



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/

See herein

NA

Québec

NA

**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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Audience Recording System	
<b>Solicitation No. - N° de l'invitation</b> W0106-20W623/B	<b>Date</b> 2022-01-04
<b>Client Reference No. - N° de référence du client</b> W0106-20-W623	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTA-280-16362	
<b>File No. - N° de dossier</b> MTA-1-44068 (280)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2022-01-20</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Blanchet, Annie	<b>Buyer Id - Id de l'acheteur</b> mta280
<b>Telephone No. - N° de téléphone</b> (514) 605-3664 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE Police Militaire St-Jean-sur- Richelieu Édifice 149 Richelain Quebec J0J1K0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**This bid solicitation cancels and supersedes previous bid solicitation number W0106-20W623/A dated 2021-11-16 with a closing of December 8, 2021 at 2:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Requirement**

The requirement is detailed under Article 6.2 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 epost Connect service**

"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."

### **1.5 COVID-19 vaccination requirement**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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## 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.

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: 120 days

#### 2.1.1 SACC Manual Clauses

[B1000T](#) (2014-06-26), Condition of material – Bid

### 2.2 Submission of Bids

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

#### 2.2.1 Epost Connect

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.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](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), 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.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

#### 2.2.2 Facsimile

Facsimile number: 418-566-6168.

**2.2.3** Bids transmitted by hardcopy to PWGSC will not be accepted.

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### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Quebec.

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 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 Buy and Sell website, 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.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid 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

Bids transmitted by hardcopy will not be accepted.

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “F” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “F” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.2 Exchange Rate Fluctuation**

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

#### **3.1.3 SACC Manual Clauses**

##### **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

It is mandatory to provide the technical / descriptive documents of the product that you are offering ( eg. drawing, data sheet, sketch, etc.) or a description to allow its technical evaluation. Failure to comply will render your bid non responsive.

Although the bidder must propose products that meet all of the following specifications and technical components described in Annex A at the closure date, bids will be evaluated on the technical requirements of Annex E - Mandatory technical evaluation criteria.

##### 4.1.1.1 Mandatory Technical Criteria

See Annex E "Mandatory technical evaluation criteria"

**IMPORTANT: The bidder must clearly demonstrate how the proposed equipment complies to each mandatory technical criteria at Annex E. Simply stating that the criteria are met is not sufficient..** It is the bidder's responsibility to provide enough details to permit a complete evaluation.

Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in the "Mandatory Technical Criteria" (Annex E) at the closing date will be considered non-responsive.

##### 4.1.1.1 Financial Evaluation

1. Bidders must submit firm prices, customs duties and excise taxes included, and Applicable Taxes excluded.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.
3. Bidders must provide prices Delivered Duty Paid (DDP) Saint-Jean-sur-Richelieu (Quebec) Incoterms 2010 for shipments from a commercial contractor. Bids will be assessed on an DDP basis.

**4.1.2.1 The total amount of the financial evaluation:** Sum of prices of items 1 to 6 and item 1 and 2 of the optional service listed in Appendix "B"- Basis of payment

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical Criteria

*SACC Manual* Clause A0031T (2010-08-16) Basis of Selection - Mandatory Technical Criteria

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## 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 Required with the Bid

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

#### 5.1.1 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### 5.1.2 COVID-19 vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation (Annex C), to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

### 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 or the additional information listed below within the time frame provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 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.



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## **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 provided by the Contract Security Program) apply and form part of the Contract.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

##### **PWGSC FILE No. W0106-20W623**

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

### **6.2 Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

#### **6.2.1 Optional Goods and/or Services**

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex "A"- Section 7.3-Optional services 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 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.

### 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.

#### 6.3.1 General Conditions

[2010A](#) (2021-12-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 32 of 2010A: General conditions: Goods (medium complexity) is incorporated as follows:

2010A 32 (2021-11-04 Anti-forced labour requirements)

1. The Contractor represents and warrants that the Work is not mined, manufactured or produced wholly or in part by forced labour. Regardless of who acts as an importer, the Contractor must not during the performance of the Contract, directly or indirectly, deliver Work to Canada or import Work into Canada the importation of which is prohibited pursuant to ss. 136(1) of the *Customs Tariff Act* and tariff item No. 9897.00.00 of the [Customs Tariff – Schedule](#) (as amended from time to time), because it is mined, manufactured or produced wholly or in part by forced labour.
2. If a tariff classification determination is made under the *Customs Act* that the importation of the Work, or any part of the Work, is prohibited, the Contractor must immediately inform the Contracting Authority in writing. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Work or any part of the Work is classified under tariff item no. 9897.00.00 of the [Customs Tariff – Schedule](#) as mined, manufactured or produced wholly or in part by forced labour. If the Contractor is aware that the Work, or any part of the Work, is being or has been investigated regarding whether it is prohibited from entry pursuant to tariff item No. 9897.00.00, the Contractor must immediately inform the Contracting Authority in writing of that investigation.
3. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if it has reasonable grounds to believe the Work was mined, manufactured or produced in whole or in part by forced labour or linked to human trafficking. Reasonable grounds for making such a determination may include:
  - a. Findings or Withhold Release Orders issued by the United States Customs and Border Protection, under the US [Trade Facilitation and Trade Enforcement Act](#) (TFTEA) of 2015; or
  - b. Credible evidence from a reliable source, including but not limited to non-governmental organizations.
4. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of any of the following offences under the [Criminal Code](#) or the [Immigration and Refugee Protection Act](#):

*Criminal Code*

  - i. section 279.01 (Trafficking in persons);
  - ii. section 279.011 (Trafficking of a person under the age of eighteen years);
  - iii. subsection 279.02(1) (Material benefit - trafficking);
  - iv. subsection 279.02(2) (Material benefit - trafficking of person under 18 years);
  - v. subsection 279.03(1) (Withholding or destroying documents - trafficking);
  - vi. subsection 279.03(2) (Withholding or destroying documents - trafficking of person under 18 years); or

*Immigration and Refugee Protection Act*

vii. section 118 (Trafficking in persons).

5. Canada may terminate the Contract for default in accordance with section 2010A 23 - Default by the Contractor if the Contractor has, in the past three years, been convicted of an offence in a jurisdiction other than Canada that, in Canada's opinion, is similar to any of the offences identified in paragraphs 4(i) to (vii).
6. For purposes of determining whether a foreign offence is similar to a listed offence, PWGSC will take into account the following factors:
  - i. in the case of a conviction, whether the court acted within its jurisdiction;
  - ii. whether the supplier was afforded the right to appear during the court's proceedings or to submit to the court's jurisdiction;
  - iii. whether the court's decision was obtained by fraud; or
  - iv. whether the supplier was entitled to present to the court every defence that the supplier would have been entitled to present had the proceeding been tried in Canada.
7. Where Canada intends to terminate the Contract under this section, Canada will inform the Contractor and provide the Contractor an opportunity to make written representations before making a final decision. Written representations must be submitted within 30 days from receiving a notice of concern unless Canada establishes a different deadline.

### 6.3.2 Supplemental General Conditions

4013 (2021-11-29) **Compliance with on-site measures, standing orders, policies, and rules**, apply to and form part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

4014, (2021-11-29) **Suspension of the work**, apply to and form part of the Contract.

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) Default by the Contractor or Termination for convenience of general conditions 2010A.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive. (will be indicated at contract award)

*(The end date will be calculated as follows: six (6) months after the date of delivery.)*

### **6.4.2 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (will be indicated at contract award).

### **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 2 additional 1 year period 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 30 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.

### **6.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Annie Blanchet  
Title: Supply specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: (514) 605-3664  
E-mail address: [Annie.Blanchet@tpsgc-pwgsc.gc.ca](mailto:Annie.Blanchet@tpsgc-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.

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### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

The Technical 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 Technical 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.

### 6.5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Lot Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (*will be indicated at contract award*). Customs duties are included and Applicable Taxes are extra.

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.

### 6.6.2 Multiple Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

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### 6.6.3 SACC Manual Clauses

SACC Manual clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

### 6.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### 6.8 Certifications and Additional Information

#### 6.8.1 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 Applicable Laws

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

### 6.10 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) the Articles of Agreement;
- (b) the supplemental general conditions 4013 (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules
- (c) the supplemental general conditions 4014 (2021-11-29), Suspension of the work
- (d) the general conditions 2010A (2021-12-02), General Conditions - Goods (Medium Complexity),
- (e) Annex A, Requirement;
- (f) Annex B, Basis of payment
- (g) Annex C, Security Requirements Check List
- (h) Annex D, COVID-19 Vaccination Requirement Certification
- (i) the Contractor's bid dated \_\_\_\_\_

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## 6.11 SACC Manual Clauses

SACC *Manual* clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)  
SACC *Manual* clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)  
SACC *Manual* clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations  
SACC *Manual* clause [D0018C](#), (2007-11-30) Delivery and Unloading  
SACC *Manual* clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

## 6.12 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".

## **ANNEX "A"- Requirement**

### **1. INTRODUCTION**

Purchase of an audio-video recording system for interviews conducted as part of investigations at 5 Military Police Regiment (5 MP Regt) in Saint-Jean-sur-Richelieu for the Department of National Defence (DND).

### **2. BACKGROUND**

As part of 5 MP Regt investigations, interviews are conducted with victims, witnesses and suspects. These interviews must be audio and video recorded in their entirety so that they can be documented and used as evidence for legal, analytical and evidentiary purposes.

For this project, 5 MP Regt wishes to replace the system currently used at St-Jean Garrison. The system must have high audio quality so that it is possible to clearly hear what is being said, even when the interviewee is having trouble expressing themselves. In addition, the quality of the video must be high in order to pick up the subtleties of non-verbal communication and leave no doubt as to what is happening during the interview. It is essential that the audio and video recordings be perfectly synchronized.

The interviews are conducted in three different rooms: a "soft room" (for victims/witnesses), a "breathalyzer" room, and a "hard room" (for suspects). However, 5 MP Regt at Saint-Jean will not conduct simultaneous interviews, so only one room will be recorded at a time. The system must therefore allow a user to select the audio-video sources of the interview room to be recorded.

### **3. PURPOSE**

The purpose of this document is to provide the general and specific requirements for the purchase, implementation and maintenance of an audio-video recording system for investigative interviews for 5 MP Regt within 2 Canadian Division Support Group (2 Cdn Div).

### **4. DESCRIPTION OF DUTIES**

4.1. The supplier must dismantle the old interview recording system (computer, burner, peripherals, equipment, cables and related accessories). The items that are removed must be handed over directly to 5 MP Regt. The supplier cannot salvage or leave with the old equipment. See drawing (Annexe H)

4.2. System implementation

4.2.1. Must include the installation of conduits/j-hooks/wire covers, cabling, microphones, cameras, the computer and all other system-related equipment.

4.2.2. Must include system configuration and testing.

4.3. Release and use of the system will require that the system go through an Approval Process (CFN) before it is installed by the vendor and used by DND. At the time of the accreditation of the system, DND must validate that the system is functioning properly with all the security settings and software that must be implemented to meet DND requirements. The supplier must provide the software and hardware required to allow DND to carry out this system's accreditation before the system can be installed.



## 5. DELIVERABLES

Provide reference documentation for users and administrators.

## 6. TRAINING

6.1. Must include training for:

6.1.1. Two users (user training).

6.1.2. Two administrators (administrator training).

6.2. As the room size is restricted, if the training is to be given directly on the installed system, it must be given to a maximum of two people at a time (excluding the trainer).

6.3. The training must be provided within a maximum of two weeks of the system being installed.

6.4. The training must be given in French.

## 7. MAINTENANCE SERVICE

7.1. Full system maintenance and support (hardware and software) must be included for twelve months, starting from the time that the system is installed. Note: If a piece of equipment has any kind of data storage media, it must be removed from the equipment and turned over to 5 MP Regt before the supplier can leave with the device for repair or replacement.

7.2. The contractor must provide a report summarizing the work performed for all maintenance periods.

7.3. **Optional Services** : Annual full system maintenance and support (hardware and software) is required. Note: If a piece of equipment has any kind of data storage media, it must be removed from the equipment and turned over to 5 MP Regt before the supplier can leave with the device for repair or replacement.

## 8. BASIC SYSTEM REQUIREMENTS

The system must provide audio/video recording of the three interview rooms (soft room, breathalyzer room and hard room) with the following equipment:

- Soft room (victim/witness)
  - o Two cameras.
  - o At least one microphone.
- Breathalyzer room
  - o One camera.
  - o At least one microphone.
- Hard room (suspect)
  - o Two cameras.
  - o At least one microphone.

## **9. LIMITATIONS AND CONSTRAINTS**

- 9.1. The system must not require periodic and repeated intervention by the system supplier and users to maintain and ensure the synchronization of audio and video sources.
- 9.2. All control equipment (eg, audio mixer, graphic equalizer, etc) must be located in the same room as the computer used for recording the interview.
- 9.3. Cameras and microphones must be installed at wall and ceiling level.
- 9.4. When installed, cameras and microphones must not have visible and easily accessible wires/connectors.
- 9.5. In order to protect the system from vandalism, the cabling (network, coax or other wires) must be routed through the walls and ceilings. J-hooks can be used inside suspended ceilings. For the viewing room only (where the recorder is located), the cabling can be installed on the surface of the walls but must, at minimum, pass through wire covers.
- 9.6. The system must be complete, autonomous and in a closed network. That means that the system must not require any communication to or from any other network. No access to the Internet, and to any other network, will be allowed for the purpose of installing, configuring, testing, operating, supporting or diagnosing issues with the system.
- 9.7. In light of para 9.6, the supplier and its employees may have to travel to diagnose issues with the system and repair it, as the system cannot be accessed remotely.
- 9.8. The audio and video infrastructure, equipment and communication/dissemination/transport protocol must be designed and selected to ensure that there are no instabilities, no desynchronization, and no losses or breaks in the audio and video recording.

## **10. LANGUAGE OF WORK**

- 10.1. All analysis reports, emails, timelines, mock-ups and other implementation documents, as well as all communications, must be in French.

## **11. EQUIPMENT AND INFORMATION PROVIDED BY THE CONTRACTOR**

- The contractor must supply all the equipment, software, cabling and accessories necessary for the implementation and proper functioning of the system.
- The contractor is responsible for all work performed under this contract, including for its integrity, accuracy and compliance with all safety, computer security and environmental regulations, rules and best practices.
- The contractor must maintain an electronic library of work in progress, delivered items and comments/recommendations.

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## **12. DELIVERY ADDRESS and LOCATION OF WORK**

**St-Jean Garrison**  
25 Grand Bernier Road South  
PO Box 100, Station Bureau-Chef  
Saint-Jean-sur-Richelieu, Quebec  
J0J 1R0

## TECHNICAL SPECIFICATIONS

### Terminology

#### **Recorder**

The term “recorder” will be used to refer to the computer/server used to record the interviews.

#### **Evidence burned on DVD**

Evidence burned on DVD (digital video disc) refers, at minimum, to the audio and video recording of the interview, as well as to the notes made during the recording of the interview.

ACCESS MANAGEMENT [A]	
The “ACCESS MANAGEMENT [A]” requirements must be met by the operating system, software, or a combination of both.	
Item	Description
A1	Must, at minimum, allow users with administration rights, within DND, to perform the following actions on system user accounts: <ul style="list-style-type: none"><li>- Create</li><li>- Edit</li><li>- Deactivate and/or delete</li></ul>
A2	Must allow for the creation of a unique user account for each user (or group of users) on the system.
A3	Must have different system access profiles (or groups) to which users can be assigned. At minimum, the system must have one profile (or group) that provides access to administrative elements of the system and another that provides access to non-administrative elements.
A4	Must allow for granular management of user access. It must be possible to: <ul style="list-style-type: none"><li>1) Restrict access to the parts used for system administration.</li><li>2) Restrict the rights granted to the user.</li></ul>
A5	Must allow it to be specified that, after three unsuccessful login attempts, the user account in question will be automatically locked out by the system. The locked account must be locked for a minimum of 15 minutes or until an administrator unlocks the account.
A6	Must force or allow users to change the password assigned to them when their account is created.
A7	Must prevent the use of a blank password for user accounts.
A8	Must force users or provide the option to require users to employ a password of at least eight characters.
A9	Must prevent users from reverting to the last password used for their account when they need to make a password change.
A10	Must force users to change their passwords every 90 days or according to a configurable number of days.
A11	Must prevent a user (or group of users) belonging to one section from accessing recordings made by a user (or group of users) belonging to a different section.  These restrictions must be modifiable by the system administrator within DND.

LANGUAGE REQUIREMENTS [B]	
Item	Description
B1	The system interface and labels must be available in both French and English.
B2	It must be possible to configure/choose/specify the language (interface and labels) for each user account.
B3	Help and support documentation must be available in English and French.

TECHNOLOGY AND INFRASTRUCTURE [C]	
Item	Description
C1	Must ensure that the audio and video components of an interview recording are perfectly synchronized. No lag, delay or loss of synchronization must occur between the recorded audio and video, regardless of the length of the interview recording and the number of sources selected.
C2	Must, at minimum, allow for simultaneous recording of all cameras and microphones in the same interview room.
C3	Must not use wireless and Bluetooth technology.
C4	Must, at minimum, use H.264 encoding format for recording interviews.
C5	All three interview rooms must be recorded by a single recorder. The rooms are not recorded simultaneously; only one interview room is recorded at a time.
C6	Must enable and be compatible with BitLocker disk encryption.
C7	Must allow for the installation of McAfee Endpoint Security and be compatible with it.
C8	Must have a mechanism to confirm/assure the authenticity of the DVD evidence.

FEATURES [D]	
Item	Description
D1	<p>The recording interface must limit handling errors. To do that, the interface must:</p> <ul style="list-style-type: none"> <li>- Make it possible to start and stop the recording from, at most, two buttons on the interface.</li> <li>- Prevent the recording from skipping forward or backward while the interview is being recorded.</li> </ul>
D2	<p>Must allow for the following information to be entered prior to the start of the interview recording. In addition, it must at minimum allow for the following number of characters to be entered for each piece of information:</p> <ul style="list-style-type: none"> <li>- File number (general occurrence) &gt;&gt; 18 alphanumeric characters</li> <li>- Heading (event subject) &gt;&gt; 30 alphanumeric characters</li> <li>- Name of interviewee &gt;&gt; 40 alphanumeric characters</li> <li>- Investigator #1's badge number &gt;&gt; 10 alphanumeric characters</li> <li>- Name of investigator #1 &gt;&gt; 40 alphanumeric characters</li> <li>- Investigator #2's badge number &gt;&gt; 10 alphanumeric characters</li> <li>- Name of investigator #2 &gt;&gt; 40 alphanumeric characters</li> <li>- Description/notes &gt;&gt; 120 alphanumeric characters</li> </ul>
D3	<p>Must require that all mandatory information for the interview be entered before the user can start the recording.</p> <p>The mandatory information is as follows:</p> <ul style="list-style-type: none"> <li>- File number (general occurrence)</li> <li>- Heading (event subject)</li> <li>- Name of interviewee</li> <li>- Name of investigator #1</li> </ul>
D4	<p>If the system has input masks for the interview information mentioned in point D2, these must be configurable.</p> <p>This criterion does not apply if the system does not have input masks for the interview information mentioned in point D2.</p>
D5	<p>Must allow for notes/comments to be entered during the recording of interviews:</p> <ul style="list-style-type: none"> <li>- Each note must be accompanied by a time stamp that is automatically generated by the system.</li> <li>- The notes must be attached to the interview recording and be accessible when viewed.</li> </ul>
D6	<p>The date and time of the start of the interview recording must be recorded automatically when the recording begins:</p> <ul style="list-style-type: none"> <li>- It must contain at least the year (four digits), month, day, hour, minutes and seconds.</li> </ul>
D7	<p>The recording interface must include a timer (hours, minutes and seconds) indicating the time that has elapsed since the recording was started.</p>
D8	<p>When the recording starts and when the recording stops, the system must automatically enter a note about it in the interview recording notes/comments. This note must also be accompanied by a time stamp.</p>

D9	Must allow for the quick and easy selection of microphones and cameras corresponding to the room to be recorded for the interview. This selection must be automated/programmed/preset to limit operator error. It must include, but not be limited to, the following: macros, "salvos" via video switch, predefined configuration according to the selection of the interview room, and software programming.
D10	Must, at minimum, allow for simultaneous viewing, both during the recording and post-interview viewing, of two cameras in the recorded interview room.
D11	While the interview is being recorded, IF the interface ALLOWS the user to display a particular camera rather than all cameras available in that interview room, the system must still continue to record from all cameras in that room. In summary, if the system allows the display/layout of cameras to be changed during the recording of the interview, this must not affect the recording.
D12	During the recording of the interview, the user in the control room must be able to see and hear what is happening live (and therefore what is being recorded) through the system. The audio from the microphone(s) installed in the interview room must be audible, regardless of which camera is selected.
D13	At the end of the recording of the interview, the system must allow the evidence to be burned to DVD. This evidence must be able to be played on any computer with the Windows 10 operating system and not require any software to be installed in order to play it.
D14	When viewing the evidence, it must be possible to <ul style="list-style-type: none"> <li>- hear the audio, regardless of which camera is selected;</li> <li>- see two cameras simultaneously;</li> <li>- see the comments/notes;</li> <li>- fast forward, rewind and pause;</li> <li>- move through the recording via a time progress bar.</li> </ul>
D15	Must allow the user to see the cameras and hear the microphone(s) from the recording interface before starting the recording.
D16	Must be capable of continuously recording a minimum of 24 hours of questioning.
D17	The system must not include a mechanism to limit the number of interviews that can be performed. However, if the system does include such a mechanism, the licence provided must allow for an unlimited number of interviews.

VIDEO [E]	
E1	<p>The recording of the cameras must be done:</p> <ul style="list-style-type: none"><li>- at a minimum resolution of 1080P; and</li><li>- at a rate of 30 frames per second; and</li><li>- video compression must not alter the clarity and sharpness of the video.</li></ul> <p>These same features must be available when viewing.</p>
E2	<p>The cameras must meet IP66 and IK10 standards, at minimum.</p>
E3	<p>The date (year, month and day) and time (hour, minute and second), as well as the name of the room/camera, must be displayed and integrated into the video image. This information must be able to be positioned in the image in such a way that it does not obscure important elements.</p>
E4	<p>Where an interview room has only one camera, the camera must be able to capture the whole room.</p> <p>Where an interview room has two cameras, one camera must be able to capture the whole room and the other must be directed and adjusted to see only/primarily the person being interviewed.</p>



AUDIO [F]	
Item	Description
F1	Must be able to limit the impact of ambient noise and audio feedback caused by unwanted frequencies picked up by the microphone(s), in order to maximize voice capture and clarity. This must be able to be configured/adjusted so as not to alter the rhythm or any other characteristics of the voices that would make the evidence inadmissible in court.
F2	Must allow for adjustment of the gain of the microphone(s) to optimize voice capture. Must be able to be configured/adjusted so as not to alter the rhythm or any other characteristics of the voices that would make the evidence inadmissible in court.
F3	<p>The adjustments mentioned in F1 and F2 must be made and maintained independently for each microphone in the system.</p> <p>These adjustments must:</p> <ul style="list-style-type: none"><li>- be retained as long as they are not intentionally modified by the user or contractor.</li><li>- not have to be reconfigured each time the system is used or the interview room is changed.</li></ul>
F4	The technology used for the microphones must ensure that the signal is not affected by electrical/electronic interference in the vicinity.
F5	The microphones must be unobtrusive and be surface-type or surface-effect models.
F6	The microphones used must not be integrated with the cameras, as they must be able to be positioned separately to optimize voice capture without affecting the video capture.
F7	The number of microphones, their positioning and their characteristics must be such that voices can be clearly picked up regardless of where they come from in the interview room.
F8	Must include a display that shows the output level of the audio signal being recorded so that the microphone gain can be adjusted to remain within the optimum values.
F9	When headphones are plugged into the system, in order to allow the investigator to discreetly listen to the interview in progress, the sound must automatically stop coming from the speakers.

Item	Description
G1	Must have a minimum of 3,000 hours of recording time.
G2	Must have a minimum of 2 Terabits (Tb) of available disk space.
G3	Must have at minimum a DVD burner and an easily accessible USB port.
G4	<p>Since three copies of the evidence on DVD are required to be given to the evidence department, the Crown and the defence, the system must allow for these to be created simultaneously.</p> <p>To achieve this, the system must be able to:</p> <ul style="list-style-type: none"> <li>- burn the evidence onto three DVDs simultaneously on the recorder; or</li> <li>- burn the first DVD of the evidence on the recorder, and then include separate equipment for copying multiple DVDs. This separate equipment must automatically copy the original DVD onto at least two other blank DVDs: <ul style="list-style-type: none"> <li>o It must not require the use of a screen, keyboard and mouse.</li> <li>o The operations to perform the copy must, at most, require inserting the original DVD in the first drive, inserting the blank (destination) DVDs in the other drives and, potentially, pressing a button to start the copying.</li> </ul> </li> </ul>
G5	When an interview exceeds the capacity of one DVD, the system must automatically split the burning of the interview between several DVDs.
G6	<p>The recorder must use one of the following operating systems:</p> <ul style="list-style-type: none"> <li>- Windows 10 desktop version 1909 or later;</li> <li>- Windows Server 2019.</li> </ul>
G7	<p>The recorder must be equipped with the following:</p> <ul style="list-style-type: none"> <li>- One pair of compact speakers and two pairs of on-ear headphones. They all must provide quality sound so that the interview can be heard clearly.</li> <li>- A screen with a minimum diagonal size of 28 inches and a maximum diagonal size of 32 inches with a minimum resolution of 1920Px1080P that is IPS type.</li> <li>- A wired mouse.</li> <li>- A wired keyboard.</li> <li>- An uninterrupted power supply capable of supporting the computer and other computer components and, if applicable, networking components for 10 minutes.</li> </ul>
G8	The hard disks of the recorder must, at minimum, use RAID1 to ensure disk redundancy.
G9	The recorder must be capable of recording interviews, viewing them and exporting the evidence to external media.

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**ANNEX "B"- BASIS OF PAYMENT**

Item #	Description	Quantity	Unit price
1	<b>Audio-video recording system</b> according to specifications mentioned in Appendix A	1	_____ \$
2	<b>Dismantlement</b> of the old interview recording system according to specifications mentioned in section 4.1 of Appendix A	Lot	_____ \$
3	<b>Delivery</b> according to specifications mentioned in section 12 of Appendix A	Lot	_____ \$
4	<b>Installation, configuration and testing</b> according to specifications mentioned in section 4.2 of Appendix A	Lot	_____ \$
5	<b>Training</b> according to specifications mentioned in section 6 of Appendix A	Lot	_____ \$
6	<b>Maintenance service</b> according to specifications mentioned in section 7 of Appendix A	1 year	_____ \$

## ANNEX "B"- BASIS OF PAYMENT

### Optional Services

Item #	Description	Quantity	Unit price
1	<b>Maintenance service</b> according to specifications mentioned in section 7.3 of Appendix A  Period : 1 <sup>st</sup> optional year	1 year	_____ \$
2	<b>Maintenance service</b> according to specifications mentioned in section 7.3 of Appendix A  Period : 2 <sup>nd</sup> optional year	1 year	_____ \$

## ANNEX "C"- COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify  
that all personnel that \_\_\_\_\_ (*name of business*) will  
provide on the resulting Contract who access federal government workplaces where they  
may come into contact with public servants will be:

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the  
\_\_\_\_\_ (*name of business*) has certified to their  
compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the *Privacy Act*. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

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## **ANNEX “D”- SECURITY REQUIREMENTS CHECK LIST**

(See attached)

### ANNEX “E”- Mandatory technical evaluation criteria

Technical specifications	Technical demonstration (should include the precise location where to refer in the documentation included in the proposal or provide enough details to permit a complete evaluation)
<b>C1-</b> Must ensure that the audio and video components of an interview recording are perfectly synchronized. No lag, delay or loss of synchronization must occur between the recorded audio and video, regardless of the length of the interview recording and the number of sources selected.	
<b>C8-</b> Must have a mechanism to confirm/assure the authenticity of the DVD evidence.	
<b>D1-</b> The recording interface must limit handling errors. To do that, the interface must: <ul style="list-style-type: none"> <li>- Make it possible to start and stop the recording from, at most, two buttons on the interface.</li> </ul> Prevent the recording from skipping forward or backward while the interview is being recorded.	
<b>D2-</b> Must allow for the following information to be entered prior to the start of the interview recording. In addition, it must at minimum allow for the following number of characters to be entered for each piece of information: <ul style="list-style-type: none"> <li>- File number (general occurrence) &gt;&gt; 18 alphanumeric characters</li> <li>- Heading (event subject) &gt;&gt; 30 alphanumeric characters</li> <li>- Name of interviewee &gt;&gt; 40 alphanumeric characters</li> <li>- Investigator #1's badge number &gt;&gt; 10 alphanumeric characters</li> <li>- Name of investigator #1 &gt;&gt; 40 alphanumeric characters</li> <li>- Investigator #2's badge number &gt;&gt; 10 alphanumeric characters</li> <li>- Name of investigator #2 &gt;&gt; 40 alphanumeric characters</li> <li>- Description/notes &gt;&gt; 120 alphanumeric characters</li> </ul>	
<b>D3-</b> Must require that all mandatory information for the interview be entered before the user can start the recording. The mandatory information is as follows: <ul style="list-style-type: none"> <li>- File number (general occurrence)</li> <li>- Heading (event subject)</li> <li>- Name of interviewee</li> <li>- Name of investigator #1</li> </ul>	



<p><b>D4-</b> If the system has input masks for the interview information mentioned in point D2, these must be configurable.</p> <p>This criterion does not apply if the system does not have input masks for the interview information mentioned in point D2.</p>	
<p><b>D9-</b> Must allow for the quick and easy selection of microphones and cameras corresponding to the room to be recorded for the interview. This selection must be automated/programmed/preset to limit operator error. It must include, but not be limited to, the following: macros, "salvos" via video switch, predefined configuration according to the selection of the interview room, and software programming.</p>	
<p><b>D12-</b> During the recording of the interview, the user in the control room must be able to see and hear what is happening live (and therefore what is being recorded) through the system. The audio from the microphone(s) installed in the interview room must be audible, regardless of which camera is selected.</p>	
<p><b>D15-</b> Must allow the user to see the cameras and hear the microphone(s) from the recording interface before starting the recording.</p>	
<p><b>E1-</b> The recording of the cameras must be done:</p> <ul style="list-style-type: none"> <li>- at a minimum resolution of 1080P; and</li> <li>- at a rate of 30 frames per second; and</li> <li>- video compression must not alter the clarity and sharpness of the video.</li> </ul> <p>These same features must be available when viewing.</p>	
<p><b>E3-</b> The date (year, month and day) and time (hour, minute and second), as well as the name of the room/camera, must be displayed and integrated into the video image. This information must be able to be positioned in the image in such a way that it does not obscure important elements.</p>	
<p><b>F1-</b> Must be able to limit the impact of ambient noise and audio feedback caused by unwanted frequencies picked up by the microphone(s), in order to maximize voice capture and clarity. This must be able to be configured/adjusted so as not to alter the rhythm or any other characteristics of the voices that would make the evidence inadmissible in court.</p>	

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<b>F2-</b> Must allow for adjustment of the gain of the microphone(s) to optimize voice capture. Must be able to be configured/adjusted so as not to alter the rhythm or any other characteristics of the voices that would make the evidence inadmissible in court.	
<b>F3-</b> The adjustments mentioned in F1 and F2 must be made and maintained independently for each microphone in the system.  These adjustments must: <ul style="list-style-type: none"><li>- be retained as long as they are not intentionally modified by the user or contractor.</li></ul> not have to be reconfigured each time the system is used or the interview room is changed.	

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## **ANNEX "F" - 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)

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**ANNEX "G" -COMPLETE LIST OF COMPANY BOARD OF DIRECTORS**

**NOTE TO BIDDERS**

**WRITE ALL DIRECTOR'S FULL NAMES IN BLOCK LETTERS**

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**PROCUREMENT – BUSINESS NUMBER (PBN) :** \_\_\_\_\_

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## **ANNEX “H” – Drawing rooms**

(see attached)

Note: This drawing is not to scale. It is provided for information purposes



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		MDN / DND		2. Branch or Directorate / Direction générale ou Direction		5e Regt PM / SNE			
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									
Ajout d'un système d'enregistrement d'entrevues d'enquêtes Maestrovision à St-Jean (5e Regt PM)									
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 type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>					
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>					
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>					
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>					
SECRET <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		SECRET <input type="checkbox"/>					
TOP SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>					
TRÈS SECRET <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>					
TOP SECRET (SIGINT) <input type="checkbox"/>		COSMIC TOP SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>					
TRÈS SECRET (SIGINT) <input type="checkbox"/>		COSMIC TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>					



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Oui ☐ Yes / 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 / Oui ☐ 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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET – SIGINT<br>TRÈS SECRET – SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

**Doit être accompagné/escorté par le 5e Regt PM ou SNE**

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 / Oui ☐ Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Oui ☐ Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Oui ☐ Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Oui ☐ Yes / Oui



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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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?

☒ Non ☐

**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?

☒ Non ☐ 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).**



Diagramme salles - Système d'enregistrement d'interrogatoire St-Jean – Vieux système

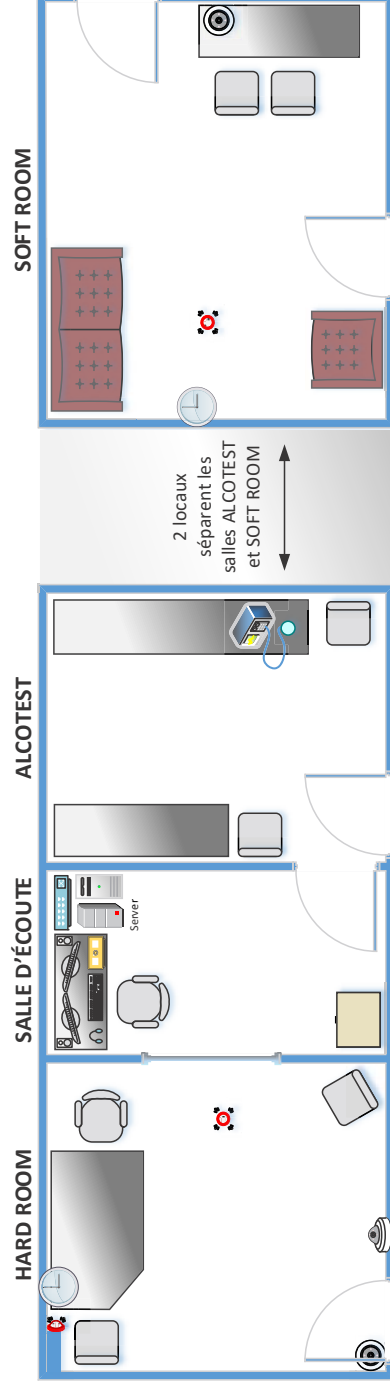
5e Regt PM












Date : 28-09-2021

Diagramme salles - Système d'enregistrement d'interrogatoire St-Jean – Vieux système

5e Regt PM

Date : 28-09-2021



Légende	
	Caméra plafond et mur (3)
	Microphone plafond et mur (3)
	Enregistreur (serveur)
	Graveur multi-DVD
	Écran (2)
	Commutateur (éce au fermé)
	Mélangeur audio
	Alcotest
	Horloge (2)
	Haut-parleurs et casque d'écoute
	Clavier/souris