



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> Scene Security	
<b>Solicitation No. - N° de l'invitation</b> M2989-202968/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> M2989-202968	<b>Date</b> 2020-06-08
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-524-8777	
<b>File No. - N° de dossier</b> VAN-0-43016 (524)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yamamoto, Albert	<b>Buyer Id - Id de l'acheteur</b> van524
<b>Telephone No. - N° de téléphone</b> (604) 562-8773 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Meeting:** RCMP Scene Security Bidders' Conference

**Date and time of the meeting:** May 27, 2020 started at 10:00 am and adjourned at 10:38 am

**Meeting Discussions:**

1. Bids must be submitted via Epost connect; Contracting Officer recommended that bidders engage with PSPC today or tomorrow regarding the Epost connect process
2. May 28, 2020 is the last day for submitting questions to Contracting Officer
3. Contracting Officer is planning to amend the Basis of Payment and the Annex "M" to include evaluation of travel rates. Contracting Officer will release an amendment on this change.

**Question 1:**

The first two years of the contract value is 3 million. Is it correct?

**Answer 1:**

Yes, it is estimated at that amount. But it all depends as it is a task based. If there isn't any task, you will not be entitled to the 3 million. But you will be entitled to the 5% - the minimum guarantee.

**Question 2:**

What if the contract value exceed 3 million in two years?

**Answer 2:**

We will look at amending the contract to increase the funding. However, the spending cannot exceed the contract value unless the contract is amended.

**Question 3:**

So, additional 5 million is allocated for extending the contract? How do you have that broken down?

**Answer 3:**

Yes, it is. We take 8 million divided by 5 years to work the estimated value for each year

**Question 4:**

Is it possible for us to receive any kind of historical in the last few years on the volume that had happened so it will help us evaluating and studying what it needs to perform?

**Answer 4:**

The RCMP has not had a contract covering all four Districts. With reference of two District contracts:  
North District: approximately 650 - 800 hours from April 1 2019 to March 31 2020 (12 months)  
Southeast District: approximately 3000 hours from April 1 2018 to March 31 2020 (24 months)

**Question 5:**

Was there any provision granted in the requirement for administrative time for writing up reports?  
It's quite an extensive reporting writing process for a RCMP crime scene. Any thought for reporting writing?

**Answer 5:**

RCMP asked Bidder to submit question in writing and RCMP will prepare an answer to this question.

**Question 6:**

I was wondering if there is any possibility for time extension on the bid submission.

**Answer 6:**

This is an urgent RFP and we are trying to get a contract set up before the start of the fire seasons. It may be possible to extend for a few days. Depending on how long it takes to get questions and provide answers and get everything translated and to issue a solicitation amendment. We don't want to delay it for a week.

Once the solicitation amendment is ready to go, we will allow at least two working days for bids to be submitted. Contacting Officer suggest that bidders continue to work on your bid and just fine tuning it when you get the amendment. No bidders objected to the extra two working days.

**Question 7:**

It appears there are 4 districts that require coverage in BC. Can bidders choose to bid on only one or two districts or do we need to bid on the whole project?

**Answer 7:**

No, the bidder must bid all districts. See Annex "M":  
"The bidder must bid all categories of personnel and all geographic areas of British Columbia."

**Question 8:**

Will awards be by district or awarded as a whole?

**Answer 8:**

It is expected that PWGSC/PSPC will award one contract as a result of this Request for Proposal. The estimated volume of work is up to \$8,000,000.00 (including applicable taxes) during a period of five years. See Section 1.2 Summary.

**Question 9:**

Is sub-contracting permitted?

**Answer 9:**

Yes, see section 06 of the General Conditions 2035 – terms on sub-contracting. Also, the RFP may be bid as a joint venture. See Standard Instructions 2003 for definition of joint venture.

**Question 10:**

Are we able to bill for kilometers travelled under Treasury Board Rules and Compensation Branch guidelines, or do we have to tabulate an individualized bill rate for location that are farther away from centers?

**Answer 10:**

Travel has been revised, see revised Annex "B" and Annex "A" herein.

**Question 11:**

In addition to the Facility Access Level 03 clearance, are the guards required to have any special training and/or certification?

**Answer 11:**

Please refer Annex "A" Statement of Work, Section 5 "Required On-Site Resources" for a list of criteria the on-site personnel should meet with. In addition, please refer Section 6 "Requirement for the Company" and Section 7 "Requirement" to review the criteria the Contractor has to fulfill.

Question 12:

Can you kindly provide us with historical data on the 4 districts which provide information on the volume and type of services requested and the seasonality that's occurred in the past? The more data we get the better we will be able to assess the situation to provide the adequate pricing.

Answer 12:

The RCMP has not had a contract covering all four Districts. With reference of two District contracts:  
North District: approximately 650 - 800 hours from April 1 2019 to March 31 2020 (12 months)  
Southeast District: approximately 3000 hours from April 1 2018 to March 31 2020 (24 months)

Question 13:

We would like to request an extension of the June 4<sup>th</sup> deadline so we can provide our best quality of work in the submittal.

Answer 13:

This is an urgent RFP and we are trying to get a contract set up before the start of the fire seasons. It may be possible to extend for a few days. Depending on how long it takes to get questions and provide answers and get everything translated and to issue a solicitation amendment. We don't want to delay it for a week.

Question 14:

Are we able to bill for kilometers travelled under Treasury Board Rules and Compensation Branch guidelines, or do we have to tabulate an individualized bill rate for location that are farther away from centers? Looking forward to your response.

Answer 14:

Travel has been revised, see revised Annex "B" and Annex "A" herein.

Question 15:

An additional questions is not found in the RFP for reference, but is there any allowance for report writing time? The RCMP requests a unified report of logs and activity with notes. Is there allowance for writing this report?

Answer 15:

See Answer 20.

Question 16:

6.1.A – what would be the typical deployment number of resources / staff. If the RFP is based upon a single staff member what percentage of requests would be for multiple staff for larger scene security

Answer 16:

Typical deployment is minimum of 4 staff.

Question 17:

6.1.A – Do you have any specific requirements for vehicles on site – should vehicles used for travel and then on scene security be branded

Answer 17:

No vehicles are required on site.

If a vehicle is present on site, then should be marked identifiable as a security vehicle (ie using a magnetic sign the side of the door.)

Question 18:

6.1.D Will specific access log documentation be provided by RCMP

Answer 18:

RCMP approved forms will be provided for site log documentation. Forms will be RCMP property at the end of the deployment.

Question 19:

7.1.2.4 Will administration time for quarterly reporting be billable or should this be incorporated into the hourly rate

Answer 19:

Work rate is for work/hours performed on site which would include completion of site logs while on site. Corporate/business administration is the responsibility of the service provider.

Administration time for preparing quarterly reporting to Public Works and Government Services Canada is not directly billable and should be incorporated into the hourly rate.

Question 20:

7.3.D Typically, how long will scene security be required on site

Answer 20:

Each scene security task/requirement will be on a case by case basis and maybe a multiple hours or days or weeks.

Question 21:

7.8.1.A Who would be authorized to sign off on guards time sheets as they arrive and leave site

Answer 21:

Regular Member or Contractor Supervisor identified on site.

Question 22:

Annex A 5.4 please define your expectation of deployment origin. As an example Vancouver Island district includes many islands and may be subject to Ferry crossings

Answer 22:

Resources would be deployed from within each district but resources from other districts could be deployed if their travel time is shorter.

Question 23:

Annex A 5.4 do you have a maximum drive time for deployment (allowing for the +2-hrs)

Answer 23:

Maximum drive time is 10 hours.

Question 24:

Annex A.3.F What if any pre-deployment orientation/ training for onsite resources can be schedule and how should this be billed

Answer24:

Except in extenuating circumstances, No pre-deployment orientation / training will be provided or required. Orientation will be provided on site and will be part of their shift.

Question 25:

Annex A.3.J Please define any specific PPE or communication equipment needed for operation in remote area's

Answer 25:

PPE is the responsibility of the company as per Canada Labour Code.  
Communication device may be provided in very remote areas for communication between supervisor and RCMP supervisor. Contractor should provide communication devices to their own employees.

Question 26:

Annex A.11.0 please confirm expectation for off road vehicles that might be required to travel to and access site in remote areas

Answer 26:

Please see answer for question 18.

In exceptional circumstances and on a case by case basis, the RCMP will review the requirement for off road vehicles which would require pre-approval.

Question 27:

Annex B. 2 Please define when a supervisor is also required on site

Answer 27:

On site supervisor required on all tasks. Onsite supervisor (service provider) is required for each shift.

Question 28:

Annex B.2 Please advise if a minimum charge for deployment is accepted and if so for how many billable hours

Answer 28:

No minimum charge. Charge is on actual work hours.

Question 29:

Annex J B1. Please confirm level of detail requested for onsite personnel. Is it agreeable to provide summary information as set out in "jane doe" example or is more information required

Answer 29:

Refer to example.

Proof of education (ie diploma from issuing institution) or proof of employment stating position and tenure required prior to contract award.

Question 30:

Annex B.2 please define additional duties required by the supervisor

Answer 30:

Refer to Annex A, Section 7 "Utilize a trained and certified Site Supervisor in compliance with Work Safe BC in order to assure the work site is safe and appropriate measures have been taken"  
A site supervisor also performs scene security – see Answer 35.

Question 31:

7.7 Please clarify invoice payment expectations from issue of invoice

Answer 31:

Refer to General Conditions 2035:

Section 12 – Invoice submission

Section 16 – Payment period

Section 17 – Interest on overdue accounts

Question 32:

7.8 On completion of scene security, can invoice be raised straight away & accompanied with backing information

Answer 32:

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

In accordance with SACC Manual Clause H1008C, invoicing and payment will be on a monthly basis.

Question 33:

On page number 18. Part 6. 6.1 point a, and page 27 annex A section 5.0 point 2: there is mention of Facility Access Level 03 clearance. Can you kindly provide more details on the Facility Access Level 03 clearance?

Answer 33:

FA03 cleared individuals are not required at the time of bidding, but after a Contract is awarded, FA03 clearance of on-site individuals will be verified and processed.

Question 34:

Can you provide us with a guideline on when a contractor supervisor will be required? Is it on every task or is it when the guard force is above a certain size?

Answer 34:

A supervisor is required for every job. A site supervisor is required for every task. So, if a task requires 4 resources for a shift, one must be a site supervisor who also performs scene security and three security officers for a total of four resources.

Question 35:

Page 19, section 7.1.2.1: Can you advise on how the communication from RCMP to the contractor will happen? Is it a phone call and an email?

Answer 35:

Initially, communication from the RCMP to the contractor may be by phone call and/or email, but this must be followed up as soon as possible with a completed Task Authorization Form signed by both the authorized RCMP Project Authority and the Contractor's authorized representative.

Question 36:

Page 24, section 7.8: Is a sign in/ sign out sheet required for the invoicing or is a detailed invoice enough where we show the guard that performed the duty and between what times was the duty performed?

Answer 36:

Section 7.8 states the requirements regarding what each invoice must be supported by - please refer to it.

Question 37:

Page 27. Annex A, 5.0 section. Point 3: Can this requirement be waived for a short period of time for RCMP cleared guards who are currently performing tasks for the RCMP under a separate contract?

Answer 37:

No, this requirement cannot be waived.

Question 38:

Page 28, Annex A, section 6.0 point 3: Is the operational knowledge of ICS and GSB required on the guards level or on the organizational level?

Answer 38:

Section 6.0 states requirements for the Company

Question 39:

Can you kindly advise on the potential award date?

Answer 39:

We intend to have a contract issued by June 30<sup>th</sup>, 2020.

Question 40:

Can you kindly advise on the Subcontracting guidelines?

Answer 40:

See Answer 9.

Question 41:

Page 31, Annex B: Can you please advise on who will carry the cost of accommodation and food when the situation arises where guards are dispatched to a remote area for several days?

Answer 41:

The RCMP will carry the cost of accommodation and food when the situation arises where guards are dispatched to a remote area for several days.

Question 42:

Is Annex G – Qualified Onsite Resource Personnel Per District associated with question B2? Understanding that you require one form per location.

Answer 42:

Yes

Question 43:

Are you providing fillable pdf forms and/or Microsoft Word or Excel documents for the Annexes?

Answer 43:

No