

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electrical & Electronics Products Division  
L'Esplanade Laurier  
East Tower, 4th floor,  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Access Control Systems Systèmes de control d'accès	
<b>Solicitation No. - N° de l'invitation</b> E60HN-200ACS/A	<b>Date</b> 2020-12-01
<b>Client Reference No. - N° de référence du client</b> E60HN-200ACS	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$HN-460-79391
<b>File No. - N° de dossier</b> hn460.E60HN-200ACS	<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> Eastern Standard Time EST <b>on - le 2021-01-11</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guertin, Benoit	<b>Buyer Id - Id de l'acheteur</b> hn460
<b>Telephone No. - N° de téléphone</b> (613)296-3182 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;  
6B, includes the instructions for the bid solicitation process within the scope of the SA;  
6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes includes the Requirement, Security Requirements, and other annexes.

**Given that many people are currently working from home and in an effort to reduce the spread of the Coronavirus disease (COVID-19) within communities, bidders are highly encouraged to transmit their bid electronically using the epost Connect service. Information on the epost Connect service can be found in Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation.**

This procurement contains a separate stream for a set aside under the federal government's procurement strategy for aboriginal business (PSAB).

For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Article 9.40](#) of the Supply Manual at <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual>.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses. Further to Article 800 of the [Canadian Free Trade Agreement](#) (CFTA), CFTA does not apply to stream 1: PSAB.

The non-PSAB requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada FTA's with Chile, Columbia, Honduras, Korea, Panama, Peru and Ukraine, as well as the Canadian Free Trade Agreement (CFTA).

## 2. Summary

The proposed Supply Arrangement (SA) will be used for the integration of a new Intrusion Detection and Access Control Systems (IDACS), the repair, upgrade and/or expansion of existing IDACS and will include the purchase of hardware, software and IDACS services. The requirement will be continuously posted on GETS for as long as the SA can satisfy Canada's requirements. More than one SA may be issued in either stream:

- Stream 1: Procurement Strategy for Aboriginal Business (PSAB)
- Stream 2: Non-PSAB

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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."

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs) but excluding locations within Nunavut Settlement Area.

Any requirement for deliveries to locations within CLCAs areas within Nunavut will have to be treated as a separate procurement, outside of the resulting supply arrangements.

This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

### 2.1 On-going Opportunity for Qualification

Upon completion of solicitation E60HN-200ACS/A, a version /B will be published on the Government of Canada Tender site (Buyandsell.gc.ca) to allow new suppliers to become qualified. Suppliers who have been issued a supply arrangement under version /A will not be required to submit a new offer in version /B. Any Supply Arrangement issued under the re-published version /B will have the same duration as the Supply Arrangements issued under the first /B solicitation process.

### 3. Security Requirements

1. Before issuance of a supply arrangement, the following conditions must be met:
  - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
  - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
  - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
3. For additional information on security requirements, Suppliers 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.

### 4. Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

### 5. Use of 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 Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

**Given that many people are currently working from home and in an effort to reduce the spread of the Coronavirus disease (COVID-19) within communities, bidders are highly encouraged to transmit their bid electronically using the epost Connect service.**

### 6. Accessible Canada Act

The *Accessible Canada Act* is intended to enhance the full and equal participation of all persons, especially persons with disabilities, in society. This is to be achieved through the progressive realization, under federal jurisdiction, of a Canada without barriers, particularly by the identification, removal and prevention of barriers.

PSPC has a role in implementing the Government of Canada's (GC) vision for a more accessible Canada because PSPC is working on various initiatives to apply accessibility requirements in

procurement, which means ensuring that the goods and services the government buys are accessible and usable by the broadest range of government officials and Canadians who use it, including those with disabilities. This means that PSPC is engaged in supporting the delivery of programs and services by other government departments, both of which are areas covered by the *Accessible Canada Act*.

PSPC is also committed to providing leadership to procure accessible ICT goods and services and supporting the goal of inclusive by design, accessible by default. This procurement may include accessibility requirements which are adopted from the EN 301 549 (2018) Harmonized European Standard Accessibility Requirements for ICT Products and Services. Please see Annex "H" for more details.

As the intention is for this initiative to take place progressively, suppliers should anticipate that, over time, the accessibility requirements in Canada's procurement contracts will evolve and may become more comprehensive.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 120 days

### **2. Submission of Arrangements**

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

**(End of page)**

Note: For suppliers choosing to submit using epost Connect for arrangements closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2008](#), or to send arrangements through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

### **3. Former Public Servant - Notification**

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **4. Federal Contractors Program for Employment Equity - Notification**

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

### **5. Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

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

## 6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## 7. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 1. Arrangement Preparation Instructions

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement  
Section II: Certifications  
Section III: Additional Information

- If the Supplier chooses to submit its arrangement in hard copies, Canada requests that the Supplier submits its arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy and 1 soft copy on USB key)

Section II: Certifications (1 hard copy and 1 soft copy on USB key)

Section III: Additional (1 hard copy and 1 soft copy on USB key)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Supplier is simultaneously providing copies of its arrangement using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial arrangement only. No prices must be indicated in any other section of the arrangement. Canada requests that suppliers follow the format instructions described below in the preparation of hard copy of their arrangement:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the RFSA.

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, suppliers should:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- b) 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 Arrangement**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

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

**(End of page)**



### Section III: Additional Information

#### 1.1 Procurement Business Number (PBN) (Canadian suppliers)

The Procurement Business Number of the supplier is: \_\_\_\_\_

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

#### 1.2 Electronic Payment of Invoices – Bid

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

If none are chosen, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

#### 1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

##### 1.1 Mandatory Technical Criteria

The following mandatory requirements **MUST** be submitted with the offer for evaluation:

- A supplier is not obligated to submit an offer to both streams and all regions, but the supplier must clearly identify which stream(s) and region(s) is (are) being offered. See Annex "B" – Supplier Information
- For each offered stream and region, suppliers must supply products covering at least 7 of the 9 categories identified at Annex "C"
- Provide authorization letters from the OEM for all manufacturer's suggested retail price (MSRPs) list/ catalogue listed in the offer (Annex "I");
- All letters from OEM must contain the OEM representative's contact information (Annex "I")
- Provide level of Facility Security Clearance (FSC) and Document Safeguarding Capability (DSC) clearances obtain from CISD (if applicable).

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Supply Arrangement (RFSa) and meet all mandatory technical evaluation criteria to be declared responsive. All responsive offers will be recommended for the issuance of a standing offer.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSa and any resulting contracts.

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

### 1. Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 1.1 Integrity Provisions - Declaration of Convicted Offences

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

#### 1.2 Set-aside for Aboriginal Business (**FOR PSAB STREAM ONLY**)

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the Supply Manual.

2. The Offeror:

- i. Certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
- ii. Agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
- iii. Agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Offeror must check the applicable box below:

- i. ☐ The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

- ii. ☐ The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Offeror must check the applicable box below:

- i. ☐ The Aboriginal business has fewer than six full-time employees.

**OR**

- ii. ☐ The Aboriginal business has six or more full-time employees.

5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.

6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

**1.3 Owner/Employee Certification - Set-aside for Aboriginal Business  
(FOR PSAB STREAM ONLY)**

If requested by the SA Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-Aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## **2. Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information**

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

### **2.1 Integrity Provisions – Required Documentation**

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

### **2.2 Federal Contractors Program for Employment Equity – Supply Arrangement 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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 Supply Arrangement Authority with a completed annex [Federal Contractors Program for Employment Equity – Certification](#), before the issuance of a supply arrangement. 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.

**(End of page)**

### 2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

or

B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder **must** indicate which **four (4) criteria**, as a minimum, are met.

<b>Green Practices within the Bidders' organization</b>	<b>Insert a checkmark for each criterion that is met</b>
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day-to-day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

## 2.4 Periodic Usage Reports - Supply Arrangement

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in the Supply Arrangement. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

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

The supplier hereby accepts the responsibility to submit all required usage reports in accordance to instructions, and furthermore understands that failure to provide usage reports in accordance with instructions may result in the setting aside of the Supply Arrangement and the application of a vendor performance corrective measure.

Person responsible for submitting quarterly reports to the Supply Arrangement Authority:  
(FOR ALL REGIONS)

Name:	
Tel.:	
Fax:	
E-Mail:	

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Supplier's Representative Signature

\_\_\_\_\_  
Date

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## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 1. Arrangement

The Supply Arrangement (SA) covers the Work and goods described in Annex "A" and Annex "C".

#### 2. Security Requirements

If a security requirement is present at the time of issuing a contract through this SA, the client **MUST** identify the security requirements and use the appropriate SRCL and related clauses listed in Annex "D". The Security Requirement Checklist (SRCL) and the clauses will apply and form part of the contract issued against this SA.

Clients can send an email to [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca) for confirmation that the company is cleared.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

##### 3.1 General Conditions

[2020](#) (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

(End of page)

The data must be submitted on a quarterly to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Supply Arrangement and the application of a vendor performance corrective measure.

#### **4. Term of Supply Arrangement**

##### **4.1 Period of the Supply Arrangement** (to be completed at issuance of SA)

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins \_\_\_\_\_.

##### **4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs), excluding locations within in Nunavut.

*For any work in a Land Claim area, Identified Users are to encourage SA holders to utilize local vendors to perform any work.*

*Any requirement for deliveries to locations within CLCAs areas within Nunavut will have to be treated as a separate procurement, outside of the supply arrangement and must be sent to the Supply Arrangement Authority listed at 5.1.*

##### **4.3 Updating Manufacturer Suggested Retail Price lists (MSRP)/ Catalogue**

The Suppliers will be allowed to modify the MSRP lists/ catalogues once every six (6) months, upon written confirmation from the Manufacturer. In the event that more than one OEM's MSRP lists/ catalogues is submitted, the SA authority reserves the right to choose the MSRP list/ catalogue that will be included in the SA.

**(End of page)**



## 5. Authorities

### 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Benoit Guertin – Supply Specialist

Public Works and Government Services Canada - Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division

4123, 4th Fl. East Tower, L'Esplanade Laurier Bldg, 140 O'Connor St. Ottawa ON K1A 0S5

Telephone: 613-296-3182

E-mail address: [TPSGC.PAHNOCAA-APHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PAHNOCAA-APHNSOSA.PWGSC@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 5.2 Supplier's Representative

i. General product information and Receipt of contract requests from client departments as per Annex "B".

ii. Person responsible for submitting quarterly reports to the Supply Arrangement Authority: (to be completed at issuance of SA)

Name: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## 6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

## 7. On-going Opportunity for Qualification

A Notice will be posted permanently on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 8. Contract Limits

Contract limits under this Supply Arrangement issued by clients must not exceed \$75,000 (all inclusive, taxes included) for product categories/services listed herein. This limit includes the Goods and Services or Harmonized Sales Tax and delivery charges.

All requirements exceeding \$75,000 (all inclusive, taxes included) for product categories/services listed herein must be sent to the Supply Arrangement Authority listed at 5.1.

## 9. Contract Instruments

Form PWGSC-TPSGC 9400-4, Contract; and/or  
Government of Canada Acquisition Card (credit card).

### 9.1 Orders using the Government of Canada Acquisition Card

When using a credit card to make the order, Identified User(s) must provide the following information to the vendor prior to confirmation of order:

- a) The Supply Arrangement number, to confirm the purchase is in accordance to terms and conditions;
- b) Identified User's file number (i.e. contract number) assigned to the purchase;
- c) Vendor's quotation number.

### 9.2 Numbering of contracts paid for by Acquisition Cards

For audit purposes, Identified Users are to number contracts paid for by credit cards according to a unique and sequential numbering system. The following format is suggested (XXXX-YYMMDD-SS). XXXX represents the four last digits of the credit card number; YYMMDD represents the date of the order and; SS represents a sequential number for orders placed the same day.

Contracts paid for with an acquisition card (credit card) at point of sale must be accorded the same prices and conditions as any other contract.

## 10. Priority of Documents

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services
- (c) Annex "A" – Requirement
- (d) Annex "B" – Supplier Information
- (e) Annex "C" – MSRP List
- (f) Annex "D" – Security Requirement Check List (SRCL)
- (g) Annex "E" – Bid Solicitation Form
- (h) Annex "F" – Resulting Contract Clauses
- (i) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

(End of page)

## **11. Certifications and Additional Information - Compliance**

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

## **12. Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable*).

## **13. Transition to an e-Procurement Solution (EPS)**

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA'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 Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## **14. Supplier's Responsibility**

- a) The supplier is responsible for, but not limited to,
- Providing all mandatory quarterly reports, as required, within the agreed time frame;
  - Resolving problems that may arise on a timely basis;
  - Selling only products listed in Annex "C";
  - Selling only services listed in Annex "A"
  - Complying with all terms and conditions of the SA.

If the above-mentioned requirements are not respected, the supply arrangement may be set aside and the supplier be subject to corrective measures applicable to supplier performance.

- b) The supplier must write to the Supply Arrangement Authority to add or delete manufacturers from Annexes "C" of the Supply Arrangement.

- c) Upon request from any Identified User, the supplier will propose products that are considered "Green Products", which are environmentally preferable products that have a lesser or reduced impact on the environment over the life cycle of the product, when compared with competing products serving the same purpose.

#### **15. Responsibility of Identified Users**

The Identified User is responsible for, but not limited to,

- Complying with the contract limits mentioned herein;
- Complying with all terms and conditions of the Supply Arrangement;
- Providing funding required to purchase products;
- Ensuring that the requirements are for official government use only;
- Providing the appropriate provincial sale tax exemption license number, if applicable;
- Not apportioning requirements among several contracts in order to get around SA limits;
- Indicating, on a contract awarded under a SA, a detailed description of the requirement. These contracts will be sent to suppliers in electronic format in order to facilitate completing the quarterly reports that the SA Holder is required to submit to the Supply Arrangement Authority;
- Conduct Green Procurement as defined in the government's Policy on Green Procurement;
- Advising Public Works and Government Services Canada (PWGSC) of any problem with a supplier;
- Conduct a reasonable quality inspection of goods upon receipt, and immediately advise supplier of any damages or perceived damages.

#### **16. Travel and Living Expenses - National Joint Council Travel Directive**

If the work location, as confirmed by the client, is more than 100KM as the crow flies from the contractor's address, as indicated on page 1 of the supply arrangement, the contractor can include travel and living expenses. These expenses must be reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees"

**(End of page)**

## **B. BID SOLICITATION**

### **1. Bid Solicitation Documents**

The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) Web site.

PWGC-TPSGC [9400-3](#), Bid Solicitation and [9400-4](#), Contract.

For all requirements under this SA, Identified User must use the bid solicitation document in Annex "E" - Bid Solicitation Form.

### **2. Bid Solicitation Process**

For requirements where the estimated price does not exceed \$25,000, all-inclusive (taxes included):

- Bid solicitations may be directed by the Identified User to any one (1) or more of the Supply Arrangement holders authorized for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Annex "E", Solicitation Template with forms [9400-3](#) and [9400-4](#).

For requirements where the estimated price is between \$25,000 and \$75,000, all-inclusive (taxes included):

- Bid solicitations are to be issued by the Identified User to all Supply Arrangement holders authorized to sell the required OEM products and/or services for the region of delivery.
- Equivalent products should always be considered unless a justifiable technical reason prevents it (i.e. compatibility, interconnectivity, etc.).
- Use Annex "E", Solicitation Template with forms [9400-3](#) and [9400-4](#).

For requirements where the estimated price is over \$75,000, all-inclusive (taxes included):

- Bid solicitations are to be issued by the Supply Arrangement authority to all Supply Arrangement Holders authorized for the region of delivery.
- An NPP (Notice of Proposed Procurement) will be posted on GETS for all requirements meeting this criterion for a minimum period of fifteen (15) days.

The party responsible for the solicitation bid and contract award process must obtain price support in all cases where a sole responsive bid has been received, in accordance with the provisions set out in Standard Instructions - Goods or Services - Competitive [2003](#).

As part of its ongoing commitment to improve the environment and the quality of life of Canadians, Identified Users are to apply the Policy on Green Procurement, which seeks to reduce the environmental impacts of government operations and promote environmental

stewardship by integrating environmental performance considerations in the procurement process.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

For any questions related to **Annex "H" – Accessibility Requirements**, designated users are to submit their enquiries to [ssc.aaact-aatia.spc@canada.ca](mailto:ssc.aaact-aatia.spc@canada.ca).

### **C. RESULTING CONTRACT CLAUSES**

The conditions of any contract awarded under the SA will be in accordance with the resulting contract clauses of the template used for the bid solicitation. Refer to Annex "F" - Resulting Contract Clauses.

**(End of page)**

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## **ANNEX "A" – Requirement**

This Supply Arrangement (SA) is for the integration of a new Intrusion Detection and Access Control Systems (IDACS), the repair, upgrade and/or expansion of existing IDACS and will include the purchase of hardware, software and IDACS services.

There are many different IDACS currently in use by client departments within the Federal Government. Clients will be able to choose vendors who offer products compatible with the systems in place and may already be managing the warranty for the existing systems.

Clients will be required to make a note to file as to the reason for their choice and will be subject to Audits conducted by the Supply Arrangement Authority.

### **Goods**

Suppliers must submit MSRPs for all sub-categories listed in Annex "C" for which they are submitting an arrangement for as well as what services. Canada reserves the right to reject any MSRP list in whole or in part that does not fall under IDACS

The following equipment, although related to IDACS, are not included in this SO as they are available on other PWGSC and/or SSC procurement tools:

- IT equipment : Desktop, laptops, tablets, PC accessories and peripherals, monitors
- Servers
- CCTV
- LAN/WAN devices: Network switches, modems, routers...

### **Services**

**Suppliers can offer the following services related to IDACS requirements through this supply arrangement:**

#### **General Labour**

- Field Technician (Installation / Service Labour)
- Systems Programming/Network Technician
- Project Manager
- Systems CAD drawings
- Cardholder Management / Database Migration
- Professional Engineering Services (PES)

Under this SA, the following will be defined as follows:

- Business hours: Monday to Friday, from 8h-17h.
- Non-business hours: After hours, weekends, statutory holidays
- All rates provided under this SA and subsequent contract include travel time and parking. For all service calls, time will start when vendor signs in at client location.

## Annex "B" – Supplier Information

### Streams:

- ☐ Procurement Strategy for Aboriginal Business (PSAB)  
☐ Non-PSAB

### Security Clearance:

None ☐ Reliability ☐ Secret ☐

### Regional Contact Information

Region	General enquiries	Region	General enquiries
<input type="checkbox"/> British-Columbia		<input type="checkbox"/> Yukon	
Name:		Name:	
Telephone:		Telephone:	
E-mail:		E-mail:	
<input type="checkbox"/> Prairies (AB, SK, MB)		<input type="checkbox"/> Northwest Territories	
Name:		Name:	
Telephone:		Telephone:	
E-mail:		E-mail:	
<input type="checkbox"/> Ontario (excl. NCR)		<input type="checkbox"/> National Capital Region (NCR)	
Name:		Name:	
Telephone:		Telephone:	
E-mail:		E-mail:	
<input type="checkbox"/> Québec (excl. NCR)		<input type="checkbox"/> East Coast (NS, PEI, NB, NL)	
Name:		Name:	
Telephone:		Telephone:	
E-mail:		E-mail:	

### Services

The supplier will be offering the following services through this supply arrangement

- ☐ General Labour  
☐ Field Technician (Installation / Service Labour)  
☐ Systems Programming/Network Technician  
☐ Project Manager  
☐ Systems CAD drawings  
☐ Cardholder Management / Database Migration  
☐ Professional Engineering Services (PES)



### Annex "C" MSRP List

Goods considered allowable must be Intrusion Detection and Access Control System (IDACS) devices or proprietary accessory equipment, designed and marketed for IDACS specific uses, approved by PWGSC. List every MSRP that you are representing along with its name and/or number, the date.				
Item	Description	Sub-category	OEM MSRP	Date
01	Card Access Control Panels And Associated Components (I.E. Communication And Other Related Modules);	Controllers		
		Downstream boards		
		Communication Devices		
02	System/Card Access Software Head End	Software		
		Badge Stations		
03	Turnstiles	Replacement parts		
		Barriers		
04	Edge devices	Proximity Readers & keypads		
		Biometric Readers & Keypads		
		Request-to-exit devices		
		Door contacts		
		Audible Alarms		
05	Door locking devices	Electric strikes		
		Mag locks		
		Specialized locks		
06	Badging equipment and consumables	Printers		
		Readers		
		Lanyards		
		Auxiliary devices		
		Cards		
		Keyfobs		
		Ribbons		
07	Burglar Alarm Control Panels And Associated Components	Control panels		
		Zone expanders		
		Keypads		
		Communicators		
08	Burglar Alarm Edge Devices/Sensors	Motion Detectors		
		Glass Break Detectors		
		Emergency Devices (Panic Alarms)		
		Door Contacts		
		Environmental devices (vibration sensors, heat/smoke detectors)		
09	Intercom Equipment	Door		
		Master		
		Sub-Master Stations		

### ANNEX "D" – Security Requirement Check List

If a requirement contains security requirements, one of the following SRCL must be attached to the contract as well as the appropriate security clauses.

Clients are to choose the SRCL that corresponds to their security needs as well as the security clauses associated with the SRCL. The security clauses are listed below.

<b><u>SRCL</u> <u>Contract #</u></b>	<b>Supplier / Personnel Security Screening</b>	<b>Supplier and its personnel</b>	<b>Access to controlled goods?</b>	<b>Document Safeguarding?</b>
<a href="#">CommonPS SRCL #1</a>	Reliability	Commercial Courier only	No	No
<a href="#">CommonPS SRCL #2</a>	Reliability	Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets	No	No
<a href="#">CommonPS SRCL #4</a>	Secret	Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets	No	No
<a href="#">CommonPS SRCL #6</a>	Reliability	Access to PROTECTED and CLASSIFIED information or assets up to PROTECTED B.	No	No
<a href="#">CommonPS SRCL #13</a>	Reliability	Access to PROTECTED and CLASSIFIED information or assets up to PROTECTED C.	No	No
<a href="#">CommonPS SRCL #19</a>	Secret	Access to PROTECTED and CLASSIFIED information or assets up to SECRET.	No	No

#### SRCL #1

##### Summary

- Commercial courier or delivery requirement with no overnight storage (Block 6c)
- Personnel Security level – RELIABILITY (Block 10a);

##### Clauses

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening, issued by the Canadian Industrial Security Division (CISD), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3. The Contractor/Offeror may remove PROTECTED information or assets from the work site(s) as required by this Contract/Standing Offer/Supply Arrangement, but is NOT AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

## SRCL #2

### Summary

- Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets (Block 6b);
- Personnel Security level – RELIABILITY (Block 10a);

### Clauses:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”
  - b. *Industrial Security Manual* (Latest Edition).

## SRCL #4

### Summary

- Access to RESTRICTED AREAS and NO ACCESS to PROTECTED and/or CLASSIFIED INFORMATION or assets.

### Clauses:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”
  - b. *Industrial Security Manual* (Latest Edition).

#### **SRCL #6 Summary**

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A and B (Block 7c);
- Personnel Security level – RELIABILITY STATUS (Block 10a);

#### **Clauses**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

#### **SRCL #13 Summary**

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A, B and C (Block 7c);
- Personnel Security level – RELIABILITY STATUS (Block 10a);

## Clauses

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

## SRCL #19 Summary

- Access to PROTECTED and CLASSIFIED information and/or assets (Block 6a);
- Type of Information: CANADA (Block 7a);
- No release restrictions (Block 7b);
- Level of information – PROTECTED A, B, C, CONFIDENTIAL and SECRET (Block 7c);
- Personnel Security level – RELIABILITY STATUS, CONFIDENTIAL and SECRET (Block 10a);

## Clauses

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex “\_”;
  - b. *Industrial Security Manual* (Latest Edition).

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## Annex "E" - Bid Solicitation

(To be used with form 9400-3)

Instructions to client (in Green) are to be applied if applicable and deleted prior to sending solicitation document.

### 1. Security Requirement

There is no security requirement associated with the requirement. **OR**

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in "Resulting Contract Clauses";
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in "Resulting Contract Clauses";
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### 2. Requirement

This solicitation and resulting contract are issued against the Supply Arrangement (SA) series E60HN-200ACS and all terms and conditions of the SA apply.

Vendor is requested to submit a bid for all items and/or services listed at Appendix "1.E" – Statement of Work attached. (Attach Appendix "1.E" to solicitation)

### 3. Standard Instructions, Clauses and Conditions

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

The 2003 (\_\_\_\_) (insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**OR**

The 2004 (\_\_\_\_) (insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors.

#### **4. Submission of Bids**

Bids must be submitted to the Contracting Authority identified at Article 5.1 of Annex "F" - Resulting Contract Clauses, by \_\_\_\_\_. (Insert the time and date of closing)

#### **5. Inquiries - Bid Solicitation**

All Inquiries must be submitted to the Contracting Authority identified at Article 5.1 of Annex "F" no later than two (2) calendar days before the bid closing date. Inquiries received after that time may not be answered.

#### **6. Evaluation Procedures**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

##### **6.1 Technical Evaluation**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. Suppliers may only bid products from Annex "C" and/or services from Annex "A".

##### **6.2 Financial Evaluation - Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes. The Goods and Services tax and/or Harmonized Sales Tax are excluded if applicable.

##### **6.3 Basis of Selection**

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

#### **7. Resulting Contract Clauses**

Please refer to Annex "F" - Resulting Contract Clauses of the Supply Arrangement E60HN-200ACS.

#### **8. Certifications and Additional Information**

##### **8.1 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\)](#) -

Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## 8.2 SACC Manual Clauses (if applicable)

SACC Reference	Section	Date
<u>A3005T</u>	Status and Availability of Resources	yyyy-mm-dd
<u>A3010T</u>	Education and Experience	yyyy-mm-dd

## Annex "F" – Resulting Contract Clauses (To be used with form 9400-4)

### 1. Security Requirement

There is no security requirement associated with the requirement. **OR**

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract. (Insert the necessary security clauses from Annex "D")

### 2. Requirement

Please refer to Appendix 1.E – Statement of work

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

(Insert the most recent date of the Standard Acquisition Clauses and Conditions (SACC) and remove the clause(s) that does not apply)

For requirements under \$ 25,000:

General Conditions 2029 (\_\_\_\_) - Goods or Services (Low Dollar Value) apply to and form part of any Contract.

For requirements over \$ 25,000:

General Conditions 2010A (\_\_\_\_) - Goods (Medium Complexity) apply to and form part of any Contract.



### 3.2 SACC Manual Clauses (if applicable)

SACC Reference	Section	Date
<u>B1501C</u>	Electrical Equipment	yyyy-mm-dd
<u>B7500C</u>	Excess Goods	yyyy-mm-dd

## 4. Term of Contract

All the deliverables must be received on or before \_\_\_\_\_ (insert the date) **OR**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (insert the dates)

## 5. Authorities

### 5.1 Client Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6 Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 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.

### 6.3 Single Payment or Multiple Payments

SACC Manual clause H1000C (yyyy-mm-dd) Single Payment

**OR**

SACC Manual clause H1001C (yyyy-mm-dd) Multiple Payments

### 6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s) (remove payment types that do not apply):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

## 7. 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.

If applicable, each invoice must be supported by:

- i. a copy of time sheets to support the time claimed;
- ii. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**(End of page)**

## 8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *(insert the name of the province or territory as specified by the Supplier in the arrangement, if applicable)*.

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions \_\_\_\_\_ *(insert number, date and title)*;
- (c) Appendix 1.E Statement of Work **OR** Requirement;
- (d) Annex X, Security Requirements Check List *(if applicable)*;
- (e) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” **OR** “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s))*

## 10. Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid -DDP- *(insert the named place of destination)* Incoterms 2000 for shipments from a commercial contractor.

**(End of page)**

Solicitation No. - N° de l'invitation  
E60HN-200ACS/A  
Client Ref. No. - N° de réf. du client  
E60HN-200ACS

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN460.E60HN-200ACS

Buyer ID - Id de l'acheteur  
HN460  
CCC No./N° CCC - FMS No./N° VME

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## Appendix 1.E – Statement of work **OR** Requirement

Solicitation No. - N° de l'invitation  
E60HN-200ACS/A  
Client Ref. No. - N° de réf. du client  
E60HN-200ACS

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HN460.E60HN-200ACS

Buyer ID - Id de l'acheteur  
HN460  
CCC No./N° CCC - FMS No./N° VME

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**Annex "G" – Usage Report**  
**(will be inserted at issuance of Supply Arrangement)**

Solicitation No. - N° de l'invitation  
E60HN-200ACS/A  
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E60HN-200ACS

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HN460.E60HN-200ACS

Buyer ID - Id de l'acheteur  
HN460  
CCC No./N° CCC - FMS No./N° VME

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### Annex "I" – Manufacturer authorization letters

Public Services and Procurement Canada  
L'Esplanade Laurier Bldg. 4<sup>th</sup> Fl. East Tower  
140 O'Connor St. Ottawa ON  
K1A 0R5

Date

Attention: Benoit Guertin

Reference: E60HN-200ACS

This letter certifies that: (check applicable box(es))

- ( ) 1) Offerors Company Name is an authorized dealer of Manufacturers Company Name products and is approved to supply the Government of Canada with Security Hardware products, under MSRP list/ catalogue name / number;

and/or

- ( ) 2) Offerors Company Name is an authorized installer of Manufacturers Company Name products and is approved to provide installation services;

through the standing offer E60HN-200ACS.

The offeror named above is authorized to sell, deliver and provide post-sales service support for the manufacturer named above.

Best Regards,  
[Signature]

Name of Authorized OEM Representative:	
Title:	
Phone number:	
E-mail address:	