



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Ontario

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada

Ontario Region

10th Floor, 4900 Yonge Street

Toronto

Ontario

M2N 6A6

Title - Sujet Hardware for Intrusion Alarm System Hardware Components/Equipment for Intrusion Alarm System	
Solicitation No. - N° de l'invitation W6854-210212/A	Date 2020-12-11
Client Reference No. - N° de référence du client W6854-210212	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-024-8002	
File No. - N° de dossier TOR-0-43065 (024)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-01-06 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Brewster, Shannon	Buyer Id - Id de l'acheteur tor024
Telephone No. - N° de téléphone (647) 273-1369 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RPOU (Ontario) Borden CFB Borden Bldg P-154 16 Ramillies Road BORDEN Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

BID SOLICITATION

for

**HARDWARE COMPONENTS FOR INTRUSION ALARM
SYSTEM**

required by

**Real Properties Operations Detachment Borden,
Canadian Armed Forces,
Department of National Defence**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and any other annexes.

1.2 Summary

- (a) The Department of National Defence (DND), Real Properties Operations Detachment Borden (RP Ops Det Borden), has a requirement for the supply, delivery and installation of major components for an Intrusion Alarm System. All components must be compatible with the latest MasterMind Monitoring software. This requirement also includes hardware and software maintenance, support and training.
- (b) It is intended to result in the award of a contract for one (1) year, plus 2, one (1) year options allowing Canada to extend the term of contract.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organizational security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: sixty (60) days
Insert: ninety (90) days

2.2 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

2.3 Submission of Bids

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

PWGSC Ontario Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

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

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

2.4 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 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 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Bids transmitted by facsimile or hardcopy will not be accepted.

3.2 Section I: Technical Bid

- (a) In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- (b) The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.
- (b) **Exchange Rate Fluctuation:** The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option to extend the Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (f) **Electronic Payment of Invoices – Bid**
- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.
 - (ii) If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
 - (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation – Mandatory Technical Criteria

- (a) Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (b) Claims in a bid that a future upgrade or release of any of product included in the bid will meet the mandatory requirements of the bid solicitation, where the upgrade or release is not available at bid closing, will not be considered.
- (c) The mandatory technical criteria are described in Attachment 4.1, Bid Evaluation Criteria.

4.3 Financial Evaluation

(a) Mandatory Financial Criteria

- (i) The Bidder must complete and submit with its bid, pricing in accordance with Annex B - Basis of Payment, in Canadian funds.
- (ii) The evaluated price will be the Total Evaluated Price which is the aggregated total of the Contract Period – Year 1 + Option Period 1 – Year 2 + Option Period 2 – Year 3 (all applicable taxes extra) from Annex B – Basis of Payment.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.4 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 4.1

Bid Evaluation Criteria

The Bidder must provide documentation and demonstrate in their bid that they meet each and every criterion. Supporting documentation could include but not limited to, specification sheets, illustrations or screen shots of specifications and/or results. Failure to provide supporting documentation will result in the offer being deemed non-responsive.

Proposed Equivalent Products* (*SACC Manual Clauses B3000T (2006-06-16) Equivalent Products*)

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a. designates the brand name, model and/or part number of the substitute product;
 - b. states that the substitute product is fully interchangeable with the item specified;
 - c. provides complete specifications and descriptive literature for each substitute product;
 - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
 - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a. the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

2. Mandatory Technical Criteria

#	Mandatory Criteria	Reference (Identify corresponding page number in bid)
M1	The Bidder must demonstrate that their proposed Network Server meets all the specifications in Annex A, under Article 5.2. For each proposed equivalent product*, the Bidder must submit all the information listed in SACC Manual Clauses B3000T, Article 1 above.	
M2	The Bidder must demonstrate that their proposed Computer Workstation meets all the specifications in Annex A, under Article 5.3. For each proposed equivalent product*, the Bidder must submit all the information listed in SACC Manual Clauses B3000T, Article 1 above.	
M3	The Bidder must demonstrate that their proposed Laptop Computer meets all the specifications in Annex A, under Article 5.4. For each proposed equivalent product*, the Bidder must submit all the information listed in SACC Manual Clauses B3000T, Article 1 above.	
M4	The Bidder must demonstrate that their proposed Monitoring Station Receiver meets all the specifications in Annex A, under Article 5.4. For each proposed equivalent product*, the Bidder must submit all the information listed in SACC Manual Clauses B3000T, Article 1 above.	
M5	The Bidder must demonstrate that they are an authorized reseller of MASTerMind.	

	<p>To demonstrate compliance, the Bidder must provide a copy of their document(s), certificate, or delegation as an authorized reseller of MASTerMind software.</p> <p>If the certification has not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide it within two business days following notification by PWGSC. (Note: this time requirement reflects PWGSC's expectation that the certification is readily available.)</p> <p>If the Bidder fails to provide the required document within two business days, their bid will be non-responsive and will not be given further consideration.</p>	
M6	<p>The Bidder must demonstrate that they have installers that each hold a valid personnel security clearance level of SECRET granted or approved by the Contract Security Program, at bid closing, in accordance with Part 6.</p> <p>To demonstrate compliance, the Bidder must provide the names of their proposed installers and provide their security file number.</p>	

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

(a) Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

(a) Integrity Provisions – Required Documentation

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

(b) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

(c) Bidder Certifies that All Equipment and Software is "Off-the-Shelf"

Any equipment and software bid to meet this requirement must be "off-the-shelf" (unless otherwise stated in this bid solicitation), meaning that each item of equipment and software is commercially available and requires no further research or development and is part of an existing product line with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the equipment or software bid is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the bid closing date. By submitting a bid, the Bidder is certifying that all the equipment and software bid is off-the-shelf.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) 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 Part 7 - Resulting Contract Clauses.
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "Contractor") agrees to supply to the Client the goods and services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes:
- (i) Supplying the purchased Hardware;
 - (ii) Providing maintenance and support services for the Hardware during the Hardware Maintenance Period;
 - (iii) Providing maintenance and support for the Licensed Software during the Software Support Period; and
 - (iv) Providing training, as and when requested by Canada,
- (b) Under the Contract, the "Client" is _____.
- (c) **Optional Goods and Services**
The Contractor grants to Canada the irrevocable option to acquire the services described at Annex B of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

- (a) **General Conditions**
2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.
- (b) **Supplemental General Conditions**
The following Supplemental General Conditions:
4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance:
4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software.
apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and forms part of the Contract.

- (a) The Contractor must, at all times during the performance of the Contract, hold a Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security clearance level of SECRET, or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
- (c) The Contractor MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/PWGSC.
- (d) The Contractor must comply with the provisions of the:
 - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (ii) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

(a) Period of the Contract

The Work is to be performed during the period of _____ to _____ (*dates to be inserted at contract award*). (1 year)

(b) Delivery Date

All the deliverables must be received in accordance with the terms of the contract.

- (i) The Contractor must deliver, without limitation, the full range of functionalities as detailed under Annex A – Statement of Work.

(c) Option to Extend the Contract

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.5 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Brewster
Title: Supply Specialist
Organization: Public Works and Government Services Canada
Acquisitions Branch, Ontario Region
Address: 4900 Yonge Street, Toronto ON M2N
Telephone: 647-273-1369
E-mail address: shannon.brewster@pwgsc.gc.ca

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

(b) Project Authority (*to be provided at Contract Award*)

The Project Authority for the Contract is:

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

The Project Authority named above 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 Technical 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.

(c) **Contractor's Representative** (*to be filled out by Bidder*)

Name: _____
Title: _____
Organization: _____
Procurement Business Number: _____
Address: _____
Telephone: _____
E-mail address: _____

7.6 Payment

(a) **Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit price(s) for a cost of \$_____. (*insert at time of contract award*)
Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

(b) **Multiple Payments**

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

(c) **Advance Payment**

- (i) Canada will pay the Contractor in advance for the optional software and hardware maintenance and support, and software upgrades if:
 - (A) An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (B) All such documents have been verified by Canada.
- (ii) Payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or any of the Work, if the Work performed later proves to be unacceptable.

(d) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

(e) **Electronic Payment of Invoices**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): (*to be confirmed at Contract Award*)

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

7.7 Invoicing Instructions

- (a) The Contractor must submit invoices (other than for any items subject to an advance payment) 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.
- (b) Invoices must be distributed as follows:
 - (i) One (1) copy must be emailed to the Project Authority for certification and payment.
Name: *(to be inserted at contract award)*
Email Address: *(to be inserted at contract award)*
 - (ii) One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Certifications and Additional Information

(a) Compliance

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

7.9 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 Bidder in its bid, if applicable)*.

7.10 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the supplemental general conditions, in the following order:
 - (i) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;
 - (ii) 4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software.
- (c) the general conditions 2030 (2020-05-28), General Conditions - Higher Complexity – Goods;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated _____. *(insert at time of contract award)*

7.11 SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations
B1501C (2018-06-21) Electrical Equipment

7.12 Foreign Nationals (Canadian Contractor or Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

7.15 Hardware

With respect to the provisions of Supplemental General Conditions 4001:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	Yes
Part IV of 4001 applies to the Contract (Additional Conditions: Lease)	No
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	Refer to Annex A.
Delivery Date	Refer to Annex A
Contractor must deliver Hardware Documentation	No
Contractor must update Hardware Documentation throughout Contract Period	No
Hardware Documentation must include maintenance documentation	No
Special Delivery Requirements	No
Special Site Delivery or Installation Requirements	No - 4001, Section 4 does not apply to the Contract
Contractor must Install Hardware at time of Delivery	No
Contractor must Integrate and Configure Hardware at time of Installation	No
Hardware is part of a System	Yes
Availability-level Testing will be performed before Acceptance	No

Option to Extend Hardware Maintenance Period	For the purchased Hardware, the Contractor grants to Canada an irrevocable option to extend the Hardware Maintenance Period by 2 one-year periods. These option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Class of Maintenance Service	On-Site Maintenance Service
Toll-free Telephone Number for Maintenance Service	[Note to Bidders: to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].
Website for Maintenance Service	[Note to Bidders: to be completed with information from the Contractor at the time of award. Bidders are requested to provide this information in their bids].

7.16 Purchased and/or Leased Hardware

- (a) The Hardware must be delivered together with any software specified in the Contract or required for the Hardware to function in accordance with the Specifications (the "Licensed Software"). With respect to the Licensed Software:
- (i) It must be the current release and, unless otherwise specified, require no further research or development to meet the Specifications;
 - (ii) It must be supported by, and fully compatible with, the Hardware up to the limit of the Hardware's expansion capability. The Contractor must completely integrate and interface the Licensed Software with the Hardware before acceptance;
 - (iii) The Contractor grants a single, perpetual, non-exclusive license to Canada for the Client to use the Licensed Software in accordance with the Contract. This license allows the Client to install, copy, deploy and use the Licensed Software.

7.17 Extension of Existing Product Line

- (a) During the Contract Period, if technological improvements have been made to the products available for purchase under the Contract, the Contractor may propose new products that are an extension of an existing product line or the "next generation" of an existing product line that meet or exceed the specification(s) of existing products under the Contract, if the price for the new product does not exceed:
- (i) the firm price (or ceiling price, if applicable) for the product originally offered in the Contractor's bid that resulted in the award of the Contract plus 5%;
 - (ii) the current published list price of the substitute product, minus any applicable Government discount; or
 - (iii) the price at which the substitute product is generally available for purchase, whichever is the lowest.
- (b) The proposed new product may be subject to benchmark evaluation and the Contractor must pay for all costs associated with the benchmark evaluation (e.g., transportation, benchmark fee, etc.).
- (c) Whether or not to accept or reject a proposed new product is entirely within the discretion of Canada. If Canada does not accept a proposed new product that is proposed to replace an existing product, the Contractor must continue to deliver the original product. If accepted, the addition of the new product will be documented for the administrative purposes of Canada by a contract amendment, by adding the new product to the Contract.

- (d) No new products will be included in the Contract until one year after the Contract is awarded.

7.18 Equivalency of Equipment

- (a) The Contractor guarantees that the equipment to be delivered under the Contract is:
- (i) equivalent in form, fit, function and quality to the existing equipment owned by Canada that was described in the bid solicitation that resulted in the Contract; and
 - (ii) fully compatible, interchangeable and interoperable with the existing equipment owned by Canada.
- (b) The Contractor also guarantees that any warranties with third parties concerning the existing equipment owned by Canada will not be adversely affected by Canada's use of the equipment delivered under the Contract (for example, by interconnecting the equipment) or by any other services provided by the Contractor under the Contract. If Canada determines in its sole discretion that any such warranty has been adversely affected, at Canada's sole option, the Contractor must:
- (i) pay to Canada the amount that Canada must pay to the original supplier (or an authorized reseller of that supplier) to re-certify Canada's existing equipment for warranty purposes and any other amounts paid by Canada to a third party in order to restore the equipment to full warranty status;
 - (ii) perform all warranty work on Canada's existing equipment in place of the original supplier; or
 - (iii) pay to Canada the amount that Canada must pay to the original supplier (or an authorized reseller of that supplier) to perform maintenance work on the equipment that otherwise would have been covered by the warranty.
- (c) The Contractor agrees that, during the Contract Period, if Canada determines that any of the equipment is not equivalent in form, fit, function and quality to the existing equipment owned by Canada or is not fully compatible, interchangeable and interoperable with the existing equipment owned by Canada, the Contractor must immediately and entirely at its own expense take all steps necessary to ensure that the equipment satisfies these requirements (for example, by implementing any additional software or firmware), failing which Canada will have the immediate right to terminate the Contract for default. The Contractor agrees that, if Canada terminates the Contract for this reason, the Contractor must pay to Canada the costs of reprocurring the equipment from a third party and the difference, if any, in price paid by Canada to the third party. The Contractor acknowledges that its failure to deliver equivalent equipment that satisfies the above requirements may result in the Contractor (as well as its affiliates and any other entities with whom the Contractor or its principals do not deal at arm's length) being unable to propose equivalent substitutes in response to future PWGSC bid solicitations.

Note to Bidders: This article will only be included in a resulting contract if equivalent products have been proposed.

7.19 Termination for Convenience of Hardware Maintenance Services

Regardless of the Contract Period and despite the Termination for Convenience provisions contained in the General Conditions, Canada may terminate for convenience, at no cost to Canada, any Hardware maintenance and support services being provided under the Contract. Canada will provide the Contractor 30 calendar days of advance written notice if it terminates the maintenance and support services for convenience and will be liable to the Contractor to pay only any unpaid maintenance and support charges that have accrued up to and including the date of termination.

7.20 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.21 Termination for Convenience

- (a) With respect to Section 30 of General Conditions 2035, if applicable, or Section 32 of 2030, if applicable, subsection 4 is deleted and replaced with the following subsections 4, 5 and 6:
4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

ANNEX A

STATEMENT OF WORK

1. REQUIREMENT

- 1.1 The Department of National Defence (DND), Real Properties Operations Detachment Borden (RP Ops Det Borden), has a requirement for the supply, delivery and installation of major hardware components for an Intrusion Alarm System. This requirement also includes hardware and software maintenance, support and training.

2. BACKGROUND

- 2.1 DND, RP Ops Det Borden is responsible for the ongoing maintenance of all the infrastructure on the department's property. As part of this responsibility, exists the requirement for operation and maintenance of intrusion alarms systems. The current system consists of one (1) master and two (2) slave server, workstation and receiver modules. The aim of this project is to replace all three (3) system modules to a single, modern, configuration.

3. OBJECTIVE

- 3.1 The Contractor must supply, deliver and install fully-functional components for an Intrusion Alarm System that include servers, workstations, laptops and receivers for Canadian Forces Base (CFB) Borden. All the components must be compatible with the latest MASTerMind Monitoring software which is currently being used by DND and they will be installed in buildings A-121, CFAD-208 and E-186.
- 3.2 The Contractor must also provide hardware and software maintenance and support. These support services must include, but not limited to, a technical hotline support from 0830 to 1630, EST, Monday through Friday, excluding statutory holidays, with a telephone response time of two (2) hours from the time the call is made.

4. REQUIREMENTS

- 4.1 The Contractor is responsible for the following in accordance with Annex A:
- 4.1.1 Must supply and install:
- 4.1.1.1 Three (3) Network Servers, to replace the current network servers;
 - 4.1.1.2 Three (3) Computer Workstations, to replace the current workstations;
 - 4.1.1.3 Three (3) Laptop Computers, configured for technicians, as per the existing administrative accounts, to provide mobile access to system;
 - 4.1.1.4 One (1) Laptop Computer, configured for use by operators, as per existing operator and user accounts, to program user access codes; and
 - 4.1.1.5 Three (3) Network Receivers, to replace existing Sur-Guard System II receivers.
- 4.1.2 Must configure servers and MASTerMind operations. Contractor will utilize CFB Borden existing licences/agreements for MASTerMind software.
- 4.1.3 Must drop test database prior to incorporating the proposed servers into the system.
- 4.4 Must configure and test the Uninterrupted Power Supply to Server communications and test shutdown.
- 4.5 Must configure the proposed servers into MASTerMind Redundancy Loop.
- 4.6 Must perform MASTerMind upgrade to most current release which will be provided by DND.
- 4.7 Must configure and install the proposed workstations for wired Ethernet function with proposed servers.
- 4.8 Must configure the proposed laptops for wire Ethernet function with the system.
- 4.9 Must configure and install the proposed network receivers for function with the system.

4.10 Must perform final function test that includes:

- 4.10.1 Proof of redundancy – cause server to fail and confirm that alternate server immediately takes over the role of the master; and
- 4.10.2 Proof of operation – at least two (2) alarms will be triggered, from separate physical locations, to confirm reception and initiation of notification.

4.11 Must turn over all installed software, including MASTerMind, for retention by CFB Borden.

4.12 Must provide manuals and passwords for all installed systems and devices.

4.13 Must complete training of CFB Borden personnel in accordance with Article 7.

4.14 Must remove the existing systems from the area and DND will dispose.

4.15 Must provide four (4) additional network server hard drives. The hard drives must be the same as the hard drives installed in the network servers. See article 5.2.

5. SPECIFICATIONS

5.1 General:

- 5.1.1 All devices (network servers, computer workstations, laptops and monitoring station receiver) must be commercial off the shelf (COTS).
- 5.1.2 Except for the Monitoring Station Receiver, all devices must be from the same manufacturer.
- 5.1.3 All installed devices must be IP (internet protocol) addressable, ULC approved and non-proprietary.
- 5.1.4 All installed hardware must be configured and compatible with MASTerMind security monitoring and business software and alarm receivers and signal processors which are already in place.
- 5.1.5 The network connectivity is already in place. All devices replaced by this project will utilize existing network connectivity.
- 5.1.6 The specifications listed below reflect the requirements for each individual device. For example each network server must have the items listed with the quantity listed.
- 5.1.7 Quantities that have been mentioned below are there to eliminate ambiguity where more than one item could be incorporated but a specific number is desired (for example the network server can accommodate 8 hard disk drives but only 2 are needed). Unless otherwise specified, the quantity is as required to enable operation of the device (for example any combination of RAM can be utilized to achieve the total specified capacity).

5.2 **Network Server:** as a minimum, must meet the specifications or equivalent* listed below. **Equivalent means a substituted or like-for-like that meets or exceeds the required quality/specification and performance standards that has been identified.*

- 5.2.1 Server: PowerEdge R740 Server (210-AKXJ).
- 5.2.2 Motherboard: PowerEdge R740/R740XD (329-BDKH).
- 5.2.3 Chassis: rack mount 19 inch, 8 x 3.5 inch SAS/SATA hard drive slots, hot swappable
- 5.2.4 CPU: XEON quad core – 2.13 GHz – 16 MB cache
- 5.2.5 RAID – PERC H730P RAID controller, 2 GB NV cache (configure for RAID 1 operation)
- 5.2.6 Hard Disk Drive: NAS/SAN, internal, SATA, 600 GB, 10K RPM, 12 Gbps – **quantity 2**
- 5.2.7 RAM 32 GB RDIMM, 2666 MHz DDR4
- 5.2.8 Video: NVIDIA Quadro P400, 2GB
- 5.2.9 Ethernet connection: Broadcom 5720 Quad Port 1GbE BASE-T
- 5.2.10 Mouse: must be wired, 2 button with scroll wheel
- 5.2.11 Power supply: dual, hot-plug, redundant (1+1), 750W, NEMA 5-15P
- 5.2.12 DVD: must be internal, ROM, SATA

- 5.2.13 Operating System: Windows Server 2019 standard, 16 CORE
- 5.2.14 Software: Microsoft SQL Server 2019 Standard, 5 Device CALs

- 5.3 **Computer Workstation:** as a minimum, must meet the specifications or equivalent* listed below.
**Equivalent means a substituted or like-for-like that meets or exceeds the required quality/specification and performance standards that has been identified.*

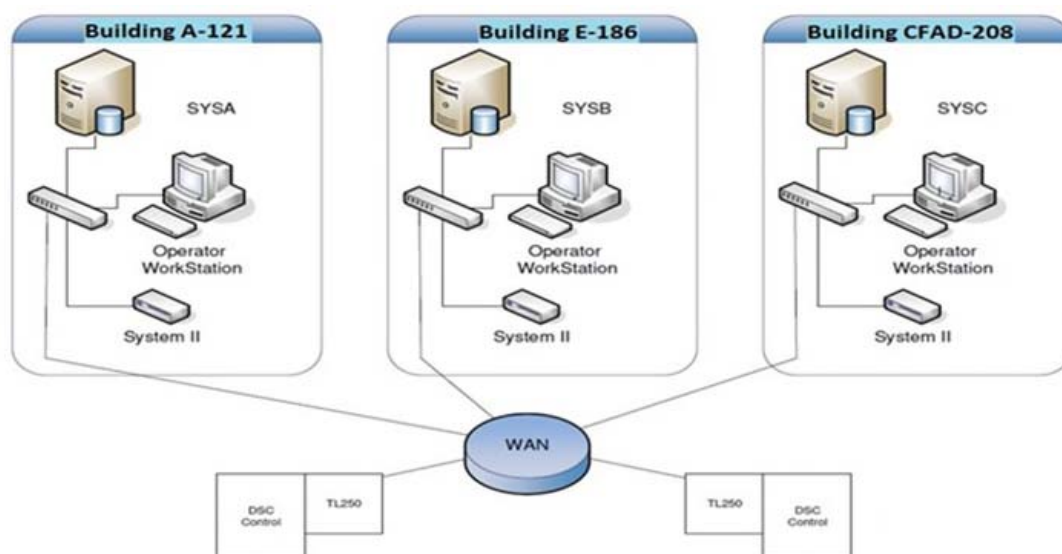
- 5.3.1 Chassis Desktop
- 5.3.2 CPU: Dual Core, 2.13 GHz, 8MB cache
- 5.3.3 Hard Disk Drive: must be internal, 100 GB – **quantity 1**
- 5.3.4 RAM: 8 GB, 2666 MHz DDR4
- 5.3.5 Video: NVIDIA Quadro P400, 2GB
- 5.3.6 Ethernet connection: 100/1000
- 5.3.7 Mouse: must be wired, 2 buttons with scroll wheel
- 5.3.8 Power supply: 260W, NEMA 5-15P
- 5.3.9 Must be ENERGY STAR qualified
- 5.3.10 ** NO OPTICAL drive required **
- 5.3.11 Monitor: must be 24 inch – **quantity 1**
- 5.3.12 Keyboard: must be wired, QWERTY
- 5.3.13 Operating System: must be Windows 10 Pro

- 5.4 **Laptop Computer:** as a minimum, must meet the specifications or equivalent* listed below. **Equivalent means a substituted or like-for-like that meets or exceeds the required quality/specification and performance standards that has been identified.*

- 5.4.1 CPU: dual core, 2.13 GHz, 8MB cache
- 5.4.2 Hard Disk Drive: must be internal, SATA, 100 GB
- 5.4.3 RAM: 8 GB, 2666 MHz DDR4
- 5.4.4 Video: NVIDIA Quadro P400, 1GB
- 5.4.5 Ethernet connection: 100/1000
- 5.4.6 ** Wireless connectivity (e.g. WiFi, Bluetooth) NOT required **
- 5.4.7 Must be ENERGY STAR qualified
- 5.4.8 ** NO OPTICAL drive required **
- 5.4.9 Monitor: must be 17 inch
- 5.4.10 Operating System: must be Windows 10 Pro

- 5.5 **Monitoring Station Receiver:** as a minimum, must meet the specifications or equivalent* listed below.
**Equivalent means a substituted or like-for-like that meets or exceeds the required quality/specification and performance standards that has been identified.*

- 5.5.1 Receiver: must be rack mountable (19 inch) and upgraded to latest firmware release – example: Sur-Gard (Tyco International) System III
- 5.5.2 IP Line card ethernet, must be compatible with the Digital Security Controls IP Alarm communicators – **quantity 2**



6. MASTermind SOFTWARE REQUIREMENTS

- 6.1 The entire system (all components) must be upgraded to the most current release of MASTermind security automation software.
- 6.2 This release will be supplied by DND for the initial installation and it will be the Contractor's responsibility to install the software onto the entire system.
- 6.3 Any new releases will be provided by DND.

7. TRAINING

- 7.1 The Contractor must provide certification training sessions for technicians and operators on site.
- 7.2 The technical training will be for a minimum of three (3) CFB Borden technicians for the intrusive alarm system, allowing them to contact customer technical service for any maintenance or issue with the system.
- 7.3 The operator training will be for a minimum of one (1) emergency dispatch operator that must include any variations in hardware and software use from the previous systems to those utilized upon completion of this project.
- 7.4 All training sessions will take place before March 31, 2021. DND will arrange the training location. Training dates must be confirmed with the Project Authority (PA) at least two (2) weeks prior to the event. All communications for calling up the work will be ordered by the PA using methods such as facsimile, electronic mail or any other documented method deemed acceptable by both the PA and the Contractor.
- 7.5 All training cost must include, if applicable, course materials, supplies, and travel expenses.

8. DELIVERABLES

Item	Description	Estimated Due Date
1	Supply and delivery of components in accordance with Annex A.	4 weeks from contract award
2	Installation of systems including software integration, administrator account duplication, user account duplication, and transfer of existing database(s).	Takes place over 3 weeks from completion of Line Item 1.
3	Testing, Review and Acceptance which includes:	Takes place over 1 week from completion of Line Item 2.

	<p>a) Proof of redundancy – cause one server to fail and confirm that alternate server immediately takes over the role of the master;</p> <p>b) Proof of operation – at least two (2) alarms will be triggered, from separate physical locations, to confirm reception and initiation of notification.</p>	
4	Training	Within two weeks from acceptance; no later than the week of May 31, 2021.

9. SUPPORT PLAN AND MAINTENANCE

- 9.1 The Contractor must provide support for the system components which includes all software upgrades (MAsterMind included) and general telephone support for all standard features of the operating software and hardware for the duration of the contract.
- 9.2 The Contractor must provide support on all COTS manufacturer software, hardware, firmware, license upgrades, updates and version releases for existing applications related to the Intrusion Alarm System.
- 9.3 The Contractor must include all labour, materials, tools, equipment and transportation that is required to provide on-site maintenance services.
- 9.4 Maintenance services also includes licensed software bug fixes, document changes, updates back grades, renames and software patches.
- 9.5 The Contractor, in addition to general maintenance and support, must provide on-site preventive maintenance that includes the following:
- 9.5.1 **Semi-Annual:** Software Maintenance which includes software upgrades, maintenance, optimize function and general serviceability check; and
- 9.5.2 **Annual:** Hardware Maintenance which includes physical interior and exterior cleaning of servers and workstations, and physical shut-down permitted as required.
- 9.6 Cyber Vulnerability Mitigation: Although this is a closed system, the threat for manually introduced and/or COTS included but latent cyber vulnerabilities, still exists. Whether through qualified internal resources or a third party cyber-security entity, the Contractor must test all software, firmware, upgrades, drivers for the detection and elimination of known cyber threats, prior to introduction to the system. Should such be discovered after introduction, the support plan must provide for corrective action to bring the system back to a fully functional state.
- 9.7 Any additional repair work arising out of the repair must immediately be reported to the PA with a report, which includes the repair work required.
- 9.8 No additional repair work is to be undertaken unless written authorization is received from the PA.

10. INSTALLATION AND INSPECTION

- 10.1 Every installation must be professionally performed and parts must be installed to the specifications, drawings, directions in the references listed under article 12.
- 10.2 Once work is completed, the Contractor will notify the PA and call for a final inspection of the work. If any deficiencies are found, these will have to be corrected before acceptance and invoicing.
- 10.3 A fully detailed service report must be provided at the end of the work and given to the PA.
- 10.4 From commencement of the work until completion of all deliverable, the PA may conduct periodic site inspections to determine that the work is being performed according to Annex A, and all applicable codes and standards.

11. SECURITY

- 11.1 **Reliability Status:** to be held by resources that will have access to the following sites and/or information
- 11.1.1 Any access or work beyond Public or Reception areas -- known as Operations Zones (e.g. secure compounds, offices, electrical & mechanical rooms) at CFB Borden; and
- 11.1.2 On-site maintenance, service and support to COTS hardware and software disconnected and removed from IA monitoring system not holding sensitive data within.
- 11.2 **Secret Clearance:** to be held by resources that will have access to the following sites and/or information
- 11.2.1 Any access or work beyond Operations Zones, known as Security Zones (e.g. Security Control Center, Dispatch Area, Secure Communications Rooms), at CFB Borden.
- 11.2.2 Installation of COTS hardware and software onto CAF/DND secure (classified systems) IA monitoring system. Testing and verifying installations once connected to IA monitoring system.
- 11.2.3 On-site maintenance, service, and support to COTS hardware and software connected to IA monitoring system or holding sensitive data within.
- 11.3. Initial Installation and Configuration: The Contractor can acquire, install, and configure hardware and software at their own place of business, then bring these items to CFB Borden for installation and any final configuration under the supervision/presence of CFB Borden technicians. However, once this hardware has been integrated/connected to the security system, all items are then subject to the next two (2) stipulations for Remote Access and Non-Volatile Storage Media.
- 11.4 Remote Access: CFB Borden is governed by National directives and policies which do not permit remote connectivity access to systems such as the one described herein.
- 11.4.3 Non-Volatile Storage Media - Although technicians will have the required security clearance, the principles of confidentiality, integrity, and availability (CIA) must be maintained. Therefore, if hardware cannot be serviced within the confines of CFB Borden, all non-volatile storage media (e.g. HDD, SSD, optical disk, etc.) must be removed and surrendered to CFB Borden technicians to be secured until such time as the hardware is returned to CFB Borden.

12. REFERENCES

All work must be performed in accordance with the latest editions of the following references:

- . Manufacturer's instructions;
- . Occupational Health and Safety Act, Ontario;
- . C-02040-009/AG-000 DND General Safety Program;
- . CFB Borden Security Orders;
- . Base Borden Standing Administrative Order (BBSAI) 1004-Spill Prevention and Response;
- . Canadian Electrical Code; and
- . All other applicable industry codes and standards.

ANNEX B

BASIS OF PAYMENT

In accordance with Annex A – Statement of Work, the Contractor will be paid the following firm prices for the work performed pursuant to the Contract, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

CONTRACT PERIOD – YEAR 1: *(dates to be inserted at Contract award)*

1. FIRM REQUIREMENT

Firm unit prices in accordance with Annex A, including, labour, configuration of software, support, maintenance including repairs, and travel costs.

		A	B	C
Item	Description	Number of Units	Firm Unit Price	Extended Price (AxB)
1	Supply, deliver and install fully-functional components, in accordance with Annex A, Statement of Work including twelve (12) month warranty. Manufacturer for Network Server, Computer Workstation and Laptop: _____ Manufacturer for Monitoring Station Receiver: _____			
	Network Servers	3	\$	\$
	Computer Workstations	3	\$	\$
	Laptops	4	\$	\$
	Monitoring Station Receiver	3	\$	\$
2	Network Server Hard Drive	4	\$	\$
3	Technical and Operator training in accordance with Annex A	1	\$	\$
Total Extended Price for Article 1.1:				\$

2. OPTIONAL REQUIREMENT:

2.1 PREVENTIVE MAINTENANCE

The option(s) may be exercised at any time during date of award to *(date inserted at contract award)*, through a contract amendment issued by the Contracting Authority.

		A	B	C
Item	Description	Qty	Firm Unit Price	Extended Price (AxB)
1	Semi-annual software prevention maintenance in accordance with Annex A.	2	\$	\$
2	Annual system prevention maintenance in accordance with Annex A.	1	\$	\$
Total Extended Price for Article 2.1:				\$
Total Extended Price for Contract Period – Year 1 (Article 1.1 + Article 2.1):				\$

OPTION PERIOD 1 - YEAR 2: *(dates to be inserted at Contract award)***1. FIRM REQUIREMENT**

		A	B	C
Item	Description	Qty	Firm Unit Price	Extended Price (AxB)
1	Cost for software and hardware maintenance and support, and software upgrades for components in accordance with Annex A, Statement of Work including twelve (12) month warranty.	1	\$	\$
Total Extended Price for Article 1.1:				\$

2. OPTIONAL REQUIREMENT:**2.1 PREVENTIVE MAINTENANCE**

The option(s) may be exercised at any time during (dates inserted at contract award), through a contract amendment issued by the Contracting Authority.

		A	B	C
Item	Description	Qty	Firm Unit Price	Extended Price (AxB)
1	Semi-annual software prevention maintenance in accordance with Annex A.	2	\$	\$
2	Annual system prevention maintenance in accordance with Annex A.	1	\$	\$
Total Extended Price for Article 2.1:				\$
Total Extended Price for Option Period 1 – Year 2 (Article 1.1 + Article 2.1):				\$

OPTION PERIOD 2 - YEAR 3: *(dates to be inserted at Contract award)***1. FIRM REQUIREMENT**

		A	B	C
Item	Description	Qty	Firm Unit Price	Extended Price (AxB)
1	Cost for software and hardware maintenance and support, and software upgrades for components in accordance with Annex A, Statement of Work including twelve (12) month warranty.	1	\$	\$
Total Extended Price for Article 1.1:				\$

2. OPTIONAL REQUIREMENT:**2.1 PREVENTIVE MAINTENANCE**

The option(s) may be exercised at any time during (dates inserted at contract award), through a contract amendment issued by the Contracting Authority.

		A	B	C
Item	Description	Qty	Firm Unit Price	Extended Price (AxB)
1	Semi-annual software prevention maintenance in accordance with Annex A.	2	\$	\$
2	Annual system prevention maintenance in accordance with Annex A.	1	\$	\$
Total Extended Price for Article 2.1:				\$
Total Extended Price for Option Period 2 – Year 3 (Article 1.1 + Article 2.1):				\$
Total Evaluated Price (Sum of Total Extended Price for Contract Period – Year 1 + Option Period 1 – Year 2 + Option Period 2 – Year 3):				\$

NOTE: Everything in *italics* will be removed at contract award.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat BN000092	
		Security Classification / Classification de sécurité Unclassified	

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



Contract Number / Numéro du contrat BN300062
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : See Security Classification Guide

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
On DND premises, unscreened pers. may only access public/reception zones
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO					CONSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	CONSEC TOP SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRIS SECRET	NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL				A	B	C	CONFIDENTIAL	
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?



No
Non



Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?



No
Non



Yes
Oui

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

ANNEX D (to PART 3 OF THE BID SOLICITATION)
ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

ANNEX E (to PART 5 OF THE BID SOLICITATION)
ADDITIONAL CERTIFICATIONS

1. Board of Directors

In accordance with Part 5, Article 5.2 - Certifications Precedent to Contract Award and Additional Information, (a), Integrity Provisions – Required Documentation, Bidders are required to provide a complete list of names of all individuals who are currently directors of the Bidder before contract award. Bidders are requested to provide this information in their bid.

Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____
Director Name - _____	Title: _____

2. Procurement Business Number (PBN)

In accordance with Section 02, Procurement Business Number of the 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, Suppliers are required to have a Procurement Business Number (PBN) before contract award. Bidders are requested to provide their PBN with their bid.

Procurement Business Number - _____

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.