



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

Bid Receiving/Réception des soumissions
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

**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 DOES NOT CONTAIN A
SECURITY REQUIREMENT

Title – Sujet: Prisoner Meals, RCMP Thompson Detachment, MB		Date June 7, 2022
Solicitation No. – N° de l'invitation M5000-21-5357/A		
Client Reference No. - No. De Référence du Client 202105357		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	Central Standard Time (CST) HNC (heure normale du Centre)
On / le :	June 28, 2022	
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 Royal Canadian Mounted Police 122 Selkirk Avenue Thompson, MB R8N 0M9		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Qyitayo Ziwa : Procurement Officer		
Telephone No. – No. de téléphone 639-625-4151		Facsimile No. – No. de télécopieur 306-780-5232
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison propose
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur: Vendor Name: Address: E-mail address:		
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

There is no security requirement associated with the requirement.

1.2 Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work.

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 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>) 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: 180 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 or email 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 seven (7) 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 Manitoba.

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 Bidders submit their bids in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their hard copy bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical 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

Refer to Annex C, Mandatory Technical Criteria

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

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

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 Annex D) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention 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.

5.1.3.2 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information



required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ()
No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure



reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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 There is no security requirement applicable to 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>) 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 (2021-12-02), 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 for a three (3) year term.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (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 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.

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Qyitayo Ziwa
Title: Procurement Officer
Royal Canadian Mounted Police
Directorate: Corporate Management Branch
Address: 5600-11th Avenue.
Regina, SK. S4P 3J7

Telephone: 639-625-4151
Facsimile: 306-780-5232
E-mail address: Qyitayo.ziwa@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 *(to be completed at award)*

The Project Authority for the Contract is:

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 completed at award)*

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with *Contracting Policy Notice: 2019-01* of the Treasury Board Secretariat of Canada

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra



6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be completed at award). Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

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

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.

Each invoice must be supported by:

- a. Monthly itemized order report (reporting fields to include, date, meal type and price).
2. The invoice must be forwarded by email to the Project Authority and Contracting Authority for certification and payment.
3. Invoices are to be submitted no later than 15 days after the end of the month.



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.

6.10 Applicable Laws

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

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 general conditions 2010C (2021-12-02), General Conditions - Services (Medium Complexity);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. the Contractor's bid dated _____

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO 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. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

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 Requirements

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

6.14 Environmental Considerations

Where applicable, the Contractor is encouraged to:

- Minimize packaging;
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging; and
- Reduce/eliminate toxics in packaging.



ANNEX "A"

STATEMENT OF WORK

1. **Title:** Prisoner Meals – RCMP Thompson Detachment, Manitoba.

2. **Objective**

The Royal Canadian Mounted Police (RCMP) has a requirement for prisoner meals. Work under this contract will involve preparation and delivery of meals. Typical service by meal type are as follows:

- a. Breakfast must include, at a minimum: a starch, protein, fruit and beverage.
- b. Lunch must include, at a minimum: a starch, protein, vegetable and beverage.
- c. Supper must include, at a minimum: a starch, protein, vegetable and beverage.

3. **Description**

The Contractor must supply all labor, material, equipment, supervision and delivery of Prisoner Meals for the Royal Canadian Mounted Police (RCMP) at Thompson Detachment, Manitoba.

The RCMP will order meals by phone on a daily basis, approximately one (1) hour prior to delivery, for the period of the contract, for a prisoner count that may fluctuate daily and possibly from meal to meal.

Portions for all meals must be of a size usually served as an adult portion in the food industry. Meal selection must be rotated on a seasonal basis to ensure a variety of meals are available.

Beverage quoted in the meals must include a choice of milk, juices, soft drinks, bottled water, tea or coffee.

4. **Deliverables**

Meal Services

a. Types of Meals

- i. Breakfast must include, at a minimum: a starch, protein, fruit and beverage.
- ii. Lunch must include, at a minimum: a starch, protein, vegetable and beverage.
- iii. Supper must include, at a minimum: a starch, protein, vegetable and beverage.

b. Location of Delivery

Meals must be delivered to:

Main Entrance of the Detachment at
Royal Canadian Mounted Police
122 Selkirk Avenue
Thompson, MB R8N 0M9



c. Days and hours of service

The Contractor must provide up to three meals per day as ordered by the RCMP representative approximately one hour prior to the required delivery.

- i. Breakfast must be delivered between 07:30 am – 08:30 am, seven (7) days per week.
- ii. Lunch must be delivered between 11:30 am - 13:30 pm, seven (7) days per week.
- iii. Supper must be delivered between 16:30 pm - 18:30 pm, seven (7) days per week.

d. Menu Specifications

The menus must conform to the [Canada's Food Guide](#), and comply with all [Provincial](#) and [Federal Food Safety](#) and other regulations that apply.

- a) [Canada Food Guide](#)
- b) [Manitoba Food Handling Establishments Regulation](#)
- c) [Manitoba Public Health Act](#)
- d) [Caterer Guidelines \(gov.mb.ca\)](#)

e. Packaging and Cutlery

- i. Meals must be delivered in disposable, preferably recyclable or compostable food containers.
- ii. Non-sharp, plastic cutlery and condiments appropriate to the meal must be included with meal delivery.

5 Optional Goods and Services

a. Special Dietary Needs

The Contractor must be able to accommodate special dietary and allergy needs brought to their attention by the Project Authority or their delegate.

b. Special Circumstances

- i. The Contractor may be required to make more than one delivery, at the same cost of a specific meal due to the late arrival of additional prisoners requiring meals.
- ii. Special dietary meals may be required.



6. Language of Work

The language of all work and deliverables must be completed in English.

7. Travel

The Contractor is not required to travel under this Contract.

8. Meetings

Meetings may be required on occasion at the discretion of the Project Authority. The contractor will be advised in advance by phone or email. Due to COVID-19 restrictions, meetings will take place virtually or by phone.

9. Reporting

The Contractor must maintain a list of all orders placed on a daily basis and include a copy with the monthly invoice.



ANNEX B BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid Firm unit prices as specified below, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2000 "DDP Delivered Duty Paid", off-loading charges, Canadian customs duties and excise taxes included.

Annex B must be completed in its entirety, including the optional period. Failure to complete all tables will deem the bid non-responsive and given no further consideration.

Special Dietary Consideration

Bidders must submit mark-up percentage for special dietary meals that applies to all meal types (breakfast, lunch or supper).

The mark-up percentage will be used to estimate meal prices for special meals. (Example: \$10.00 estimated breakfast meal; 10% mark-up quoted = \$10.00 + (\$10.00 x 10%) = \$11.00).

Meals will be supplied including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i. **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii. **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

FOR EVALUATION PURPOSES ONLY AND TO BE REMOVED AT CONTRACT AWARD:

The estimated quantity of days and meals is provided for evaluation purposes only. These quantities are estimated for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity to be ordered.

Special Dietary consideration will not form part of the evaluation.

Total evaluated price = Total Year One + Total Year Two + Total Year three +Total Option Year One



Table 1: Year One Meal Rates

Meals Including Delivery	Unit of Measure	Price Per Meal (a)	Estimated Meal Quantity (b)	Extended Total (c = a x b)
Breakfast	Per Meal	\$	7845	\$
Lunch	Per Meal	\$	11045	\$
Supper	Per Meal	\$	7845	\$
Total Year One				\$ (1)
Special Dietary Consideration				
Mark-up _____ %				

Table 2: Year Two Meal Rates

Meals Including Delivery	Unit of Measure	Price Per Meal (a)	Estimated Meal Quantity (b)	Extended Total (c = a x b)
Breakfast	Per Meal	\$	12330	\$
Lunch	Per Meal	\$	20330	\$
Supper	Per Meal	\$	12330	\$
Total Year Two				\$ (2)
Special Dietary Consideration				
Mark-up _____ %				



Table 3: Year Three Meal Rates

Meals Including Delivery	Unit of Measure	Price Per Meal (a)	Estimated Meal Quantity (b)	Extended Total (c = a x b)
Breakfast	Per Meal	\$	12330	\$
Lunch	Per Meal	\$	20330	\$
Supper	Per Meal	\$	12330	\$
Total Year Three				\$ (3)
Special Dietary Consideration				
Mark-up _____ %				

Table 4: Option Year One Meal Rates

Meals Including Delivery	Unit of Measure	Price Per Meal (a)	Estimated Meal Quantity (b)	Extended Total (c = a x b)
Breakfast	Per Meal	\$	12330	\$
Lunch	Per Meal	\$	20330	\$
Supper	Per Meal	\$	12330	\$
Total Year Four				\$ (4)
Special Dietary Consideration				
Mark-up _____ %				

FOR EVALUATION PURPOSES ONLY	
Total Assessed Price	
Total Table 1 (Sum of Extend Price) = \$	_____
Total Table 2 (Sum of Extend Price) = \$	_____
Total Table 3 (Sum of Extend Price) = \$	_____
Total Table 4 (Sum of Extend Price) = \$	_____
Total Assessed Price	\$ _____



**ANNEX C
MANDATORY TECHNICAL CRITERIA**

- a. In their proposals, Bidders must demonstrate in writing that they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and the bid will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating
- b. The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the documentation provided.
- c. Failure to meet any of the following technical criteria will render your proposal non-compliant and will be given no further consideration.

Item #	Mandatory Technical Criteria	Met/ Not Met	Please Cross Reference to Specific pages in your proposal [Completed by Bidder]
MT1	The Bidder must provide a copy of the food license issued by the Department of Health.		
MT2	The Bidder must provide a copy of their business license to operate a food preparation business in Thompson, Manitoba.		
MT3	The Bidder must provide a two (2) week sample menu plan using the tables below.		



Sample Menu

- Bidders must submit a sample two-week menu by completing the tables below.
- Bidders must ensure a variety of meals is included on the plan and no meal is duplicated during a two (2)-week period.

WEEK 1:

	Sunday (Day 1)	Monday (Day 2)	Tuesday (Day 3)	Wednesday (Day 4)	Thursday (Day 5)	Friday (Day 6)	Saturday (Day 7)
Breakfast Protein Starch Fruit Beverage							
Lunch Protein Starch Vegetable Beverage							
Supper Protein Starch Vegetable Beverage							

WEEK 2:

	Sunday (Day 1)	Monday (Day 2)	Tuesday (Day 3)	Wednesday (Day 4)	Thursday (Day 5)	Friday (Day 6)	Saturday (Day 7)
Breakfast Protein Starch Fruit Beverage							
Lunch Protein Starch Vegetable Beverage							
Supper Protein Starch Vegetable Beverage							



Annex D - 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: _____ that:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

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)



ANNEX "E"
CHECKLIST FOR BID SUBMISSION

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

Ensure that the Bidder's Individual or Company name, return address, *the bid solicitation number*, and *bid solicitation closing date and time* are clearly visible on all envelope(s), or parcel(s), containing the bid documents.

Bid Receiving
RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

Ensure the following documentation is completed in full and attached:

- Front Page of Request for Proposal document – signed & dated
- Annex "B" Basis of Payment
- Annex "C" Mandatory Technical Criteria, including copy (ies) of valid licensing documentation
- Annex "D" Certificate of Independent Bid Determination

The following documents can be submitted with the bid or submitted after upon request from the Contracting Authority:

- Front Page of Amendment document(s) (if applicable) – signed & dated
- 5.1.3.1 Former Public Servant