority for the Standing Offer is:

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



Telephone: _____ - _____ - _____
Facsimile: _____ - _____ - _____
E-mail: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are:

- For a Call-Up valued over \$10K: RCMP Procurement and Material Management, Atlantic Region Office.
- For a Call up valued under \$10k: RCMP Detachment Commanders

7.8 Call-up Procedures

Call-Up procedures are specified in Annex B.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms may be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
3. An equivalent form or electronic call-up document which contains at a minimum the following information: standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer, and acceptance of those terms;



- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity).
- e) Annex A - Statement of Work;
- f) Annex B - Call-Up Procedures;
- g) Annex C - Basis of Payment;
- h) Annex D - Security Requirement Checklist
- i) Annex E- Mandatory Technical Requirements
- j) Annex F - Standing Offer Reporting
- k) Annex G - Federal Contractors Program for Employment Equity – Certification
- l) the Offeror's offer dated _____.

7.13 Procurement Ombudsman

7.13.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

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



7.13.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

7.14 Certifications and Additional Information

7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.14.3 SACC Manual Clauses

M3060C Canadian Content Certification – 2008-05-12
M3020C Status and Availability of Resources – 2016-01-28

7.15 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

7.16 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

7.4 Proactive Disclosure of Contracts with Former Public Servants

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.

7.5 Payment

7.5.1 Basis of Payment

Firm Price – Services

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.3 Multiple Payments

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.



7.6 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 the release document and any other documents as specified in the Contract;
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.

7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in herein. 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.

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.

7.8 Commercial General Liability Insurance

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.

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 the Minister of Public Security
- (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 Contractors.
- (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 limited 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) Employer's Liability (or confirmation that all employees are covered by Worker's Compensation (SWIB) 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 Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (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.
- (l) 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.
- (n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (o) All Risk Tenants Legal liability – to protect the Contractors for liabilities arising out of its occupancy of lease premises.
- (p) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (r) Litigation Rights: Pursuant to subsections 5(d) of the Department of Justice Act, S.C. 1993, c.J-2.s.s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under on the legal strategies by sending a letter by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, sent to:

Director Business Law Directorate,
Quebec Regional office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042
Ottawa, Ontario K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expensed incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.9 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.



ANNEX A - STATEMENT OF WORK

Detention Guard Services

1.0 Purpose

The Royal Canadian Mounted Police (RCMP) requires the services of Detention Guards (formerly referred to as Guards and Matrons) on an as required basis to assist with duties as defined within this Statement of Work, which are related to the safety and well-being of **persons incarcerated in the four (4) RCMP detachment cells located in the Nunatsiavut territory in Newfoundland and Labrador. These locations include Hopedale, Nain, Rigolet and Makkovik.**

2.0 Background

As part of the Federal Policing Program, the RCMP provides policing services to the federal government, several provinces and territories. These services are provided in several locations that are extremely remote and difficult to access.

In the delivery of the Federal Policing Program, support services are required in order to increase the capacity of the present resources, achieve effective service delivery and enable the RCMP to focus on its primary mandate.

3.0 Scope of Services

The Offeror is responsible for ensuring the safety and well-being of persons incarcerated in RCMP cells **located in Hopedale, Nain, Makkovik and Rigolet in Newfoundland and Labrador** through the provision of trained detention guards. Detention guards must monitor, assess, safeguard and administer incarcerated persons in accordance with Chapter 19.3 of the RCMP National Policy Operational Manual. A detention guard is primarily responsible for the safety and well-being of persons in custody such as:

- Ensuring cellblock keys are tagged and stored safely.
- Monitoring all prisoners to ensure their security and well-being.
- Observing or checking prisoners frequently and irregularly. This may include the use of Closed Circuit Television (CCTV).
- As per Unit Supplemental Orders, monitoring prisoners known to have or suspected of having suicidal tendencies.
- Assisting an RCMP member when required to search prisoners.
- Organizing meals for prisoners as required.
- Recording prisoner activity and maintain the prisoner activity logbook.
- Watching prisoners while in hospital when required.
- Maintaining cleanliness and tidiness of cells when vacated or arranging janitor assistance.
- Recording any damages to cells when vacated.
- Conducting searches of cells prior to occupation and when cells are vacated.
- Maintaining cellblock security.
- Ensuring all personnel effects removed from prisoners by RCMP (Members) are properly secured.
- Reporting any damages or repairs of fixtures and fittings within cellblock.
- Monitoring fire safety and be fully conversant with fire orders.
- Performing escort duties as required for specific detachments.
- Handling and dispensing laundry items as required.
- Performing other duties particular to that station or detachment as laid out in the Unit Supplemental Orders.



3.1 Medication/Prescription Drugs

Medication/Prescription Drugs must be in a prescription bottle in the prisoner's name. Medication is not to be given to a prisoner unless such action is under the direction and as per instructions of a medical practitioner. The Offeror is responsible for following directions as given by the prescribing doctor while following the below noted policy:

3.1.1 Policy

Record the following on Prisoner Report Form C-13-1 and in the prisoner log record book:

- a. Date, time, name of medication, dose of medication, e.g. mg, ml, puffs, how it was taken, e.g. orally, injection, what it was taken with, e.g. food, water;
- b. Name of the medical practitioner who prescribed the medication;
- c. Expiry date of the medication, if known, or the date that the prescription was filled; and
- d. The prisoner's name, the dose to be taken, the frequency with which it is to be taken, and when the medication should be taken.

4.0 Response Time

If available, the Offeror must supply a detention guard ready to work at the location requested within four (4) hours following a request or as agreed upon between the Offeror and the RCMP Detachment.

5.0 Statement of Qualifications

At a minimum, Guards must meet the following educational and training qualifications prior to commencement of Guard duties:

5.1 Education

- a) A demonstrated ability to read, write and speak in English or French as appropriate (bilingual Guards may be required for some areas; fluency in a local First Nation's dialect would be an asset in other areas); and
- b) Basic level computer skills, where required.

5.2 Training

The Offeror may be required to provide the following training at the Offeror's expense to all detention guards prior to being assigned to work within a RCMP Detachment without supervision (to be determined at the time of Standing Offer issuance):

- a) Duty-specific Guard training to Guard Training Course CL000007 or (Course content to be provided to successful Offerors;
- b) Refresher training on a semi-annual basis (the RCMP will assist with providing transport and/or training in remote and/or isolated sites where it is not practical for the Offeror to arrange "stand alone" visits to a site that would result in costs being passed back to the RCMP to effect that refresher training);
- c) Basic qualification in First Aid to the St. John Ambulance Emergency Level (or equivalent); and
- d) Workplace Hazardous Materials Information System (WHMIS) Training.



5.3 Personnel

- a) Vision: Visual standards are RCMP-V4 (eye glasses permitted);
- b) Hearing: Auditory standards are RCMP-H3 (hearing aids which meet RCMP safety standard are permitted); and
- c) Mobility Standards: Able to use both hands, occasionally manipulate/lift up to 20 kg, bend at the waist, and climb stairs without restrictions or the use of assistance devices.

6.0 Guard Service Locations

On a Detachment Level, there may be individual needs and services that may require adaptation to those needs. These will be specified in the resulting call-up.

7.0 The precise nature and extent of the services to be provided by the Offeror will be at the discretion of the identified user and as may be agreed to by the Offeror. These services, including services in both official languages, must be provided or supplied by the Offeror pursuant to a call-up made on PWGSC Forms 7169-1 (Annex B, Appendix "1") and 7170-1 (Annex B, Appendix "2") by an identified user.

7.1 The Offeror is engaged by Canada as an independent Contractor for the sole purpose of providing these services. Neither the Offeror nor any of its personnel is an employee, servant or agent of Canada. Identified users must be satisfied that an employer-employee relationship will not result when they enter into a contract for security guard services. When in doubt, before entering into a contract for services, identified users must seek the advice of their legal adviser to ensure that there will be no employer-employee relationship in any resulting contract.

7.2 The Offeror will comply with provincial and federal laws applicable to the Master and Servant relationship such as Provincial Employment Standards Acts, Decrees Respecting Security Guards, etc.

7.3 Prior to the commencement date of any call-up, the Offeror must submit in writing to the Detachment the name of one management representative and one alternate who is authorized to act for the Offeror in every detail at all times. These individuals, as agreed upon by both parties will be made available, at no extra cost to Canada, for meetings at the Detachment Divisional Office.

7.4 The Offeror is solely responsible for supervisory duties such as scheduling work in accordance with the period of coverage requested, making final decisions with regard to the promotion and payment of wages, enforcing disciplinary measures, etc.

- a. A "work site" refers to the detachment where detention guards are utilized and "post" refers to the cellblock/detention area within the building.
- b. The services provided must include supervision to review performance of personnel by the Offeror
- c. To this end, the Offeror must ensure that they are thoroughly familiar with the work sites under their jurisdiction excluding physical inspection of remote locations.

7.5 Guard documentation must be submitted to the Detachment for all security personnel assigned to a particular worksite. Documentation may include name, training, site, security clearance etc. New personnel must not be assigned to a worksite until they have received the appropriate training or are working under supervision and possess the required security clearance.

7.6 Changes to this documentation are to be forwarded to the Detachment as necessary and agreed upon by both parties.



8.0 Risk Protection

Where a health or environmental risk has been identified by Canada, detention guards are entitled to any protective measures being provided for RCMP staff, including immunization or the provision of any protective clothing or equipment. The cost of said protective measures will be borne by Canada to the limit extended to RCMP staff. Any protective clothing and/or equipment must remain on the site and is to be for use by the detention guards while performing their duties.

9.0 Unit Supplements (Post Orders)

9.1 Development

Unit Supplements will be furnished to the Offeror by the Project Authority or the authorized representative. They will be in sufficient detail to permit the Offeror to effectively carry out its duties.

The Offeror must perform all of the work outlined in Unit Supplements and in other instructions relating to security issued by the Project Authority or the authorized representative.

The Offeror must be conversant with Unit supplements as last amended and must perform all the work necessary to ensure the safety and protection of the detainee.

9.2 Revision

Unit Supplements should be reviewed by the Project Authority or authorized representative who may provide updates as required to ensure that detention guards are not adhering to obsolete procedures. The original Unit Supplements must be signed and dated and all amendments to original instructions must also be signed and dated. Detention guards manning these posts must read and sign as having read the Unit Supplements prior to commencement of services.

Canada reserves the right to amend, modify and/or re-issue Unit Supplements as required and the Offeror will respond accordingly to affect their implementation.

Project Authority must discuss with the Offeror or their authorized representative any proposed changes to Unit Supplements to ensure that any revisions or new procedures do not contravene any collective bargaining rights the Offeror has with its detention guards and/or to ensure that the Offeror is in agreement with all proposed changes.

B. SECURITY PERSONNEL SELECTION STANDARDS

1.0 Appearance

The Offeror is responsible for ensuring the appearance of all detention personnel assigned to the Standing Offer is such as to reflect credit on Canada and the Offeror; therefore, detention guards must be personally neat and clean.

2.0 Identification

In some cases, detention personnel may be required to carry government issued and controlled identification cards or security passes.

3.0 Education

The Offer must ensure that all detention personnel have received formal education which will permit them to be able to read and comprehend Post Orders and to write legible reports and entries.



4.0 Citizenship

The Offeror must ensure that all security personnel are Canadian Citizens, landed immigrants or permanent residents of Canada that hold a valid employment authorization document.

5.0 Official Languages

Definition of Requirement:

Security personnel must be able to read and speak English and/or French. In addition, some post locations may require personnel to understand, read and speak in both official languages. The requirement to provide bilingual services will be identified in the annex to the call-up (DSS 7170-1). The Project Authority may also specify on the call-up form the hours for which bilingual services are required.

Each time the Project Authority requests bilingual services, the Offeror must be able to provide them. If bilingual services are requested and the bilingual guard must leave a post temporarily, the Offeror must ensure that bilingual services can be provided.

Definition of Oral Bilingual Communications:

Effective communications in both official languages means the ability to communicate orally, to clearly understand and be understood in both English and French.

The following is the acceptable level of second language ability for guards in a public environment to ensure effective communications for purposes of meeting the requirements of the call-ups under this Standing Offer:

1. A person at this level can sustain a conversation on concrete topics relevant to the duties as specified in the call-up. He/she can give factual descriptions of actions taken, give straightforward instructions and directives to the public and visitors to the site, and give straightforward explanations.
2. At this level of oral interaction, an individual can handle most telephone and face to face conversations requesting concrete, routine information from members of the public or visitors to the site about services, publications, locations, numbers, times, dates, etc.

C. MATERIAL SPECIFICATIONS

1.0 Material

1.1 Furnished by the Project Authority as indicated below:

- control room communication equipment
- telephone necessary for the conduct of official business
- facilities for detention guard personal belongings; and
- Post or Standing Orders, emergency orders, etc.

It is understood and agreed that the Offeror is responsible for the maintenance of this equipment and must repair and/or replace it in the event of any loss or neglectful damage. The cost of normal maintenance, required as a result of ordinary wear and tear, will be borne by Canada.

D. TOOLS

1.0 THE REQUIREMENTS OF UNIT SUPPLEMENTS (Post Orders) AT THE DETACHMENT LEVEL

The most important document for a company or organization is a clear, concise, up-to-date and complete set of unit supplements, for the following reasons:



- These unit supplements express the policy of the particular detachment with respect to the duties or functions that are expected of the detention guards.
- The unit supplements are a summary of the duties required of the detention guard(s) at a particular detachment.
- The unit supplements avoid a great deal of word-of-mouth and on-the-job training and instructions. There should be some oral instructions and on-the-job training. A new detention guard should be able in an emergency to handle most situations that might arise, with only limited instructions.

2.0 Reporting Forms

2.1 Standardized forms:

2.1.1 The Offeror will supply the following forms unless already provided by the Project Authority or its delegated official:

(a) Detention Guard Documentation:

This form will be used to provide evidence to the Detachment of a detention guard's qualifications, category, etc., prior to assignment to a worksite.

(b) Detention Guard Shift Report/Cell Log Book:

This form will be used to identify significant incidents or performance indicators for either individual detention guards or a detachment.

In addition to instructions contained in the Unit Supplements, all major incidents (i.e., fire, theft, break-ins, significant property damage, etc.) are to be reported.

A Detention Guard Shift Log must be initiated by the detention guard on duty, immediately upon commencement of the shift. The report must then be completed chronologically, immediately following each significant incident or performance.

Distribution of the completed Detention Guard Shift Log is as follows:

Copy 1 - to be provided to the Detachment Commander or representative; and.

Copy 2 - to be retained by the Offeror.

(c) Detention Guard Nominal Roll:

This form will be used to provide the Detachment with the names, and status changes of detention guards being added to or deleted from a offerors' detention guard force.

(d) Security Personnel Time Sheets:

The Offeror may choose to make available to the Project Authority for his examination and approval a series of standardized company forms which could be used in lieu of the above forms which could separate or combine functions.

(e) Security Services Vendor Rating Questionnaire (provided as a separate document):

The Offeror is to provide the questionnaire to the detachment for completion and transmission to the Standing Offer authority prior to 31 January annually.



ANNEX B - CALL-UP PROCEDURES

1.0 Calling Up Detention Guard Services

- 1.1 Call Ups against this Regional Individual Standing Offer (RISO) are solely for services to be provided to detachments located in Nunatsiavut Newfoundland and Labrador. These locations include; Hopedale, Nain, Rigolet and Makkovik.
- 1.2 The Identified Users authorized to make call-ups against the Standing Offer are:
 - For a Call Up valued over \$10K: RCMP Procurement and Material Management Atlantic Regional Office.
 - For a Call Up valued under \$10K: RCMP Detachment Commanders.
- 1.3 Services provided by the Offeror are limited to the financial limitation specified in the call-up document.
- 1.4 The Work will be authorized or confirmed by the Identified User using the PWGSC-TPSGC 942, Call-up Against a Standing Offer or other authorized PWGSC form.
- 1.5 The above call-up form constitutes the precise contractual arrangement between the Offeror and Canada. This form must be fully completed and forwarded to the Offeror without delay.
- 1.6 Prior to the issuance of a call-up, the Identified User will contact the Offeror to determine if the latter can fully satisfy the detention guard requirements of the Detachment.
- 1.7 If the Offeror confirms it can fully satisfy the detention guard requirements, the Identified User will prepare the call-up forms which will provide the following detailed requirements:
 - Description of service to be provided
 - Period of coverage
 - Location of the detachment where services are to be provided
 - Level requirements, number of guards
 - Schedule of duties
 - Copy of updated Unit Supplements
- 1.8 Detachments may place a call-up via the telephone but must confirm without delay the details of the requirement utilizing the standard Form PWGSC-TPSGC 942, Call-up Against a Standing Offer.
- 1.9 The identified User will distribute copies of Form PWGSC-TPSGC 942, Call-up Against a Standing Offer as follows:
 - i. Original and Acknowledgment copy will be sent to the Offeror;
 - ii. One copy will be kept by the identified user for his/her records;and
 - iii. One copy will be sent to the Standing Offer Authority.
- 1.10 The Offeror MUST sign and return the acknowledgement copy to the Identified User.
- 1.11 If any detention guard furnished is, in the opinion of the detachment, incompetent, appears unfit for duty, or has been conducting himself/herself improperly, the Offeror must immediately, upon written notification from the detachment, remove and replace him/her with a detention guard acceptable to the detachment. The Offeror must advise the Standing Offer Authority in writing of the circumstances of all removals and what corrective action was taken.



2.0 Scheduling and Assigning Work

- 2.1 The Project Authority agrees to pay for reasonable lunch breaks and rest periods in accordance with provincial laws with the understanding that all detention guards must remain in the building during these periods in the event they may be called back to work to assist in an emergency situation.

3.0 Suspension, Change

- 3.1 Canada may, by giving notice in writing to the Offeror, suspend or change the scope of the services called up. The Offeror must immediately comply with the requirements of any such notice. Call-up documents must be amended accordingly to reflect the revised scope of services and the revised total estimated expenditure.



Call-up Against a Standing Offer
Commande subséquente à une offre à commandes

Ship to - Expédier à

Supplier - Fournisseur

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated, and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur : L'offre à commandes identifiée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.
Sécurité : La demande comprend des exigences en matière de sécurité.

NO NON YES OUI If YES, attach a SRCL to the call-up
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with: Les factures doivent être envoyées selon:

The detailed instructions in the standing offer
Les instructions détaillées dans l'offre à commandes

The address shown in the "Ship to" block
L'adresse indiquée dans la case « Expédier à »

Special instructions below
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing slip or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Financial Code(s) - Code financier(s)

Standing Offer No. - N° de l'offre à commandes	Requisition No. - N° de demande Order. Off. - Bur. dem. YY - AA Serial No. - N° de série	Client Reference No. (optional) N° de référence du client (facultatif)
Department No. - N° de ministère	IS Organization Code - Code d'organisation du RI	IS Reference Code - Code de référence du RI

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No. N° de modification	Previous Value (\$) Valeur précédente (\$)	Value of increase or decrease (\$) Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised Total des dépenses estimatives ou révisées
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Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
SAMPLE					

Special Instructions - Instructions particulières

Total

For further information, call - Pour renseignements supplémentaires, contacter		Delivery required by - Livraison requise le (YYYY-MM-DD) (AAAA-MM-JJ)
Name - Nom	Telephone No. - N° de téléphone	

For internal purposes only - Pour usage interne seulement		Approved for the Minister - Approuvé pour le Ministre	
Pursuant to subsection 32(1) of the <i>Financial Administration Act</i> , funds are available. En vertu du paragraphe 32(1) de la <i>Loi sur la gestion des finances publiques</i> , des fonds sont disponibles.			
Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD - AAAA-MM-JJ)	Signature (Mandatory - Obligatoire)	Date (YYYY-MM-DD - AAAA-MM-JJ)



ANNEX C - BASIS OF PAYMENT

Offerors must complete the pricing table for all services listed below. Offerors must quote firm, all-inclusive rates, including associated overhead, profit and materials required to complete the services as described in the Statement of Work. Prices quoted are exclusive of HST/GST.

The rates set out below will remain firm during the period of the Standing Offer.

Estimated quantities are based on anticipated requirements, provided in good faith, and are estimates only for evaluation purposes and do not mean that quantities will be used or exceeded.

Detention Guards – Year One (Date to be determined at award)

	Hourly Rate (A1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (B1)	Total (A1xB1)
Nain	\$	5500	\$
Hopedale	\$	2500	\$
Rigolet	\$	500	\$
Makkovik	\$	20	\$
Total (C1)			\$
	Hourly Rate (Approved Overtime & Statutory Holidays) (A2)	Estimated Hours (B2)	Total (A2xB2)
Nain	\$	2750	\$
Hopedale	\$	1250	\$
Rigolet	\$	250	\$
Makkovik	\$	10	\$
Total (C2)			\$
Evaluated Total Detention Guards Year One (C1+C2=C)			\$

Detention Guards – Option Year One (Date to be determined at award)

	Hourly Rate (D1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (E1)	Total (D1xE1)
Nain	\$	5500	\$
Hopedale	\$	2500	\$
Rigolet	\$	500	\$
Makkovik	\$	20	\$
Total (F1)			\$
	Hourly Rate (Approved Overtime & Statutory Holidays) (D2)	Estimated Hours (E2)	Total (D2xE2)
Nain	\$	2750	\$
Hopedale	\$	1250	\$
Rigolet	\$	250	\$
Makkovik	\$	10	\$
Total (F2)			\$
Evaluated Total Detention Guards Year One (F1+F2=F)			\$



Detention Guards – Option Year Two (Date to be determined at award)

	Hourly Rate (G1) Regular (Mon-Fri 8am – 4pm)	Estimated Hours (H1)	Total (G1xH1)
Nain	\$	5500	\$
Hopedale	\$	2500	\$
Rigolet	\$	500	\$
Makkovik	\$	20	\$
Total (J1)			\$
	Hourly Rate (Approved Overtime & Statutory Holidays) (G2)	Estimated Hours (H2)	Total (G2xH2)
Nain	\$	2750	\$
Hopedale	\$	1250	\$
Rigolet	\$	250	\$
Makkovik	\$	10	\$
Total (J2)			\$
Evaluated Total Detention Guards Year One (J1+J2=J)			\$

Total Evaluated Price (C+F+J)	\$
--------------------------------------	----

1. Overtime

A detention guard who has been authorized by the detachment to work more than the maximum number of hours permitted in a given period by the applicable provincial laws is in overtime status. When service has been provided by a detention guard in overtime status, the overtime will be billed in accordance with the applicable provincial laws.

2. Statutory Holidays

The Offeror may invoice, if applicable, for Statutory Holidays worked on the basis of the applicable provincial laws when the services are authorized by the detachment.

3. Other Chargeable Time

The minimum shift requirement must be paid in accordance with provincial laws, currently 3 hours in Newfoundland and Labrador.

4. Traveling Time/Travel

All transportation costs between the detention guard's residence and the detachment is the sole responsibility of the detention guard and the Offeror.

**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 Royal Canadian Mounted Police (RCMP)		2. Branch or Directorate / Direction générale ou Direction Contract Policing	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A		
4. Brief Description of Work - Brève description du travail Detention guard services for four RCMP Detachments located in Hopedale, Makkovik, Nain and Rigolet, Newfoundland and Labrador.			
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 Non	<input type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes Oui
6. 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? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes 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 Non	<input type="checkbox"/> Yes 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 commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes 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 checked="" 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"/>	

**PART A (continued) / PARTIE A (suite)**

8. 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 : No / Non Yes / Oui
9. 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <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 type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : Enhanced Reliability Status
- 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 unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non 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? No / Non 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? No / Non 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? No / Non 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? No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

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 / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).





ANNEX E - MANDATORY TECHNICAL REQUIREMENTS

Mandatory Evaluation Criteria

1. A Technical Offer MUST meet all of the following mandatory technical requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory technical requirements will be given no further consideration.
2. The mandatory evaluation criteria are:

ATTENTION OFFERORS: WRITE THE RELEVANT PAGE NUMBER(S) FROM YOUR TECHNICAL OFFER WHICH ADDRESSES THE ISSUE BESIDE THE CRITERIA BELOW.

Item	Description	Met/ Not Met	Page Number Reference
1.Citizenship	Personnel must be Canadian Citizens, Landed Immigrants or Permanent Residents of Canada.		
2.Education	Personnel must have a minimum of high school completion (or equivalent). Equivalent would be considered a combination of training and experience which would permit personnel to be able to read and comprehend Post Orders and to write legible reports and entries.		
3.Official Languages	Ability to provide services in both official languages as and if required.		
4.First Aid Training	Personnel must have active and valid First Aid and CPR Training.		
5.Experience	<p>The Offeror must demonstrate in its offer a minimum of five (5) years of experience providing similar services (as described in the SoW) to law enforcement agencies (“Clients”).</p> <p>This experience must be supported by providing a minimum of three (3) *recent examples (to a maximum of five (5)).</p> <p>A minimum of one example must highlight experience providing services in remote and/or isolated and/or rural communities. Clients can include municipal police services, Canada Border Services Agency, other similar organizations or the RCMP.</p> <p><u>Definitions:</u> <u>Isolated:</u> above the 60th parallel; or below the 60th parallel but has a population of less than 10,000 and is not accessible by means of an all-weather road <u>Remote:</u> is not accessible by means of an all-weather road and is more than 322 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 50,000. <u>Rural:</u> Communities with a population of less than 10,000.</p> <p>*Recent: is defined as from within the last two (2) years.</p>		
6.References	The Offeror must provide a name and contact information for three (3) different Clients from those listed in the “Experience”		



	<p>criterion above. References will be contacted to: 1) Verify the information provided by the Offeror; 2) Confirm that the services provided were satisfactory to the Client (Y/N).</p> <p>Reference 1 Name: _____ Title: _____ Organization: _____ Address: _____ Telephone: ____ - ____ - _____ E-mail address: _____</p> <p>Reference 2 Name: _____ Title: _____ Organization: _____ Address: _____ Telephone: ____ - ____ - _____ E-mail address: _____</p> <p>Reference 3 Name: _____ Title: _____ Organization: _____ Address: _____ Telephone: ____ - ____ - _____ E-mail address: _____</p>		
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ANNEX F - STANDING OFFER REPORTING

Offerors must fulfill all reporting requirements in the standing offer (SO). Offerors must report on a quarterly basis on the call-up. Such reports must contain the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number
- v. the call-up/contract number for each call-up/contract, including amendments;
- vi. the client department (RCMP)'
- vii. the detachment location where the services were provided;
- viii. the contracting authority;
- ix. the date of the call-up/contract;
- x. the call-up/contract period;
- xi. the services provided (dollar value of services provided up to the date of current report excluding HST);
- xii. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

Offerors are encouraged to provide and transmit final reports in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority. When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.



ANNEX G to PART 5 - REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Offeror certifies having no work force in Canada.
- A2. The Offeror certifies being a public sector employer.
- A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Offeror certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Offeror has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, 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 Offeror is not a Joint Venture.

OR

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