



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

Bid Receiving/Réception des soumissions
Adam.Harrington@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

**LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ**

Title – Sujet Customized Metal Filing Cabinets		Date July 12, 2022
Solicitation No. – N° de l’invitation 202203688/B		
Client Reference No. - No. De Référence du Client 202203688		
Solicitation Closes – L’invitation prend fin		
At / à :	2 :00PM 14 :00	EDT(Eastern Daylight Time) HAE (heure avancée de l’Est)
On / le :	August 05, 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 See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Adam.Harrington@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 343-574-7221	Facsimile No. – No. de télécopieur N/A	

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



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REISSUE OF BID SOLICITATION

This bid solicitation cancels and supersedes previous bid solicitation number 202203688A dated May 02, 2022 with a closing of May 17, 2022 at 2:00 PM EDT. A debriefing or feedback session will be provided upon request to bidders 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's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2 Statement of Requirement

The Contractor must provide the items 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 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) (<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: 120 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 in hard copy 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 (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 Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

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>). 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.

Important Note:

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

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;



-
- d. incompatibility between the sending and receiving equipment;
 - e. failure of the Bidder to properly identify the bid;
 - f. illegibility of the bid; or
 - g. security of bid data.

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

In their proposals, Bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Links to web pages are not accepted and will be assessed a “NOT MET” rating.

The Bidder must provide documentation (i.e. documents, product descriptions, brochures, schematics, factory specs) that the proposed cabinet meets the mandatory criteria specified below:

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific pages in your proposal [Completed by Bidder]
M1	<p>The Bidder must submit two lock options</p> <p><u>1. Digital Numeric locks:</u></p> <p>Operation of the lock mechanism through a numeric keyboard with a minimum programming of four (4) digits. Each drawer must be able to program a unique four digit code.</p> <p>Provide 4 sets of Management and programming control keys.</p> <p>Powered by replaceable, non-rechargeable batteries that can be purchased from any retail outlet.</p> <p>AND</p> <p><u>2. Keyed locks:</u></p> <p>Available keyed random, consecutive, specific or master-keyed.</p> <p>A minimum of 150 different key numbers is available to minimize the chance that one number will be issued to more than one occupant in an office.</p>			



	<p>Lock mechanism engages both sides of the case to prevent surreptitious entry into the locked drawers.</p> <p>Keys and locks are numbered for easy identification.</p>			
M2	<p>The Bidder must provide shop drawings indicating manufacturer's specification for metal filing cabinets and installation details.</p>			
M3	<p>The bidder must demonstrate that the cabinets have the following dimensions:</p> <p>Exterior Dimensions:</p> <p>Three (3) and four (4) Drawer Height: acceptable range 39"-41"H and 50 - 52"H</p> <p>Size: 36 inches wide by 18 inches deep.</p> <p>Case: Strong 22 Gauge (ga) (.030") steel unibody construction with welded 22 ga. Steel rear horizontal braces and 18 ga. (.047") vertical steel upright braces (2 per side) to minimize racking and misalignment.</p> <p>Tops: Standard 20 ga. (.036") with 1" H flanged edges, welded in the corners, with a 20 ga steel reinforcing channel for support of the op loads. 1" Steel Top spans the width and depth of case</p> <p>Base: Standard 3" high base is integral to the cabinet. Complete with 1-1/2" tall adjustable leveling guides in each corner with an adjustable range of 7/8".</p> <p>Steel drawer and door fronts are 22 ga. (.030") steel</p> <p>Handles: Integrated into drawer front.</p>			

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 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.

5.2 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 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.

5.2.2 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1 to part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all



material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.



Attachment 1 to PART 5

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

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

(Name of Tendering Authority)

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

I certify, on behalf of: _____ 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)



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 at Annex C) apply and form part of the Contract.

6.2 Statement of Requirement

The Contractor must provide the items detailed in Annex A - Statement of Requirement.

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

6.3.2.1 4013 (2021-11-29) – Compliance with on-site measures, standing orders, policies and rules

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.

6.3.2.2 4014 (2021-11-29) - Suspension of the Work

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 sections Default by the Contractor 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.

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.4.2 Delivery Requested – Firm Quantity

The tentative date for installation and delivery is September 30, 2022. Subject to confirmation after contact award.

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:

Adam Harrington
Procurement Officer
Procurement and Contracting Branch- | Service des acquisitions et contrats
RCMP | GRC
73 Leikin Drive, M1, 4th Floor
Mobile Phone: 343-574-7221
Email | Courriel: Adam.Harrington@rcmp-grc.gc.ca

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

6.5.2 Project Authority



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

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

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

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

6.5.3 Contractor's Representative *(to be completed at contract award)*

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

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

6.6 Payment

6.6.1 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 in Annex B – Basis of Payment, for a cost of \$_____ *(to be completed at contract award)*. Customs duties and Applicable Taxes are included.

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 Method of Payment - Multiple Payments

SACC *Manual* clause [H1001C](#) (2008-05-12) Multiple Payments

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.



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

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 general conditions [2010A \(2021-12-02\)](#) – General Conditions - Goods (Medium Complexity);
- c. the supplemental General Conditions [4013 \(2021-11-29\)](#) – Compliance with on-site measures, standing orders, policies and rules;
- d. the Supplemental General Conditions [4014 \(2021-11-29\)](#) - Suspension of Work;
- e. Annex A, Statement of Requirement;
- f. Annex B, Basis of Payment;
- g. Annex C, Security Requirements Check List;
- h. the Contractor's bid dated _____

6.11. Procurement Ombudsman

6.11.1 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](#).



6.11.2 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.

6.12 Insurance

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

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

SACC Manual clause [D0018C](#) (2007-11-30), Delivery and unloading

6.15 Shipping Instructions - Delivery at Destination

- a) Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) to the locations specified in Annex A Incoterms 2000 for shipments from a commercial contractor.
- b) The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.



ANNEX A STATEMENT OF REQUIREMENT

1. TITLE

SECURE FILING CABINETS

2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) has a requirement for the supply and installation of secure cabinets.

3. ACRONYMS

RCMP Royal Canadian Mounted Police
SOR Statement of Requirement
TA Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

Copies of all pertinent documentation will be made available to the Contractor upon request.

5. REQUIREMENTS/SPECIFICATIONS – SECURE FILING CABINETS

5.1 Secure Filing Cabinets – 3 drawer

Required quantity: 13

Minimum Specifications	
Case	Strong 22 Gauge (ga) (.030") steel unibody construction with welded 22 ga. Steel rear horizontal braces and 18 ga. (.047") vertical steel upright braces (2 per side) to minimize racking and misalignment.
Exterior Dimensions	Height: acceptable range 39" to 41" Width: 36" Depth: 18"
Tops	Standard 20 ga. (.036") with 1" H flanged edges, welded in the corners, with a 20 ga steel reinforcing channel for support of the op loads. 1" Steel Top spans the width and depth of case
Base	Standard 3" high base is integral to the cabinet. Complete with 1-1/2" tall adjustable leveling guides in each corner with an adjustable range of 7/8".
Handles	Integrated into drawer front.
Drawers	Steel drawer and door fronts are 22 ga. (.030") steel
Finish	General: Factory applied finish. Standard Finish: Exposed steel parts shall be



		thoroughly cleaned. Interior/Exterior Color: To be selected from manufacturer's full color range.

5.2 Secure Filing Cabinets – 4 drawers

Required quantity: 48

Minimum Specifications		
Case		Strong 22 Gauge (ga) (.030") steel unibody construction with welded 22 ga. Steel rear horizontal braces and 18 ga. (.047") vertical steel upright braces (2 per side) to minimize racking and misalignment.
Exterior Dimensions		Height: acceptable range 50" to 52" Width: 36" Depth: 18"
Tops		Standard 20 ga. (.036") with 1" H flanged edges, welded in the corners, with a 20 ga steel reinforcing channel for support of the op loads. 1" Steel Top spans the width and depth of case
Base		Standard 3" high base is integral to the cabinet. Complete with 1-1/2" tall adjustable leveling guides in each corner with an adjustable range of 7/8".
Handles		Integrated into drawer front.
Drawers		Steel drawer and door fronts are 22 ga. (.030") steel
Finish		General: Factory applied finish. Standard Finish: Exposed steel parts shall be thoroughly cleaned. Interior/Exterior Color: To be selected from manufacturer's full color range.

5.3 LOCKS OPTIONS

5.3.1 Digital Numeric locks:

- 5.3.1.1 Operation of the lock mechanism through a numeric keyboard with a minimum programming of four (4) digits. Each drawer must be able to program a unique four-digit code.
- 5.3.1.2 Provide 4 sets of Management and programming control keys.
- 5.3.1.3 Powered by replaceable, non-rechargeable batteries that can be purchased from any retail outlet.
- 5.3.1.4 Construction of casing in hardened steel.

5.3.2 Keyed locks:

- 5.3.2.1 Available keyed random, consecutive, specific or master-keyed.
- 5.3.2.2 A minimum of 150 different key numbers is available to minimize the chance that one number will be issued to more than one occupant in an office.



5.3.2.3 Lock mechanism engages both sides of the case to prevent surreptitious entry into the locked drawers.

5.3.2.4 Keys and locks are numbered for easy identification.

6. TASKS

6.1 SUBMITTALS (To be provided by the Contractor after contract award)

6.1.1 Product Data: The contractor must submit manufacturer's data sheets on each product to be used, including:

- a) Handling requirements and recommendations.

6.1.2 Shop Drawings: The contractor must submit manufacturer's specification for metal filing cabinets and installation details. The contractor must provide installation shop drawings prior to manufacturing of the products.

6.1.3 Maintenance Data: The contractor must provide adjusting, repairing, and replacing cabinet drawers' doors and rolling mechanisms.

6.1.4 Warranty: The contractor must submit manufacturer's standard warranty. Failures include, but are not limited to, the following:

6.1.4.1 Structural failures.

6.1.4.2 Faulty operation of drawer and roll-out shelf suspensions and other drawers hardware.

6.1.4.3 Operational issues from faulty or improper installation

6.2 INSTALLATION

The Contractor must:

6.2.1 Provide a complete installation plan for approval by the client.

6.2.2 Install cabinets and accessories at locations shown and in accordance with manufacturer's instructions.

6.2.3 Install cabinets plumb, level, square, rigid, with flush installation.

6.2.4 Receive, unload, store and transport all products and pieces to the installation site.

6.2.5 Unpack all product and pieces and inspect them for shipping damages.

6.2.6 The Contractor must provide all their own testing equipment, tools and field supplies.

6.3 POST INSTALLATION PROCEDURES

The Contractor must take part in an inspection to be arranged by the Project Authority and in accordance to the following post installation procedures:



-
- 6.3.1 The contractor must notify the project Authority when the installation is complete;
 - 6.3.2 The Project Authority will arrange for the inspection with the Contractor
 - 6.3.3 The inspection must take place no later than three business days after installation is complete;

6.4 ADJUSTMENT

The Contractor must:

- 6.4.1 Adjust metal cabinets for correct function and operation in accordance with manufacturer's written instructions. Make minor adjustments or repairs as needed;
- 6.4.2 Lubricate moving parts to operate smoothly and fit accurately.

6.5 CLEANING

The Contractor must:

- 6.5.1 Leave work area clean at the end of each day. The site must present a neat, tidy and clean appearance at all times during and on completion of the installation. Remove all scrap material, debris and the like from the site.
- 6.5.2 Remove surplus materials, rubbish, tools and equipment.
- 6.5.3 Touch-up factory-finish and repair or replace damaged products before Substantial Completion.
- 6.5.4 Remove and replace defective or damaged components that cannot be successfully repaired as determined by the client during the site visit.
- 6.5.5 Clean surfaces promptly after installation in accordance with manufacturer's instructions. Do not use harsh cleaning materials or methods that could damage finish.

6.6 PROTECTION

The Contractor must:

- 6.6.1 Protect products and components from damage during installation.
- 6.6.2 Contractor is responsible for repair costs to adjacent materials caused by metal cabinet's installation.

6.7 DEFICIENCY PROCEDURES



The contractor must adhere to the following deficiency procedures:

6.7.1 The Contractor, in consultation with the Project Authority, must prepare the deficiency list documenting all problems in every installation area.

6.7.2 The deficiency list will be forwarded to the Project Authority by the Contractor within 3 days of installation completion.

6.7.3 Within three business days of receipt of this deficiency list, the Contractor must complete all minor deficiencies and make all adjustments not requiring new parts.

6.7.4 For all deficiencies other than those identified in point 6.7.2, the Contractor must submit the plan of action with delivery dates within fourteen calendar days from receipt of the deficiency list from the Project Authority and.

6.7.5 The Contractor must notify the Project Authority when all deficiencies have been completed. The Project Authority will inspect for completeness and if satisfied with the deficiency corrections, the Project Authority must provide the Contractor a final sign-off that the deficiencies have been satisfied.

7. DELIVERABLES

Number	Requirement Reference	Description of the Deliverables
7.1	5.1 & 6	Delivery, inspection, installation, adjustment, cleaning, and protection with deficiencies corrected as required of 13 three-drawer secure cabinets
7.2	5.2 & 6	Delivery, inspection, installation, adjustment, cleaning, and protection with deficiencies corrected as required of 48 four-drawer secure cabinets

8. LANGUAGE OF WORK

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

9. DELIVERY, STORAGE, AND HANDLING

The contractor must:

- i) Inspect cabinets upon receipt for visible damage. Further inspection if necessary for hidden damage.
- ii) Store materials in clean, dry area indoors in accordance with manufacturer's instructions and protect materials and finish during handling and installation to prevent damage.
- iii) Deliver master and control keys to Project Authority or delegate.



9.1 LOCATION AND CONSIDERATIONS

Loading Dock/Location	
Location	73 Leikin, Ottawa Ontario
Dock	Ground level, 1B: Loading Dock M1
Lift	Exist. Weight capacity 2722 KG
Door	Door 3 – 12 ft x 10 ft
Freight Elevator	Class 3 – 8 ft x 8ft

9.2 SCHEDULE

It is anticipated that work will commence after contract award and all security provisions set out in the contract are met. The estimated date for delivery and installation is June, 2022. Dates are subject to change due to on-site construction.

The Project Authority (PA) will provide the Contractor the authority to proceed prior to the finalized delivery and installation date taking into consideration the delivery time provided by the Contractor.

The Contractor must complete and installation during regular business hours, Monday to Friday, 8am to 4pm (EDT).

9.3 HEALTH AND SAFETY REQUIREMENTS

- 9.3.1 All on-site Contractor resources must be trained and certified with regard to safe working techniques as approved by the Ministry of Labour (MOL) for Ontario.

At minimum, on-site resources:

- 9.3.1.1 Must have current WHMIS certification.
- 9.3.1.2 Must attend mandatory site-specific Health and Safety Training
- 9.3.1.3 Orientation provided by the General Contractor, at no additional cost to the RCMP
- 9.3.1.4 Must use CSA approved safety equipment at all times.

10. TRAVEL

The Contractor is not required to travel under this Contract.

11. SPECIAL CONSIDERATIONS

11.1 COMMUNICATION CONSIDERATIONS

11.1.1 Unless otherwise directed by the Project Authority, the Contractor and the Contractor's resources must only communicate with the Project Authority. This includes formal contact between the Contractor, the RCMP Project Team and the other RCMP employees.

11.1.2 Direct communication between members of the RCMP Project Team



on routine matters may be required for resolution of technical issues, however, this must not alter project scope, budget or schedules, unless confirmed in writing by the Project Authority.

11.2 ENVIRONMENTAL CONSIDERATIONS

The Contractor should make the following environmental considerations

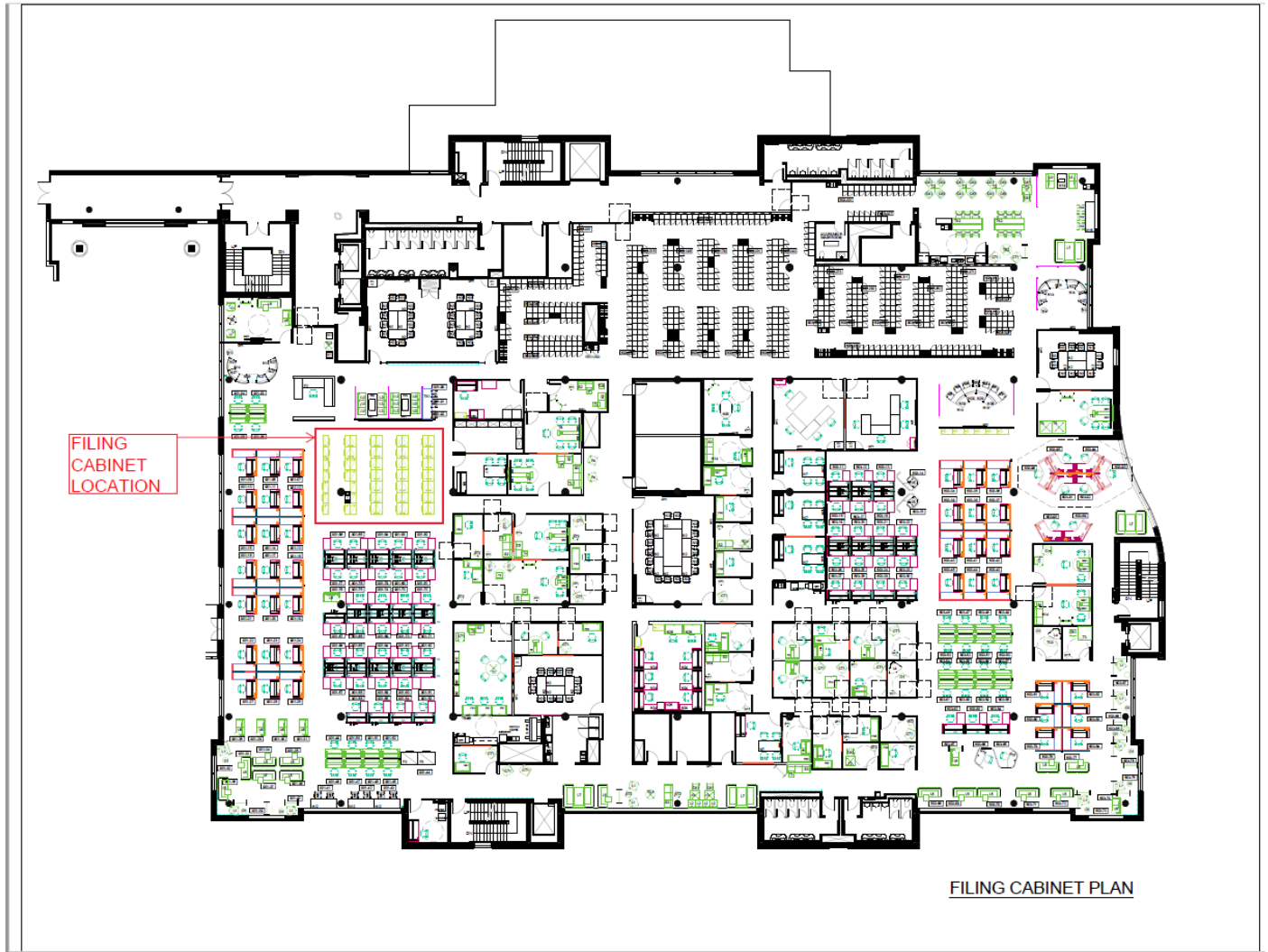
- 11.2.1 Constructed free of environmentally hazardous materials such as PVC, CFC, solvent- based adhesives, heavy metals (chrome, lead and mercury) and benzene.
- 11.2.2 Constructed free of environmentally hazardous processes such as those that produce VOC's and deplete ozone

12. Constraints

- 12.1** The Contractor and/or Contractor's resources will be required on active construction sites upon which there will be a Principal General Contractor directing the work. The Contractor must work cooperatively and constructively with any other Contractors onsite and work towards the overall success of the project.



Plans for Filing Cabinets





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, for a cost of \$_____ **(to be filled in only at contract award)**. Customs duties are included and Applicable Taxes are extra.

Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) Incoterms 2000 for shipments from a commercial contractor.

OPTION 1: Individual programmed numeric locks

Item #	Product Description	QTY (A)	Unit of Issue	Firm Unit Price (B)	Extended price (C) = (A) x (B)
1	3 drawer metal cabinet	13	Each	\$	\$
2	4 drawer metal cabinet	48	Each	\$	\$
3	Delivery Charges	1	Lot	\$	\$
4	Installation Charges	1	Lot	\$	\$
Sub-total:				\$	
Tax:				\$	
Total:				\$	

OPTION 2: Individually keyed locks

Item #	Product Description	QTY (A)	Unit of Issue	Firm Unit Price (B)	Extended price (C) = (A) x (B)
1	3 drawer metal cabinet	13	Each	\$	\$
2	4 drawer metal cabinet	48	Each	\$	\$
3	Delivery Charges	1	Lot	\$	\$



4	Installation Charges	1	Lot	\$	\$
Sub-total:				\$	
Tax				\$	
Total				\$	

For Evaluation Purposes only:

Total of Option 1	\$
Total of Option 2	\$
Total evaluated Price	\$

The RCMP will choose between option 1 or 2 at contract award

*Prices must be in Canadian dollars



ANNEX C SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE



Government of Canada
Gouvernement du Canada

SRCL 2021111301C Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Unclassified / non-classifiée

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP
2. Branch or Directorate / Direction générale ou Direction		SI&PM, National Project Delivery Office
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 GC Workplace Trailblazer Project M1-2: Supply and installation of the systems & collaborative furniture and chairs to Lakin M1-2.		
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
8. 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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 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 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 A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



SRCL 2021111301C

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified / non-classifiée

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

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

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

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

Special comments:
Commentaires spéciaux : Facility Access II with escort - Accès aux installations II avec escorte

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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 / Non 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 / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified / non-classifiée





SRCL 2021111301C
Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Unclassified / non-classifiée

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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



Security Clauses

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the following directives:

1. Contractor and sub-contractor personnel will be required to obtain and maintain a personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. Subcontracts are NOT to be awarded without review and prior written permission from the RCMP Contract Authority, who is responsible for contacting and liaising with the RCMP Departmental Security Section.
3. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
4. Before entering an operational area of an RCMP building/facility, contractors must turn in all electronic devices, e.g. cell phones, cameras, PDAs to the reception/security desk until the person leaves. EXCEPTION: A contractor with a valid RCMP Enhanced Reliability Status.
5. Contractors are forbidden from taking photographs on RCMP property. If photographs must be taken, written permission must first be received from the detachment/unit commander and relayed to the property security authority (e.g. commissionaires) on site.
6. A building access card is required for admittance to, or movement within an RCMP building/facility. The building access card must be worn and visible at all times.
7. No sensitive (Protected / Classified) hard copy information or assets shall be removed from the RCMP building/facility.
8. No sensitive (Protected / Classified) electronic information or assets shall be removed from RCMP networks or property.
9. No sensitive (Protected / Classified) information shall be electronically transmitted to or processed at the contractor's site.
10. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives
11. Certain areas, based on the sensitivity of the information being processed/stored or the work being done, will require a technical and/or client escort.



12. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.

13. If the nature or scope of the work changes, the contractor must promptly notify the RCMP Contract Authority, who will contact and liaise with Departmental Security Section, to review and determine appropriate security mitigations.