



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

Brianne.Leach@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Pre-Screening Exam(s) for RCMP Regular Member Applicants		Date April 23, 2021
Solicitation No. – N° de l’invitation 202006297		
Client Reference No. - No. De Référence du Client 202006297		
Solicitation Closes – L’invitation prend fin		
At / à :	2pm (1400 hrs)	EDT (Eastern Daylight Time) HAE (heure avancée de l’Est)
On / le :	June 7, 2021	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Brianne.Leach@rcmp-grc.gc.ca		

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.3 Debriefings

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

1.4 Recourse Mechanisms

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

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

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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



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

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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.



2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

- Section I: Technical Bid (one soft copy in PDF format)
- Section II: Financial Bid (one soft copy in PDF format)
- Section III: Certifications (one soft copy in PDF format)

Important Note:

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. delay in transmission or receipt of the bid;
- f. failure of the Bidder to properly identify the bid;
- g. illegibility of the bid; or
- h. security of bid data.



A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

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

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

To be considered responsive, a bid must meet all of the mandatory requirements as detailed at Attachment 4.1, Mandatory Evaluation Criteria. **Note: Documentation must include the exam(s)**, and may include the following, to demonstrate compliance: written narrative, technical data sheets, specifications, user and operational manuals, screenshots, compliance statement only where absolutely necessary and there is no other means to demonstrate the criteria, and/or other relevant technical documentation describing the exams offered and demonstrating compliance. The Bidder must specify where the information can be found in their proposal. Simply repeating the statements contained in the bid solicitation is not sufficient. Each mandatory technical requirement should be addressed separately and in the order presented in Attachment 4.1. Bids not meeting all of the mandatory requirements will be given no further consideration.



4.1.1.2 Testing/User-Trial Point Rated Technical Evaluation Criteria

Each bid will be rated by assigning a score to the rated requirements described in Attachment 4.1 Testing/User-Trial Point Rated Technical Evaluation Criteria. There is no minimum passing mark for the rated requirements. Bidders who fail to submit complete bids with all the supporting documentation requested will be rated accordingly.

4.1.2 Financial Evaluation

1. Bidders must submit pricing in accordance with Annex "B", Basis of Payment, with their bid at bid closing.
2. The evaluated price is the extended price, calculated by multiplying the Quantity by the Unit Price offered by the Bidder.
3. The bidder must quote firm unit prices in **Canadian dollars**, DDP Delivered Duty Paid (destination). Freight charges to destination and all applicable Custom duties and Excise taxes included. GST/HST not included. The price of the bid will be evaluated in Canadian dollars.

4.2 Basis of Selection

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

To be declared responsive, a bid must:

- a. Comply with all the requirements of the Request for Proposals (RFP);
- b. Meet all mandatory evaluation criteria as outlined in Attachment 4.1, Phase 1 of the Evaluation;
- c. Bids not meeting (a) or (b) above will be declared non-responsive.
- d. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- e. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained/maximum number of points available multiplied by the ratio of 60%.
- f. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- g. For each responsive bid, the technical merit score and the pricing score will be added to determine the combined rating.
- h. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the Bidder is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).



Table 1: Example Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

In the event of identical Combined Ratings occurring, then the bid with the highest Technical Score will become the top-ranked bidder.

One Contract may be awarded in total as a result of this bid solicitation.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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:

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



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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment "4.2") has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.2 Statement of Work

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

6.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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



6.3.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2022 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Brianne Leach
Title: Procurement Officer
Organization: Royal Canadian Mounted Police
Address: 73 Leikin Drive, Mailstop #15, Ottawa, Ontario K1A 0R2

E-mail address: Brianne.Leach@rcmp-grc.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.

6.5.2 Project Authority

The Project Authority for the Contract is *(to be inserted at time of contract award)*:

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

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



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

6.5.3 Contractor's Representative *(to be inserted at time of contract award):*

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail address: _____

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex "B". Customs duties are excluded and Applicable Taxes are extra.

6.7.2 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.

6.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.8 Invoicing Instructions

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.

Invoices must be distributed as follows:

- a) The original and one copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
- b) Upon request, one copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



6.9 Certifications and Additional Information

6.9.1 Compliance

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

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

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12), Personal Information;
- (c) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) 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)*)

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution Services

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

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



6.12.2 Contract Administration

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

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

6.13 Insurance

SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements



ANNEX "A"

STATEMENT OF WORK

1. Title

1.1 Pre-Screening Exam(s) for RCMP Regular Member (Police Officer) Applicants

2. Purpose

2.1 The Royal Canadian Mounted Police (RCMP), as part of its ongoing recruiting modernization efforts, is looking to replace the existing RCMP entrance exams used in the Regular Member (RM) applicant screening process. To this end, the Contractor must deliver one (1) Commercial-Off-The-Shelf (COTS) system that meets the technical requirements and specifications outlined in this Statement of Work.

3. Background

3.1 The RCMP is currently undertaking a period of modernization known as "Vision 150". A thorough review and assessment of current recruitment processes and requirements has been core to this mandate. A key element amongst these processes is the means by which the RCMP determines and tests for aptitude for employment. A thorough review of these processes has determined that despite significant changes made to the processes and tools over the past decade, systemic challenges remain. Most notably, a Gender-based Analysis Plus (GBA+) review of the current RCMP exams concluded that even when prospective applicants possess both the interest and qualifications, there is evidence that the exams themselves may create barriers to a diverse applicant pool. Outdated criteria, lacking strong supporting evidence, may result in high-potential candidates being unable, or unwilling to apply.

Further exacerbating these challenges, changes to the Canadian social and demographic context such as the decreasing unemployment rate and increased urbanization, have contributed to a decline in applicants over recent years despite increased attempts to attract a broader candidate base. Within this context, the RCMP cannot afford to deter applicants or exclude high-potential candidates based on outdated criteria, tools and techniques. While attraction and proactive recruiting efforts remain areas for potential improvement, the application process itself, and specifically the RCMP Police Aptitude Test (RPAT), is outdated and potentially limiting in its approach.

To be accepted into the RCMP Training Program, Regular Member applicants must successfully complete the RCMP Police Aptitude Battery (RPAB). The RPAB consists of two components: the Six Factor Personality Questionnaire (SFPQ) and the RCMP Police Aptitude Test (RPAT). The SFPQ evaluates the applicant's personality based on the factors of agreeableness, extraversion, independence, industriousness, methodicalness, and openness to experiences. The RPAT measures seven skills that are considered essential in executing the duties of a general duty police officer: memory, composition, logic, judgement, comprehension, computation and observation. Together, the SFPQ and the RPAT evaluate applicants based on what the RCMP currently defines as core policing competencies.

All applicants must complete the entrance exams. Currently, proctored exam sessions are scheduled throughout the year in predetermined locations across Canada. On average, 10,000 applicants write the exam annually.

Reviews conducted to-date have identified that there is insufficient evidence that the RPAT is assessing against factors that are clearly indicative of success at later stages in recruitment and employment.



Furthermore, a GBA+ analysis identified three (3) key barriers that the RPAT potentially introduces. Firstly, the impact of Differential Item Functioning (DIF) which shows that individuals from different groups have an unequal probability of obtaining the same score on a particular item, and potentially favours one group over another. Secondly, applicants' perception of the types of questions and supporting materials can affect their likelihood of completing the test. Finally, the test demonstrates inherent cultural biases that suggest the existing choice of vocabulary and situations are outdated.

The RCMP has an opportunity to significantly improve applicants' experience with the RCMP application process and has the potential to expand the diversity and depth of its candidate base by adopting a more modern and inclusive aptitude test.

4. Technical Requirements and Specifications

4.1 The Contractor must deliver one (1) Commercial-Off-The-Shelf (COTS) system that meets the outlined technical requirements and specifications. The COTS system must:

- apply psychometric principles that enable the testing of aptitude and personality traits;
- demonstrate GBA+ compliance, based on direction provided by Status of Women Canada (<https://cfc-swc.gc.ca/gba-acsguide-en.html>) (i.e., be free of inherent gender, race and ethnicity-based biases);
- be administered in a secured and un-proctored environment;
- provide an easy to use platform, with clear, easy to understand instructions for applicants;
- use modern testing technology to present realistic assessment scenarios;
- have multiple versions and a bank of questions;
- be available in online and hard copy/paper formats;
- be available in English and French;
- permit remote access testing; and,
- be delivered on demand.

4.1.2 The exam(s) must include the following assessment factors:

- Numeracy;
- Literacy;
- Cognition;
- Judgement;
- Comprehension;
- Logic;
- Memory;
- Behavioural and Personality traits;
- Indicators of resilience;
- Communication style;
- Social interaction;
- Flexibility;
- Problem solving skills;
- Adaptability;
- Autonomy;
- Decision-making;
- Empathy; and,
- Sense of responsibility.

4.2 The Contractor must provide an online, secure, and un-proctored environment for applicants to access and complete the exam(s).

4.3 The Contractor must provide clear instructions to applicants on how to access the online platform.



- 4.4 The Contractor must provide a web link and login details for each applicant to access the online platform.
- 4.5 The Contractor must maintain the un-proctored platform and must ensure all user issues are resolved within two (2) business days. The Contractor must provide access and support to applicants using the un-proctored platform.
- 4.6 In instances where the exam(s) cannot be delivered in an un-proctored environment (i.e. areas with limited bandwidth), the Contractor must facilitate the sending and receiving of paper copies to the recruiter as requested. Upon return of the completed paper copy exam(s), the Contractor must score the exam(s) and upload the exam scores to their system. Paper based exam scores must be included with the regular exam score data migration.
- 4.7 The Contractor must work with the RCMP to ensure test data is in an MS Excel format that migrates automatically to current RCMP Human Resources Management Information System (HRMIS).
- 4.8 The Contractor must update exam questions and/or versions every six (6) months, or as required, to ensure exam integrity.

5. Deliverables

The Contractor must:

- 5.1 deliver one (1) COTS software solution that consists of one (1) or more exams, that meets each of the specifications listed in Section 4. The COTS software solution and exam(s) must be delivered within 30 days of contract award.
- 5.2 provide, maintain and support the online, secure, un-proctored environment for applicants to access and complete the exam(s).
- 5.3 facilitate the sending and receiving of paper copies to the recruiter as requested, in instances where the exam(s) cannot be delivered in an un-proctored environment,.
- 5.4 migrate test data in an MS Excel format. The Contractor must provide exam score data to the RCMP in an excel format once a week, for both online and paper exams. The following information must accompany the exam score data: applicant's name, applicant ID number (provided by the RCMP for each applicant) and applicant's email address. The exam score data must migrate, in accordance with RCMP technical requirements and specifications, directly into the RCMP HRMIS system. These details will be provided to the Contractor upon award. If required, the Contractor must update the excel format data, in accordance with feedback provided by Technical Authority. The Contractor must do this within 15 days of being provided this information.
- 5.5 update exam questions and/or versions at minimum once every six (6) months, or as required by the Project Authority, to ensure exam integrity.
- 5.6 maintain a list of exams administered, both online and paper. This information must be submitted along with each monthly invoice.



6. Constraints

6.1 The Contractor must not disclose any personal or corporate information to other parties that the Contractor may have been privy to during the course of work performed, including any information related to the content of the current RCMP exam(s).

6.2 The only personal information captured and shared with the Contractor, by the applicant, and from the Contractor to the RCMP, is the applicant name, applicant identification number and applicant email address.



ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) (firm price per test administered) as specified in herein for a cost of \$ _____ insert the amount at contract award). Customs duties are included) and Applicable Taxes are extra.

Initial Contract Period:

Initial Contract Period			
Date of Contract award to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price (per Exam)	Total Estimated Price (B x C)
Exam(s)	Up to 10,000	\$	\$

Option Periods:

Option Period 1			
_____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price (per Exam)	Total Estimated Price (B x C)
Exam(s)	Up to 10,000	\$	\$



Option Period 2 _____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit (Price per Exam)	Total Estimated Price (B x C)
Exam(s)	Up to 10,000	\$	\$

Option Period 3 _____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price (per Exam)	Total Estimated Price (B x C)
Exam(s)	Up to 10,000	\$	\$

Option Period 4 _____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit (Price per Exam)	Total Estimated Price (B x C)
Exam(s)	Up to 10,000	\$	\$

Total Bid Price	
(Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3 + Option Period 4)	\$ <TBD>



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 202006297
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction HUMAN RESOURCES	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Develop/provide a new cognitive screening examination for all RCMP Regular Member Applicants		
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	
5. Indicate the type of access required / Indiquer le type d'accès requis		
5. 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	
5. 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	
5. 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"/>	
Not releasable / À ne pas diffuser <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:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

TBS/RCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat

202006297

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED Protégé			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



SRCL Security Guide

**Development of Cognitive Screening Exam for RCMP Applicants
SRCL #: 202006297**

**Prepared by:
Departmental Security Branch
Royal Canadian Mounted Police**

Reviewer initials and date: JS, GB,SG

Template date: April 1,2021



Preamble

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

General Security Requirements

The security of the documents, records and other information that come to be in the possession of the Contractor as a result of the requirement established is of critical importance to the RCMP.

1. The Contractor must perform all work and/or services in Canada and all the data collected, maintained, or otherwise managed must not be exchanged, linked, or provided, electronically or otherwise, to any entity beyond Canadian borders, thereby ensuring compliance with the *Access to Information Act* and the *Privacy Act* (<http://laws.justice.gc.ca>).
2. The Contractor must meet all GC security standards prior to having any information processed or stored within their facilities.
3. The Contractor must also cooperate with the RCMP or its designated party for the security review in accordance with the Security Requirements Checklist (SRCL).
4. The Contractor must cooperate with the RCMP, throughout the lifetime of the contract, for security audits of its facilities and supporting infrastructure. Note: The RCMP reserves the right to perform system scans and/or audits to validate compliance to the Departmental security requirements.
5. The Contractor must ensure any secure network connection meets the RCMP security requirements and standards (e.g. VPN solution meeting FIPS 140-2 level 2) and requires that all flows of information be unidirectional.
6. The Contractor must ensure that all access is protected using role based access requiring the use of identification and authentication. The Contractor must also define role and associate them to specific access. A sole role must be established for the creation and modification of other roles. No two individual users must be granted the same user name or password even if both individuals have common roles.
7. The Contractor must, for the RCMP, have a fully encrypted network from end to end including any sub contracts, and to the point of connectivity to them. The Contractor and any sub-contractors must meet GC's standards for level of encryption.
8. The Contractor must ensure that all data systems, connectivity and telecommunication methods, data transfers, reports, physical locations, and individuals with access to systems and/or data, and handling of all Protected information meets the Government of Canada Privacy and Security policies and legislation, inclusive of definitions and applicable documents.
9. The Contractor must ensure, at all times, to encrypt PROTECTED information at rest, when stored on servers located at the Contractor's premises.
10. When the RCMP authorizes the use of Contractor-provided cloud storage, all PROTECTED information in transit and at rest between the Contractor's location and the cloud service provider must be encrypted.



11. The Contractor must ensure that any exchange of information with the RCMP be performed using a 'pull method' rather than 'push method' and be transaction-based.
12. The Contractor must immediately notify the Project Authority prior to making changes to its personnel structure, locations where work is to be performed including movements within the building, Information Technology system(s), or any other changes that might impact the security of RCMP information, so that an updated Security Review can be performed.
13. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At a minimum, the contractor must follow the Policy on Government Security.
14. The contractor will promptly notify the RCMP contract authority of any security incidents related to the RCMP information provided. (i.e. loss of sensitive information, accidental or deliberate.)
15. Photography is not permitted. If photos are required, please contact the Contract Authority and Departmental Security Section
16. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
17. The RCMP's Regional Departmental Security Section (DSS) or Departmental Security Branch (DSB) reserves the right to conduct inspections of the contractor's facility and provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site-specific safeguards). Inspections may be performed prior to sensitive information being shared and/or as required (e.g. if the contractor's office relocates). The intent of the inspection is to ensure the quality of security safeguards.

Note:

If, at any time during the course of the Contract, the Contractor is found to be non-compliant with respect to a security requirement imposed by the RCMP (via the Statement of Work, the Contract or otherwise), the Project Authority may, at their discretion, direct that the Contractor take necessary steps to comply with the security requirement(s), within the timeframe set by the Project Authority.

Physical Security

1. **Storage:** Protected information/assets must be stored in a container approved by the RCMP DSS. The container must be located (at minimum) within an "Operations Zone". As such, the contractor's facility must have an area/room that meets the following criteria:

Operations Zone	
Definition	An area where access is limited to personnel who work there and to properly escorted visitors. Note: The personnel working within the Operational Zone must: <ul style="list-style-type: none"> • possess a valid RCMP Reliability Status (ERS), or • be escorted by an individual who possesses a valid ERS
Perimeter	Must be indicated by a secure perimeter (full height walls and access control at



	doors).
Monitoring	Monitored 24/7 by employees or electronic intrusion detection.

Note: Refer to Appendix A for more information on the Security Zone concept.

2. **Discussions:** Where sensitive conversations are anticipated, Operations Zones must have a stand off from public spaces or be designed with acoustic speech privacy properties (where the user has a reasonable expectation that they will not be overheard). For example, private room/office and/or boardroom.
3. **Production:** The production (generation and/or modification) of Protected information or assets must occur in an area that meets the criteria of an Operations Zone.
4. **Destruction:** All drafts or misprints (damaged copies and/or left over copies) must be destroyed by the contractor. Protected information must be destroyed in accordance with the RCMP's Security Manual. The equipment/system (i.e. shredder) used to destroy sensitive material is rated according to the degree of destruction. RCMP approved destruction equipment must be utilized.

Approved levels of destruction for Protected B include:

- Residue size must be less than 1 x 14.3 mm (particle cut).

Note:

- If the contractor is unable to meet the RCMP's destruction requirements, all sensitive information/assets are to be returned to the RCMP for proper destruction.
- Any sensitive drafts/misprints awaiting disposal must be protected in the agreed upon manner until destroyed.

5. **Transport/Transmittal:** The physical exchange of sensitive information must follow the Contract. When a delivery service is used, it must offer proof of mailing, a record while in transit and of delivery.

Transport	Transport: to transfer sensitive information and assets from one person or place to another by someone with a need to know the information or need to access the asset.
Transmittal	Transmit: to transfer sensitive information and assets from one person or place to another by someone without a need to know the information or need to access the asset.

Note:

- For Transport of Protected "B" information (travel to/from neutral locations for meetings and/or interviews): In place of a single envelope, a briefcase or other container of equal or greater strength may be used. Double envelope/wrap to protect fragile contents or to keep bulky, heavy or large parcels intact.
- For Transmittal of Protected "B" information (Canada Post or registered courier): Address in a nonspecific manner. Add "To Be Opened Only By" because of the need-to-know or need-to-access principles when warranted.



IT Security

Appropriate Control of Protected A and B Information

Portable Media

1. If there is a requirement to send RCMP Protected A or Protected B data, it must be sent using a FIPS 140-2 compliant portable storage device provided by the RCMP, with access restricted to RCMP security cleared contractor personnel only and the RCMP client. The FIPS 140-2 compliant portable storage device must be hand-delivered or shipped by an approved courier to the contractor's location. Sensitive RCMP information must not be transmitted to or from any external email address.
 - When a FIPS 140-2 compliant portable storage device cannot be provided, the RCMP will provide a portable storage device encrypted using FIPS 140-2 compliant data encryption software (e.g. BitLocker).
2. The password for the portable storage device is to be provided verbally, either in person or by telephone to RCMP security cleared contractor personnel only.
3. If electronic processing of Protected A or B RCMP information is required, the contractor must ensure the information is:
 - encrypted while at rest;
 - encrypted while in transit, and;
 - access controls are implemented.

Note: Advanced Encryption Standard (AES) Algorithm with key lengths of 128, 192 and 256 bits is approved for encrypting Protected A and B information.

Data Safeguarding

1. If required, backup of RCMP Protected A or B information is subject to the same security guidelines (encryption and access controls) as is the live information.
2. Electronic records must be destroyed according to *IT Media Sanitization* (ITSP.40.006 – refer to <https://www.cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006>). Protected information is to be cleared using the following options:
 - Media containing PROTECTED government information can only be re-used after all data areas of the media have been alternatively overwritten with any character and its complement (e.g. binary 1s then binary 0s) for a minimum of three times.
 - Media containing PROTECTED government information that are not overwritten to the satisfaction of the RCMP are to be destroyed in accordance with RCMP approved methods (approved metal-destruction facility, incineration, emery wheel or disk sander, dry disintegration, pulverizing or smelting).
3. All RCMP supplied storage devices used throughout the duration of this contract must be returned to the RCMP immediately upon contract termination.



Network links between the RCMP and the Contractor and Cloud Storage

1. Any data link created between the RCMP's IT infrastructure and the Contractor's IT infrastructure, or cloud service used by the Contractor to store RCMP data, will be subject to the RCMP's Security Assessment and Authorization process, consistent with *IT Security Risk Management, A Lifecycle Approach* (ITSG-33 – refer to <https://www.cyber.gc.ca/en/guidance/it-security-risk-management-lifecycle-approach-itsg-33>).
2. When the use of a cloud service provider is authorized for storage of RCMP data, the Contractor must ensure to select a provider with data centres located within the geographical boundaries of Canada.

Mobile Users

1. Use only RCMP-issued equipment approved for mobile use.
2. Use an approved full-disk encryption method on laptop computers and encrypt sensitive information when not in use
3. Remove your credential/authentication token and keep it on your person, when the technology it is used with is left unattended.
4. Ensure that the laptop and/or storage media containing sensitive information are stored in an authorized security container if the information is not encrypted. See AM ch. XI.3., sec. H

Telephony

1. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.
2. Use of RCMP supplied smartphones/cellphones are restricted to RCMP employees, authorized organizations and their agents working on behalf of the RCMP, and authorized organizations and their agents.
3. RCMP supplied smartphones/cellphones are only authorized to process up to and including Protected A information on the corporate workspace side for the purpose of RCMP business.
4. Only RCMP-supplied external peripheral devices may be used externally with a RCMP supplied smartphone.

Videoconferencing/Virtual Meetings

1. All virtual meetings between the RCMP and the Contractor held throughout the course of the contract will use a videoconferencing solution authorized for discussion of PROTECTED 'B' information. The RCMP will initiate all videoconferencing sessions, and will provide the link to the videoconference to the Contractor.
2. The Contractor may be required to install the corresponding videoconferencing client on their endpoints.



Printing, Scanning, and Photocopying

1. If electronic RCMP Protected information has to be printed / scanned, the contractor must have additional/dedicated computer(s), printer(s)/scanners. This equipment must not be connected to the local area network nor the Internet. This computer(s) will require RCMP approved disk drive encryption.

Personnel Security

1. All contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will have access to RCMP Protected and/or Classified information, an RCMP Clearance at the appropriate level is required. Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP identifies a requirement for ERS or a security clearance; the Contractor will submit the following to the RCMP:

- Form TBS 330-23 (LERC version)
- Form TBS 330-60
- Form RCMP 1020-1 (Pre Interview)
- Copy of Birth Certificate and Driver's License
- 2 Passport size pictures.

The RCMP:

- will conduct personnel security screening checks above and beyond the security requirements outlined in the *Policy on Government Security*
- will conduct a security interview
- will obtain a set of fingerprints
-

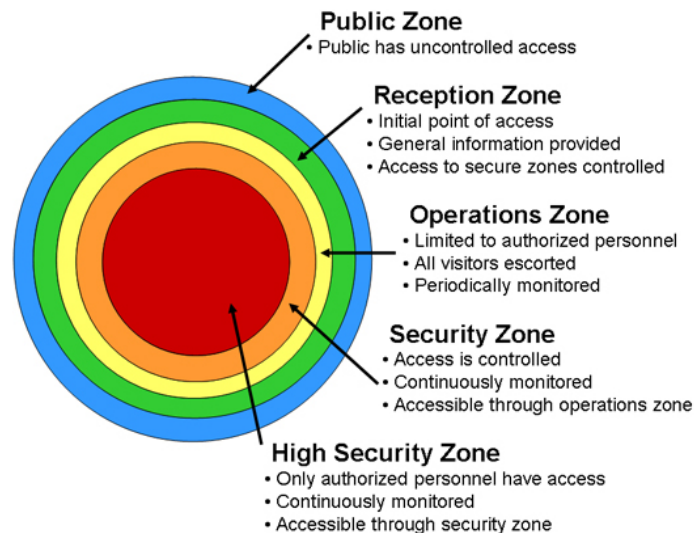
****PLEASE NOTE**-Clearance processes for the applications have changed to on line Nationally. Please consult with your RCMP procurement officer handling this requirement for the proper steps forward to obtain clearance.



Appendix A – Security Zone Concept

The *Government Security Policy (Section 10.8 - Access Limitations)* stipulates that “departments must limit access to classified and protected information and other assets to those individuals who have a need to know the information and who have the appropriate security screening level”.

The *Operational Security Standard on Physical Security (Section 6.2 - Hierarchy of Zones)* states that “departments must ensure that access to and safeguards for protected and classified assets are based on a clearly discernable hierarchy of zones”.



Public Zone is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, or public corridors and elevator lobbies in multiple occupancy buildings.

Reception Zone is where the transition from a public zone to a restricted-access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces as places where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

Operations Zone is an area where access is limited to personnel who work there and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically. Examples: typical open office space, or typical electrical room.

Security Zone is an area to which access is limited to authorized personnel and to authorized and properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored continuously, i.e., 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

High Security Zone is an area to which access is limited to authorized, appropriately-screened personnel and authorized and properly-escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored continuously, i.e., 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. Example: an area where high-value assets are handled by selected personnel.



Access to the zones should be based on the concept of "need to know" and restricting access to protect employees and valuable assets. Refer to [RCMP Guide G1-026, Guide to the Application of Physical Security Zones](#) for more detailed information.



ATTACHMENT "4.2" to PART 5

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: (Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: (Corporate Name of Bidder or Tenderer [hereinafter "Bidder"]) that:

- 1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
a. has been requested to submit a bid in response to this call for bids;
b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;



7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a. prices;
- b. methods, factors or formulas used to calculate prices;
- c. the intention or decision to submit, or not to submit, a bid; or
- d. the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



ATTACHMENT "4.3" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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



**ATTACHMENT 4.1
EVALUATION CRITERIA**

The technical and testing evaluation will occur in phases. Bids must be deemed compliant against one phase before proceeding to the next phase of the evaluation.

1.0 PHASE I: MANDATORY CRITERIA EVALUATION

The bid will be evaluated against the following evaluation matrix. Any bid not meeting this phase of the evaluation will be deemed non-compliant and will not proceed to the **Testing/User-Trial** phase (Phase II) of the evaluation.

Mandatory Evaluation Criteria

Mandatory requirements are the minimum requirements essential to the successful completion of the work. Bidders need to be able to demonstrate compliance on a simple pass/fail basis for each of the criteria below.

Important Note: At bid closing time, Bidders must comply with the following mandatory criteria and must provide the necessary documentation to support compliance with the requirements. **Documentation must include the exam(s)**, and may include the following, to demonstrate compliance: written narrative, technical data sheets, specifications, user and operational manuals, screenshots, compliance statement only where absolutely necessary and there is no other means to demonstrate the criteria, and/or other relevant technical documentation describing the exams offered and demonstrating compliance. The Bidder must specify where the information can be found in their proposal. Simply repeating the statements contained in the bid solicitation is not sufficient. Each mandatory technical requirement should be addressed separately and in the order presented below. Bids not meeting all of the mandatory requirements will be given no further consideration. Canada reserves the right to verify any and all information. Any offer which fails to meet the following mandatory criteria will be declared non-responsive.

The Commercial-Off-The-Shelf (COTS) system must meet each of the following requirements:

Item	Mandatory Criteria	Meets	Does Not Meet	Reference to Substantiation in Technical Bid
M1	<p>The Bidder must demonstrate, by providing documents to confirm, the proposed COTS meets each of the following technical requirements and specifications:</p> <ul style="list-style-type: none"> • apply psychometric principles (reliability, validity, standardization, and freedom from bias) that enable the testing of aptitude and personality traits; • demonstrate GBA+ compliance, based on direction provided by Status of Women Canada (https://cfc-swc.gc.ca/gba-acsguide-en.html) (i.e., be free of inherent gender, race and ethnicity-based biases); • be administered in a secured and un-proctored environment; 			



	<ul style="list-style-type: none">• provide platform with instructions for applicants;• authenticate the test taker;• use testing technology to present realistic assessment scenarios• have multiple versions and a bank of questions;• be available in online and hard copy/paper formats;• be available in English and French;• permit remote access testing; and,• be delivered on demand.			
M2	The Bidder must demonstrate, using screenshots, data migration is in excel format.			
M3	The Bidder must demonstrate, by providing documents to confirm, the proposed COTS meets each of the following assessment factors: <ul style="list-style-type: none">• Numeracy;• Literacy;• Cognition;• Judgement;• Comprehension;• Logic;• Memory;• Behavioural/Personality traits;• Indicators of resilience;• Communication style;• Social interaction;• Flexibility;• Problem solving skills;• Adaptability;• Autonomy;• Decision-making;• Empathy; and,• Sense of responsibility.			



2.0 PHASE II: TESTING/USER-TRIALS

Any Bid deemed compliant against Phase I will proceed to Phase II of the evaluation: Testing/User-Trials will be subject to the Testing/User-Trial Point Rated Evaluation Criteria outlined below. The Testing/User-Trials will be based on the exam(s) proposed in **PHASE I: MANDATORY CRITERIA EVALUATION**.

Within one (1) week of request made by the Project Authority, the Bidder must provide each member of the evaluation team with the required information and web link to perform individual mock pre-screening exam applications. The Bidder must provide each member of the evaluation team with an applicant ID number.

The testing trials will be conducted by the RCMP evaluation team without any support from the Bidders. The Bidders will not be permitted to witness any portion of the testing. The results of the trials will be made available to the Bidders for their proposed COTS solution only.

Testing/User-Trial Point Rated Evaluation Criteria

Testing/user-trial evaluation criteria requires the bidder to provide an existing solution (COTS product) as a demo. A demo will assess the criteria, and a score will be provided in quantitative terms so that the relative merits of each bid can be determined.

Points per assessment category are:

Unsatisfactory/No Information: Insufficient information provided to demonstrate criteria = **0 points**

Satisfactory: Bidder has level of detail provided to demonstrate the criteria with limited effectiveness = **10 points**

Very good: Bidder has level of detail provided to demonstrate the criteria with considerable effectiveness = **15 points**

Superior: Bidder has level of detail provided to demonstrate the criteria with a high degree of effectiveness = **20 points**

Item	Assessment Criteria	Evaluation Notes and Score
T1	Does the solution use gamification testing technology to present realistic assessment scenarios?	
T2	Is the look and feel of the solution in line with what the RCMP aims to promote (i.e. a professional, inclusive, and GBA+ compliant solution)?	
T3	Does the solution provide an easy to use platform for applicants?	
T4	Does the solution provide clear, easy to understand instructions for applicants?	
T5	Is the solution innovative (e.g. does the solution feature new methods, new concepts and creative thinking)?	
T6	Is the solution visually appealing?	



T7	Is support provided to users at any time of the day to address and resolve issues (i.e. login issues, technical issues)?	
T8	Does the solution utilize technology to minimize cheating?	

3.0 PHASE III: FINANCIAL EVALUATION

Only bids that are found to be compliant against Phases I and II will proceed to the financial evaluation phase.



ATTACHMENT “6.1” - PRICING SCHEDULE

In respect of the “Estimated Number of Exams to be administered” listed below in (C*) the estimated number of exams is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

Initial Contract Period:

Initial Contract Period			
Date of Contract award to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price per Exam	Total Estimated Price (B x C)
Exam(s)	10,000	\$	\$

Option Periods:

Option Period 1			
_____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price per Exam	Total Estimated Price (B x C)
Exam(s)	10,000	\$	\$

Option Period 2			
_____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be	Firm Unit Price per Exam	Total Estimated Price (B x C)



	administered		
Exam(s)	10,000	\$	\$

Option Period 3 _____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price per Exam	Total Estimated Price (B x C)
Exam(s)	10,000	\$	\$

Option Period 4 _____ to _____			
(A)	(B)	(C)	(D)
Scope of Work	Estimated Number of Exams to be administered	Firm Unit Price per Exam	Total Estimated Price (B x C)
Exam(s)	10,000	\$	\$

Total Bid Price	
(Initial Contract Period + Option Period 1 + Option Period 2 + Option Period 3 + Option Period 4)	\$ <TBD>