



**Request for Proposal: ISED204427**

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**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Innovation, Science and  
Economic Development Canada**

We hereby offer to sell to His Majesty the King 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 thereof.

**Proposition à: Innovation, Sciences et  
Développement économique Canada**

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

**Instructions: See Herein  
Instructions: Voir aux présentes  
Comments – Commentaires**

**This document contains a  
Security Requirement - Ce document  
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**Issuing Office - Bureau de distribution**  
Innovation, Science and Economic Development  
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économique Canada  
Contracts & Materiel Management / Contrats et  
gestion du matériel  
235 rue Queen Street  
Ottawa, Ontario, K1A 0H5

<b>Title – Sujet</b>	
Maintenance, Installation and Support of Innovation, Science and Economic Development Canada (ISED) Security Systems	
<b>Solicitation No. - N° de l'invitation</b>	<b>Date</b>
ISED204427	November 28, 2022
<b>Solicitation Closes - L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at - à 02:00 PM on – le December 23, 2023</b>	Eastern Standard Time (EST)
<b>F.O.B. - F.A.B.</b>	
<b>Plant:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other:</b> <input type="checkbox"/>	
<b>Address Inquiries to : Adresser toutes questions à:</b>	
Davis Opie Davis.Opie@ised-isde.gc.ca	
<b>Telephone No. - N° de téléphone</b>	
613-324-9165	
<b>Destination – of Goods, Services, and Construction: Destination - des biens, services et construction:</b>	
See Herein Précisé dans les présentes	

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered - Livraison proposée</b>
See Herein	
<b>Vendor/firm Name and full address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. - N° de télécopieur Telephone No. - N° de téléphone</b>	
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



# **Request for Proposal (RFP)**

**For the provision of**

**Maintenance, Installation and Support of Security  
Systems**

**for**

**Innovation, Science and Economic Development  
Canada**

**ISED204427**



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## Request for Proposal: ISED204427

### PART 1 - GENERAL INFORMATION

#### 1. Introduction

The Request for Proposal (RFP) (also referred to herein as the “bid solicitation”) is divided into seven parts plus attachments and appendices, as follows:

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

The Appendices include the Statement of Work, the Terms of Payment, the Security Requirements Check List, the Security Guide and any other appendices.

The Attachments include the Pricing Schedule, the Evaluation Criteria, the Certifications Required with the Bid, the Attestation Form, ISED General Conditions of a Service Contract, the Confidentiality Agreement, the Security Requirements for Suppliers and any other attachments.

#### 2. Summary

Innovation, Science and Economic Development Canada (ISED) is soliciting bids (also referred to as “proposals”) for the services of a Contractor to provide Maintenance, Installation and Support of Security Systems as defined in Appendix “A”, Statement of Work (the “Work”), for a period commencing from date of Contract award to March 31, 2024.

Any resulting contract will include an irrevocable option to extend the resulting contract term by up to two (2) additional one (1) year periods under the same conditions. While Canada anticipates awarding a single contract under this RFP, it does reserve the right to award two contracts should it be needed.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-United States-Mexico Agreement (CUSMA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the attachment titled *Federal Contractors Program for Employment Equity - Certification*.

#### 3. Security

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses.

#### 4. Legal Capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if required by the Contracting Authority, a statement and any requested supporting documentation including the laws under which it is registered or incorporated together with the registered or corporate name and place of business. These requirements also apply to bidders submitting a bid as a joint venture.

*Definition of Bidder*



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"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform the Work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

### *Definition of Joint Venture*

Association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement and to perform the Work.

## **5. Debriefings**

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



**PART 2 – INSTRUCTIONS TO BIDDERS**

**1. Glossary of Terms**

TERM	DEFINITION / MEANING
<b>RFP</b>	Request for Proposal
<b>ISED</b>	Innovation, Science and Economic Development Canada or the Department
<b>Mandatory requirements</b>	Whenever the words “shall”, “must”, “will” and “mandatory” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement. Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.
<b>Should</b>	The word “should” means an action that is preferred but not mandatory.
<b>Minister</b>	The Minister of Innovation, Science and Economic Development.
<b>Canada</b>	“means His Majesty the King in right of Canada as represented by the Minister of ISED and any other person duly authorized to act on behalf of that Minister”.

**2. General Conditions**

The general conditions as set out in Innovation, Science and Economic Development Canada’s General Conditions of a Service Contract will form part of and shall be incorporated into the resulting contract. This document is available at the following website: [General Conditions of a Service Contract \(canada.ca\)](http://www.canada.ca/GeneralConditions).

**3. Submission of Bids**

3.1 Bids must be submitted only to Innovation, Science and Economic Development Canada by the date, time and place indicated on page 1 of the bid solicitation.

Electronic proposals must have separate files attached for each section as detailed in Part 3 – Bid Preparation Instructions. The subject line must be in the following format: Subject Line: Proposal for RFP# ISED204427. Total email file size cannot exceed 20MB.

Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and the proposal will not be evaluated.

Ensure name, address, Closing Date, and Solicitation Number are clearly identified.

Failure to comply with 3.1 will be grounds for disqualification and proposal will not be evaluated.

3.2 Canada requires that each bid, at closing time, be signed by the Bidder or by an authorized representative of the Bidder. In the event of a bid submitted by a contractual joint venture, the bid shall either be signed by all parties of the joint venture or a statement shall be provided to the effect that the signatory has the authority to bind all parties of the joint venture. Bidders who submit a bid agree to be bound by all parts of this solicitation, as well as all parts of the resulting Contract.

3.3 It is the Bidder’s responsibility to:

- obtain clarification of any terms, conditions or technical requirements contained in the solicitation, if necessary, before submitting a bid;
- prepare its bid in accordance with the instructions contained in the bid solicitation;
- submit by closing date and time a signed complete bid;



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- send its bid only to the ISED Bid Receiving Area specified on Page 1 of the bid solicitation or to the address specified in the bid solicitation;
- ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope(s) or the parcel(s) containing the bid;
- provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation; and
- include the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.

3.4 Bids will remain open for acceptance for a period of not less than one-hundred and twenty (120) calendar days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) business days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

3.5 Bid documents and supporting information must only be submitted in either English or French.

3.6 Pricing information must not be included in any section of the proposal other than the Financial Proposal section of the bid.

3.7 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to legal obligations including the provisions of the Access to Information Act, R.S. 1985, c.A-1 and the Privacy Act, R.S. 1985, c. P-21, international obligations and judicial order.

3.8 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

3.9 Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.

3.10 The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

#### **4. Notice to bidders**

The following terms and conditions may apply to this solicitation:

4.1 Bidders may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical capability to satisfy the requirement as stipulated in this solicitation.

4.2 a) For Canadian-based bidders, prices must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Taxes (HST) as applicable excluded.

b) For Foreign-based bidders, prices must be firm (in Canadian funds) and EXCLUDE Canadian customs duties, excise taxes and GST or HST as applicable. CANADIAN CUSTOMS DUTIES AND EXCISE TAXES PAYABLE BY ISED WILL BE ADDED, FOR EVALUATION PURPOSES ONLY, TO THE PRICES SUBMITTED BY FOREIGN-BASED BIDDERS.





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4.3 The contract term “Employment Equity” and any clause relating to international sanctions, if and when included in this document, apply to Canadian-based bidders only.

**5. Communications – Solicitation Period**

5.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date (the “bid solicitation period”), must be directed ONLY to the Contracting Authority identified in the bid solicitation. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this request may, for that reason alone, result in the bid being declared non-responsive.

5.2 Bidders must reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care must 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 proprietary in 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders.

5.3 All enquiries regarding this bid solicitation must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. All enquiries must be submitted in writing no later than seven (7) working days before the bid closing date. Enquiries received after that time may not be answered.

The Contracting Authority is:

Name: Davis Opie  
Title: A/Senior Contracts and Procurement Advisor  
Email address: Davis.Opie@ised-isde.gc.ca  
Telephone Number: 613-324-9165

5.4 To ensure consistency and quality of information provided to bidders, the Contracting Authority will simultaneously distribute any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

5.5 Meetings will not be held with individual bidders prior to the closing date and time of this RFP.

5.6 Amendments to the Bidder’s proposal will not be accepted after the RFP closing date and time.



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### 6. 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 Canadian territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or Canadian 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 Bidder.

### 7. Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- g. negotiate with the sole responsive Bidder to ensure best value to Canada;
- h. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j. retain all proposals submitted in response to this bid solicitation.

### 8. Price Support

In the event that the Bidder's proposal is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price support if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

### 9. Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

### 10. Conduct of Evaluation

In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:

- a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
- b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidder's legal status;
- d. conduct a survey of Bidder's facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;



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- e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation;
- f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of bidders, any Bidder and/or any or all of the resources proposed by bidders to fulfil the requirement of the bid solicitation.

Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

### 11. Conflict of Interest – Unfair Advantage

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.

The experience acquired by a Bidder who is providing or has previously provided the goods and/or services described in the bid solicitation (or similar goods and/or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

### 12. Entire Requirement

The bid solicitation documents contain all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

### 13. Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



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**14. Integrity Provisions - Bid**

1. The [Ineligibility and Suspension Policy](#) (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
  - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.



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**PART 3 – BID PREPARATION INSTRUCTIONS**

**1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:	Technical Bid
Section II:	Financial Bid
Section III:	Certifications
Section IV:	Additional Information

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

All references to descriptive material, technical manuals and brochures must be included in the bid.

**Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

**Section II: Financial Bid**

The financial bid must be submitted as a separate package to the technical bid.

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their price(s) and/or rate(s), FOB destination; Canadian customs duties and excise taxes included, as applicable.

When the Bidder is required to bid a firm price for the work or any portion of the work, bidders must provide in their financial bid a price breakdown for the firm price quoted.

Any applicable taxes are to be shown separately.

When preparing their financial bid, bidders must review the Terms of Payment in Appendix B.

**Electronic Payment of Invoices – Bid**

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

**Option 1:**

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

( ) VISA Acquisition Card



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

**Option 2:**

- ( ) The Bidder does not accept to be paid by Electronic Payment Instruments.

**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.

**Section IV: Additional Information**

In section IV of their bid, bidders should provide the following information:

1. their legal name;
2. their Procurement Business Number (PBN) (for additional information on how to register to obtain a PBN, refer to the following website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>);
3. their full mailing address;
4. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.

**2. Accessibility Standards**

In accordance with the [Policy on the Planning and Management of Investments](#), the [Directive on the Management of Procurement](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



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**ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive rates (in CAD) for each item identified.

Optional extension period: Failure to provide the rates for the extension year(s) will be considered the same as for the first year.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below.

**Table A - Original Contract Period: Contract award until March 31, 2024**

Item Number	Requirement	Firm All-inclusive Rate (in Cdn \$)
1	Cost per service call (minimum 2 hours on site) – for 200 calls	
2	Alarm monitoring cost per month per alarm account – for 275 alarms	
3	For KEEP – cost per card reader/month	
4	Additional Work Request (AWR) – Hourly rate	
<b>Bidder's Total Evaluated Price:</b> *(Item 1-4)*=Total Price: This Total is to be entered in the Financial Evaluation Table D below)		

**Table B – Option Period #1: April 1, 2024 to March 31, 2025**

Item Number	Requirement	Firm All-inclusive Rate (in Cdn \$)
1	Cost per service call (minimum 2 hours on site) – for 200 calls	
2	Alarm monitoring cost per month per alarm account – for 275 alarms	
3	For KEEP – cost per card reader/month	
4	Additional Work Request (AWR) – Hourly Rate	
<b>Bidder's Total Evaluated Price:</b> *(Item 1-4)*=Total Price: This Total is to be entered in the Financial Evaluation Table D below)		

**Table C – Option Period #2: April 1, 2025 to March 31, 2026**



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Item Number	Requirement	Firm All-inclusive Rate (in Cdn \$)
1	Cost per service call (minimum 2 hours on site) – for 200 calls	
2	Alarm monitoring cost per month per alarm account – for 275 alarms	
3	For KEEP – cost per card reader/month	
4	Additional Work Request (AWR) – Hourly rate	
<b>Bidder's Total Evaluated Price:</b>		
*(Item 1-4)*=Total Price		
This Total is to be entered in the Financial Evaluation Table D below)		

**\*Table D – Financial Evaluation**

This table will be used for Evaluation purposes.  
(Total cost taken from Tables above - Item 1+2+3+4=Total Price)

Cost for Contract Period Contract award to March 31, 2024 (Table A)	Cost for Option Period #1 April 1, 2024 to March 31, 2025 (Table B)	Cost for Option Period #2 April 1, 2025 to March 31, 2026 (Table C)	Cost for Security Systems Parts List Pricing Catalogue (Total)	Total cost of all periods (taxes not included) (A+B+C=D)
\$	\$	\$	\$	\$





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ATTACHMENT 2 TO PART 3, SECURITY SYSTEMS PARTS LIST PRICING CATALOGUE

Part Number	Description	Price Per Unit
<b>*****Lenel Supplies*****</b>		
FAR-HDP5000	DUAL SIDED COLOUR PRINTER	
LENEL 104523-010	STICK ID CARD PER 100	
HID iCLASS DL	HID ID Cards	
CONDUIT #1	CONDUIT 1' PER FOOT	
CONDUIT #2	CONDUIT 1.5' PER FOOT	
WIRES #1	COMPLET FOR A READER	
WIRES #2	PER ONE DEVICE ONLY	
<b>*****Lenel Software*****</b>		
LOGITECH CAMERA	VISITOR CAMERA	
PRO-64UP	64 READER LICENSE UPGRADE	
SWG-1360	ON GUARD RDP LICENSE	
SUSP-PRO-TR-3	ON GUARD SUSP PLAN TIER 3	
SUSP-PRO-TR-4	ON GUARD SUSP PLAN TIER 4	
SWC-IDADV	ON GUARD IDADV CLIENT SOFTWARE	
SWS-PRO	ON GUARD PRO Server Software License	
SWC-ADV	ON GUARD PRO Client Software License	
CON-CLD-PRO	SWS-PRO to SWS-CLD-PRO	
PC-CONFIG#4G	BADGING CLIENT WORKSTATION	
PC-CONFIG#3F	VIEWING CLIENT WORKSTATION	
S00301	SQL Server 2019 for one CAL " License only"	
SWG-1210	ON GUARD FORMS EDITOR	
SWG-VM-100	VISITOR MANAGEMENT SOFTWARE	
SWS-32ES	ONGUARD 32ES CLIENT/SERVER SOFTWARE	
SWS-ADV	ONGUARD ADV CLIENT/SERVER	
<b>*****Access Control Hardware*****</b>		
K62440	SIGNATURE CAPTURE KIT	
LNL 1100-S3	INPUT CONTROL MODULE 16 ZONE INPUT MONIT	
LNL 1200-S3	OUTPUT CONTROL MODULE 16 RELAY OUTPUT	
LNL 1320-S3	DUAL READER INTERFACE MODULE	
LNL 1300-S3	SINGLE READER INTERFACE MODULE	
LNL-2020B	ICLASS PROX CARD	
LNL-X2210	LENEL INTELLIGENT CONTROLLER	
LNL-X2220	LENEL INTELLIGENT CONTROLLER	
LNL-X3300	LENEL INTELLIGENT CONTROLLER	
LNL-X4420	LENEL INTELLIGENT CONTROLLER	
LNL-8000	Star Multiplexer	
40NKS-00-000000	SIGNO40, Wall Mount, Pigtail	
40KNKS-00-000000	SIGNO40, Wall Mount with Keypad	



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ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery	
LSP-4DRN-E4MWT A	LSP-4DR-NET, E4M 24H X 20W ENCL	
LSP-8DRN-E4M1WTA	LSP-8DR-NET, E4M1 24H X 20W ENCL	
LSP-16DRN-E6M1WPA	LSP-16DR-NET, E6M1 30H X 23W ENCL	
920PMNTEKMA003-L01	Model RP40 Reader, MULTICLASS SE E	
921PMNTEKMA004-L01	Model RPK40 Reader with Keypad, MULTICLASS SE E	
NS/S9xx/L90	SLIMLANE glass height 67"	
NS/S9xx/L99	120V power supply	
NS/950/010	SLIMLANE END LANE	
NS/950/009	SLIMLANE INTERDEMIATE / HYBRID	
FN-16IN-S3	INPUT CONTROL MODULE 16 ZONE INPUT MONIT	
FN-16OUT-S3	OUTPUT CONTROL MODULE 16 RELAY OUTPUT	
FN-RIM1-S3	SINGLE READER INTERFACE MODULE	
FN-RIM2-S3	DUAL READER INTERFACE MODULE	
FN-LP1501	FEENICS INTELLIGENT CONTROLLER	
FN-LP3202	FEENICS INTELLIGENT CONTROLLER	
FN-LP3200	FEENICS INTELLIGENT CONTROLLER	
FN-LP4502	FEENICS INTELLIGENT CONTROLLER	
FN-C1501	FEENICS INTELLIGENT CONTROLLER	
FN-C3202	FEENICS INTELLIGENT CONTROLLER	
FN-C4502	FEENICS INTELLIGENT CONTROLLER	
<b>*****CCTV Equipment*****</b>		
ACC7-ENT	ACC 7 Enterprise camera channel	
ACC7-ENT-FO	ACC 7 ENT failover channel	
ACC-ENT-SMART-1YR	ACC Enterprise Smart Plan; 1 year	
5.0C-H5A-DO2	5MP H5A Outdoor Dome Camera with 9-22mm Lens	
5.0C-H5A-DP2	5MP H5A Outdoor Pendant Dome Camera with 9-22mm Lens	
H4A-MT-WALL1	Wall Mount for H5A/H4A Pendant Dome Cameras	
H4-MT-POLE1	Avigilon Pole Mount Adapter	
H4-MT-CRNR1	Avigilon Corner Mount Adapter	
6.0C-H5DH-DO1-IR	2x 3MP H5A Dual Head Outdoor Camera	
10.0C-H5DH-DO1-IR	2x 5MP H5A Dual Head Outdoor Camera	
H5DH-DO-JBOX1	Junction Box for H5A Dual Head Camera	
H5DH-MT-NPTA1	Pendant Adapter for H5A Dual Head Camera	
8.0C-H5A-FE-DO1-IR	8MP H5A Fisheye IR Dome Camera	
12.0W-H5A-FE-DO1-IR	12MP H5A Fisheye IR Dome Camera	
H5A-FE-MT-NPTA1	NPT Adapter For H5A Fisheye Dome Camera	
24C-H4A-3MH-270	3x 8MP H4 Multisensor Camera Module with 4mm Lens	



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32C-H4A-4MH-360	4x 8MP H4 Multisensor Camera Module with 4mm Lens	
H4AMH-AD-PEND1	Pendant Mount Adapter for H4 Multisensor	
IRPTZ-MNT-NPTA1	Replacement NPT Pendant Cap for H4 IRPTZ or H4 Multisensor	
IRPTZ-MNT-WALL1	Wall Arm for H4 IRPTZ or H4 Multisensor	
H4AMH-AD-DOME1	Outdoor Surface Mount Adapter for H4 Multisensor	
H4AMH-DO-COVR1	Outdoor Dome Cover for H4 Multisensor	
H4AMH-DC-CPNL1	Drop Ceiling Metal Panel for H4 Multisensor	
H4AMH-AD-IRIL1	IR Illuminator Ring for H4 Multisensor	
ES-PS-S4-NPC	Managed switch; 5 port (No Power Cord)	
SM24TAT2SA-NA	24-Port Gigabit Managed Switch (24) PoE+ budget 370W; (2) SFP - NA	
SM8TAT2SA-NA	8-Port Gigabit Managed Switch (8) PoE+ budget 130W; (2) SFP - NA	
POE-INJ2-60W-NA	POE++ Injector; 60W; NA	
POE-INJ2-PLUS-NA	POE+ Injector; NA	
H4AMH-AD-IRIL1	IR Illuminator Ring for H4 Multisensor	
H4AMH-AD-CEIL1	In-Ceiling Adapter for H4 Multisensor	
2.0C-H5A-IRPTZ-DP40-WP	2.0C-H5A-IRPTZ-DP40-WP	
4.0C-H5A-IRPTZ-DP36-WP	4.0C-H5A-IRPTZ-DP36-WP	
8.0C-H5A-IRPTZ-DP36-WP	8.0C-H5A-IRPTZ-DP36-WP	
POE-INJ2-95W-NA	POE Injector; 95W; NA	
2.0C-H4IRPTZ-DP30-WP	2MP H4 IRPTZ with 30x Optical Zoom and Wiper	
NVR5-STD-16TB-S19-NA	16 TB NVR5 Standard with Microsoft Windows Server 2019 LTSC	
NVR5-STD-24TB-S19-NA	24 TB NVR5 Standard with Microsoft Windows Server 2019 LTSC	
NVR5-STD-32TB-S19-NA	32 TB NVR5 Standard with Microsoft Windows Server 2019 LTSC	
NVR5-STD-48TB-S19-NA	48 TB NVR5 Standard with Microsoft Windows Server 2019 LTSC	
NVR5-STD-64TB-S19-NA	64 TB NVR5 Standard with Microsoft Windows Server 2019 LTSC	
NVR5-PRM-96TB-S19-NA	96 TB NVR5 Premium with Microsoft Windows Server 2019 LTSC	
NVR5-PRM-128TB-S19-NA	128 TB NVR5 Premium with Microsoft Windows Server 2019 LTSC	
VMA-AS3-8P2-NA	HD Video Appliance 8-Port 2TB; NA	
VMA-AS3-8P4-NA	HD Video Appliance 8-Port 4TB; NA	
VMA-AS3-8P8-NA	HD Video Appliance 8-Port 8TB; NA	
RMS1U-B-AS3-8P	1U Rack mount shelf for HDVA3 8-port	
VMA-AS3-16P06-NA	HD Video Appliance 16-Port 6TB; NA	



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VMA-AS3-16P09-NA	HD Video Appliance 16-Port 9TB; NA	
VMA-AS3-16P12-NA	HD Video Appliance 16-Port 12TB; NA	
VMA-AS3-24P12-NA	HD Video Appliance 24-Port 12TB; NA	
VMA-AS3-24P18-NA	HD Video Appliance 24-Port 18TB; NA	
VMA-AS3-24P24-NA	HD Video Appliance 24-Port 24TB; NA	
VMA-AS3-ANK	Analytics Kit for HDVA 16/24-Port	
RAILS-B-AS3-16/24P	Mounting Rails for HDVA3 16/24-Port	
M1300	Monitor; 19"; NA	
MHD24-G3-NA	Monitor; 24"; NA G3	
M4K32-G2-NA	Monitor; 32"; NA	
M4K43-G2-NA	Monitor; 43"; NA	
ACC-USB-JOY	Joystick	
ACC-USB-JOY-PRO	Joystick; Professional Version	
RM6-WKS-2MN-NA	Remote Monitoring Workstation; 2 Monitors; NA	
RM6-WKS-4MN-NA	Remote Monitoring Workstation; 4 Monitors; NA	
ENC-4P-H264	Analog Video Encoder	
ENC-BRK1U	1U Mounting Bracket for Avigilon Analog Video Encoders	
<b>*****Alarm/Power Equipment*****</b>		
195-12-W	1" RECESSED STEEL DOOR - NATURAL	
185-12-W	1" REC STL DOOR CONTACT	
KAN-TREXXL	Request to Exit Sensor	
CAM-CX12+	Timer Relay	
CAM-CX33	Timer Relay	
CAM-TM1	Timer Relay	
NEO-HS2LCD	Alarm Keypad	
HS2128	Alarm Panel kit	
HSM2108	Zone Expander	
TL280RE	IP Communicator	
1092AL	OVERHEAD DOOR CONTACT W/COVER, WHITE	
2707ADL	TRIPLE-BIASED SURFACE MOUNT CONTACT	
BV202ULC	BV-202 WITH ULC LISTING MOTION DETECTOR	
BV400ULC	BRAVO 4 FORM A - ULC MOTION DETECTOR	
DSC-BV-600	BRAVO 600 MOTION	
DSC-BV-502ULC	360 MOTION	
DSC-BV-500GB	GLASSBREAK DETECTOR	
LIN DXT-21	WIRELESS TRANSMITTER ONE CHANNEL	
LIN DXT-71	WIRELESS RECEIVER ONE CHANNEL	
VD6210FSEDS	VD 6210FSEDS	
WIN-EA200	WINLAND TEMPERATURE SENSOR	
SENSTAR-LM100	HYBRID PERIMETER INTRUSION DETECTION INTELLIGENT LIGHTING	



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<b>*****Door/Electrical Hardware*****</b>		
10W0200 626	MORTISE CYLINDER 6 PIN X3 MEDECO	
10W0400 626	RIM CYLINDER 6 PIN X3 MEDECO	
11W0400 626	DEADBOLT SINGLE R.CORE 2 3/4 X3 MEDECO	
20-009S4	FOR SCHLAGE DEADBOLTS X3 MEDECO	
20W200S1626	PLUG CYLINDER FOR SCHLAGE A&D X3 MEDECO	
VD6211-FSE-DS	6211 FSE DS MORTISE CYLINDER 630	
VD6210-FSE-DS	VD 6210FSEDS	
B660 626	SCHALGE DEADBOLT	
CE4BB1079	4 WIRES ELECTRIC HINGE 4 1/2 X 4 C15	
ND80PD EL 626	SCHLAGE ELECTRIC LOCKSET	
GLYNN LP-10	BLOCKER PLATE	
KY6600-X399	6 PIN KEYS MEDECO	
L9080-P	STORE ROOM FUNCTION 626	
L9085-P**	MORTISE LOCK HOTEL FUNCTION 626	
L9080L	STORE ROOM FUNCTION 626 WITH DEADBOLT	
LCN 1461	LCN DOOR CLOSER	
LCN 4041	LCN DOOR CLOSER	
LCN 9131	ELECTRIC DOOR OPERATOR	
ND10S RHO 626	PASSAGE SET RHODES LEVER SCHLAGE	
ND170PD RH0626	D170 ATH626 ATHENS SINGLE DUMMY	
ND40SPD RHO 626	PRIVACY LOCKSET	
ND53PD RHO 25	OFFICE LOCK SET RHO LEVER SCHLAGE	
ND53PD RHO 26	OFFICE LOCK SET RHO LEVER SCHLAGE	
ND70PD RHO 26	CLASS ROOM LOCK SET RHO. LEVER SCHLAGE	
ND80OD RHO 26	STORE ROOM LOCK SET RHO.LEVER SCHLAGE	
ND80PD RHO 05	STORE ROOM LOCK SET LEVER SCHLAGE	
EB	ENTRY BUZZER	
SP-2X4	READER BACK PLATE	
VD-22NL	VONDUPRIN PANIC SET	
VD-88NL	VONDUPRIN PANIC SET	
VD-99NL	VONDUPRIN PANIC SET	
20-765	ND CYLINDER PRIMUS	
6111-FSD-DS	611FSD DS RIM STRIKE	
6211-WFSE-DS	6211 WOOD FSE DS ELECTRIC STRIKE	
DS FOR 6000 SERIES	MICROSWITCH DUAL SIGNAL SWITCH	
VD050214	SOLOINOID REPLACEMENT KIT	
HES-1006	MORTISE STRIKE WITH DEADBOLT	



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**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

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

The evaluation team reserves the right but is not obliged to seek clarification or verify any or all information provided by the Bidder with respect to this RFP.

**1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

**2. Basis of Selection – Basis of Selection – Highest Combined Rating of Technical Merit (80%) and Price (20%)**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
    - a. obtain the required minimum of 70% overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 80/20 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (80%) and Price (20%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 80 = 68.15	89/135 x 80 = 52.74	92/135 x 80 = 54.52
	<b>Pricing Score</b>	45/55 x 20 = 16.36	45/50 x 20 = 18	45/45 x 20 = 20
<b>Combined Rating</b>		84.51	70.74	74.52
<b>Overall Rating</b>		1st	3rd	2nd



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**ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA**

**1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No points are awarded for the mandatory requirements, but each one must be met in order for the Bidder's proposal to proceed to receive consideration and points for the point-rated technical criteria.

ISED may choose to terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.



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<b>Mandatory Technical Criteria (MT)</b>				
<p>For the purpose of the mandatory technical criteria specified below, the experience of the Bidder* will be considered.</p> <p>* “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform the Work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>				
<b>Number</b>	<b>Mandatory Technical Criteria</b>	<b>MET</b>	<b>NOT MET</b>	<b>Cross Reference to Proposal</b>
<b>MT1</b>	The Bidder <b>must</b> provide a Work Plan/detailed maintenance schedule of how they intend to conduct the work outlined in the Statement of Work. The Bidder must demonstrate their general knowledge and ability to maintain repair or modernize other equipment that may be generally used in miscellaneous alarm signal, security detection, security control and video management systems in the Federal Government.			
<b>MT2</b>	The Bidder <b>must</b> provide 3 projects demonstrating their experience in the following: <ul style="list-style-type: none"> <li>- LENEL;</li> <li>- FEENICS (as a KEEP installer) certification; and</li> <li>- the “Automatic Systems” access control (Quebec)</li> </ul>			
<b>MT3</b>	In reference to <b>MT2</b> , the Bidder must provide 3 client references (one per project).  Client reference may be contacted, at Canada’s discretion, and can vouch for the quality of work and success of project undertaken. For each substantiating reference, the Bidder must provide the following information: <ul style="list-style-type: none"> <li>• Company name;</li> <li>• Client Reference name;</li> <li>• telephone number;</li> <li>• e-mail address.</li> </ul> <p>All reference must be accurate, complete and up-to-date.</p> <p><b>Note: Failure on the part of the Bidder to provide accurate and current contact information may result in the Bidder's Proposal being deemed non-compliant and being given no further consideration in the evaluation process. The onus is on the Bidder to provide current and accurate client reference information.</b></p>			





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<b>MT4</b>	<p>The Bidder <b>MUST</b> provide proof of the following certification:</p> <ul style="list-style-type: none"> <li>- LENEL;</li> <li>- FEENICS (as a KEEP installer) certification;</li> <li>- Digital Security Controls (DSC);</li> <li>- Automatic Systems; and,</li> <li>- Avigilon.</li> </ul>			
<b>MT5</b>	<p>The bidder must provide proof that the firm holds a valid 'Secret' Security clearance</p>			
<b>MT6</b>	<p>The company must be in possession of (at contract award and for the duration of the contract), a CCQ Competency Certificate (required to work in Quebec) (a valid certificate must be provided)</p>			
<b>MT7</b>	<p>The Bidder must be certified to work and conduct maintenance on the "Automatic Systems" access control (certificate must be provided)</p>			
<b>MT8</b>	<p>The Bidder's provide a list of the proposed resources. Resources must each hold a valid security clearance at the level of "Secret" at the date of bid closing.</p> <p>The Bidder must include as part of their proposal, security clearance details for each proposed resource as follows:</p> <ul style="list-style-type: none"> <li>- full name; and</li> <li>- file number</li> </ul> <p><b>NOTE:</b> birth dates are optional; however, they may be requested if bidder is awarded the contract.</p>			
<b>MT9</b>	<p>The Bidder must provide proof that the information and data resides and remains within Canada (data residency) and must provide evidence at the time of the contract award. Proof of address must be provided.</p>			



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**2. Point Rated Technical Criteria**

Proposals which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Proposals which fail to obtain the required minimum number of points specified for any rated item will be declared non-responsive. Each point-rated technical criterion should be addressed separately.

In addition, to be further evaluated, the Bidder's proposal must achieve an overall minimum technical rating of 70%.

Innovation, Sciences and Economic Development Canada may choose to terminate the evaluation upon the first finding of non-compliance with a rated requirement.



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Number	Point Rated Technical Criteria (RT)	Maximum Number of Points	Minimum Number of Points	Cross Reference to Proposal
RT1	<p><b>Work Plan and Methodology</b></p> <p>Within the Scheduled Work Plan submitted with the Bid , the Bidder will be assessed on:</p> <p>a)Service Management (up to 10 points)</p> <p>b)Trouble Calls (Emergency and/or service (up to 10 points)</p> <p>c) Maintenance Schedule/Weekly Inspections (up to 10 points)</p> <p>d) Replacement when Equipment is remove (up to 10 points)</p> <p>e) Reporting (up to 10 points)</p> <p>f) Backup and emergency standby (up to 10 points)</p> <p>Scale for points allocation Excellent = 10 points Good = 6 points Poor = 0 points</p>	60		
RT2	<p>The Bidder should demonstrate that the proposed resource(s) have experience in the modernization of equipment that may be used in miscellaneous alarm signal, security detection, security control and video management systems the installation, adjustments and repairs</p> <p>Points will be awarded as follow: 61 to 72 months experience: 10 pts 73 to 84 months experience: 20 pts 85 to 120 months experience: 30 pts More than 121 months experience: 40 pts</p> <p>TOTAL: 40 points</p>	40		
<b>Stage 2 - Total maximum technical points</b>		<b>100</b>	<b>70</b>	



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**3. Mandatory Financial Criteria**

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion must be addressed separately.

<b>Mandatory Financial Criteria (MF)</b>		
<b>Number</b>	<b>Mandatory Financial Criteria</b>	<b>Cross Reference to Proposal</b>
<b>MF1</b>	The total Evaluated Price must not exceed a budget of \$3,750,000.00 including Initial Contract Period, the two (2) Options Periods and all applicable taxes and all other expenses.  Proposals costing more will be rejected and will not be evaluated.	



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### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

#### **1. Certifications Required with the Bid**

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

##### **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 Integrity 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.

#### **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 specified will render the bid non-responsive.

##### **2.1 Integrity Provisions – Required Documentation**

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

##### **2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

##### **2.3 Additional Certifications Precedent to Contract Award**

###### **2.3.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability



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**2.3.2 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

**3. Conflict of Interest**

In order to provide impartial and objective advice to ISED and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under a Contract shall not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to ISED, or affect or otherwise impair its objectivity in performing the work.

The Contractor shall at all times limit access to the hardware in order to comply with the requirements for keeping the information/hardware secure at all times. In addition, in the event that the Contractor or any entity that is affiliated or associated with the a contractor intends to participate in ISED's 3800 MHz auction, it must attest that no infrastructure personnel (direct employees, employees of affiliates contractors, etc.) fulfilling the work under the Contract will be involved with any aspect of applying to and/or participating in the 3800 MHz auction. Furthermore, the Contractor must demonstrate, to the satisfaction of ISED, prior to the 3800 MHz auction, the steps taken to ensure this separation between the Contractor's infrastructure personnel and any person involved with advising, applying for or participating in the 3800 MHz auction.

Should a Contractor subsequently become aware of such a potential conflict, it will notify the Project Authority immediately. By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

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

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

Title: \_\_\_\_\_  
(Title of duly authorized representative of business)

Name of Business: \_\_\_\_\_



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**ATTACHMENT 1 TO PART 5 - CERTIFICATIONS REQUIRED WITH THE BID**

**1.0 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: 2012-2](#) 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;



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- 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

**2.0 Federal Contractors Program for Employment Equity**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- ( ) B1. The Bidder is not a Joint Venture.





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**OR**

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



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**PART 6 – SECURITY REQUIREMENTS**

**1. Security Requirements**

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

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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.

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.

The Bidder must comply with the provisions of the Security Requirements Check List (SRCL) and security guide attached at [Appendix C](#).

The Bidder must also review the Security Requirements in Section 2 of Part 7 - Resulting Contract Clauses, including [Appendix C](#) – Approved Verifications for the required Criminal Record Background Check, for security requirements related to this requirement which the winning Bidder must meet.



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**PART 7 – RESULTING CONTRACT CLAUSES**

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

**1. General Conditions**

Attachment 1 of Part 7, Innovation, Science and Economic Development Canada's General Conditions of a Services Contract, apply to and form part of the contract.

**2. Security Requirements**

The following security requirements (SRCL, security guide and related clauses) apply and form part of the Contract:

**SECURITY REQUIREMENTS FOR SUPPLIER(S)**

**ISED RFP # ISED204427 - Maintenance, Installation and Support of ISEDs Security Systems**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, and obtain approved Document Safeguarding Capability at the level of PROTECTED A and B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET or RELIABILITY STATUS, as required granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store any sensitive PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of PROTECTED A and B
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Appendix C;
  - (b) *Contract Security Manual* (Latest Edition).



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**3. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix A.

**4. Term of the Contract**

**4.1 Period of the Contract**

The Contractor shall, between the date of Contract award and the 31<sup>st</sup> day of March 2024, perform and complete with care, skill, diligence and efficiency the work that is described in the Statement of Work. Canada reserves the right to extend the contract by two (2) irrevocable option years.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Davis Opie  
Title: A/Senior Contracts and Procurement Advisor  
Department: ISED  
Telephone: 613-324-9165  
Email: davis.opie@ised-isde.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.

**5.2 Project Authority**

*(to be completed at contract award)*

The Project Authority for the Contract is:

Name:  
Title:  
Organization:  
Telephone:  
Email:

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.

**5.3 Contractor's Representative**

*(to be completed at contract award)*

Name:  
Title:  
Telephone:  
Email:



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### 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 ongoing cooperation in providing additional information [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7. Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the terms of payment, in Appendix B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 8. Certifications and Additional Information - 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.

### 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in (*to be completed at contract award*).

### 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, Innovation, Science and Economic Development Canada's [General Conditions of a Service Contract](#);
- (c) Appendix A, Statement of Work;
- (d) Appendix B, Terms of Payment;
- (e) Appendix C, Security Requirements Check List (SRCL);
- (f) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid at contract award*).

### 11. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

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

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### 11. [APPLIES IF REQUIRED] FOREIGN NATIONALS (FOREIGN CONTRACTOR)

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



## **APPENDIX A - STATEMENT OF WORK**

### **1.0 Title of Project**

Maintenance, Installation and Support of Innovation, Science and Economic Development Canada (ISED) Security Systems

### **2.0 Background**

As per the Treasury Board (TBS) Policy on Government Security, the Security Services Directorate (SSD) of Innovation, Science and Economic Development Canada (ISED) is responsible and accountable for the safeguarding of departmental information assets and employee safety in all ISED facilities and other government departments - to which ISED has a Memorandum of Understanding (MOU) (14) in place for the provision of security services. To protect, detect and respond to security events compromising ISED's information assets and employee safety, the SSD has put in place electronic security systems (card access, alarm and video surveillance systems) across Canada (National Capital Region and Regions).

Since 1998, the SSD controlled and monitored access to National Capital Region (NCR) facilities, leaving other ISED facilities' in the Regions to be monitored and controlled by other government departments or base building property management. This exposed ISEDs assets & information to increased risks. This risk



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(convoluted access control system), was identified in ISEDs 2020-23 Departmental Security as a risk that requires treatment.

In 2020-21, to ensure that access to all ISED facilities is provided and monitored centrally, the SSD expanded its centralized electronic cloud base electronic security systems to an additional 20 ISED facilities across the country.

### 3.0 Objective

ISED is seeking a Contractor to support its security program based in Ottawa ON, servicing all ISED facilities and other Government Departments for which ISED has an MOU for the provision of security services.

### 4.0 Scope of Work

#### Managed services:

To ensure a continuation of the existing maintenance and control of the electronic security systems provided by Innovation Science and Economic Development Canada's (ISED) Security Services Directorate.

Include annual access control system software support and necessary updates and licensing for KEEP and LENEL.

Provide a 24 hour alarm monitoring and control center in both official languages in accordance with the monitoring procedures and policies provided by ISED.

Monitor the network infrastructure, phone lines, fiber and Internet connectivity, firewalls ensuring they are installed and fully functional along with the Servers and work stations of ISED.

Manage services and maintenance related to Internet connectivity.

#### Internet Service Provision:

Provide a secure VPN internet connection (10 mbps to 1 GBps) solution with a 99.99% uptime.

#### Trouble Calls (Emergency and/or service):

- Provide at no extra charge, 24 hours per day, and 7 days per week (including holidays with a maximum response time of 4 hours).
- All the calls are registered and sent electronically to ISED's Security contact.
- Regular calls are answered within 4 hours from receiving the call.

#### Maintenance:

Scheduled maintenance includes, but is not limited to, the following:

Verify that hardware is operational as per manufacturer's specifications and customer requirements. Inspect, adjust, clean and lubricate, as needed. If the hardware is required to be replaced and it is no longer under warranty, it its to be replaced

#### Weekly Inspections:

- Perform inspection on the Lenel and Avigilon servers and ensure KEEP backup. Copy and backup the databases.
- Verify communication signals between Devices and software.
- Verify alarm-Monitoring capabilities, close circuit video monitoring and vital statistics of access Control Components.
- Check reports for system errors "off-line and extraordinary Occurrences".
- Inspect all levels of software/PC system for possible user or system errors that may in the long term affect system performance.



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- Perform diagnostic functions to verify software system is operating at peak capacity.
- Perform real time server replication for hot standby.
- Perform daily, weekly and monthly a complete system backup, when and where necessary.
- Complete hardware maintenance for server.

Equipment / hardware replacement:

- All defective, weak or malfunctioning parts will be replaced (for equipment that is not under warranty, a quote (equipment only) is to be provided to the client for approval. Labor will not be charged.

Additional Work Request (AWR):

- In the context of this SOW, an ‘Additional Work Request’ is work that does not occur as part of the usual routine maintenance and requires coordination and budgetary planning on the part of Project Authority. In all cases, an Additional Work Request (AWR) will be raised and approved by the Project Authority.

Reporting:

- All defects will be reported as soon as possible to ISED security within 24 hours of the service call. A computerized report will detail all the work done.
- A signed, written computerized report will be completed at each service and maintenance visits.
- Service reports are to be provided to ISED’s Security representative immediately following a service request.

Backup and emergency stand by:

Provide hot standby for existing alarms, access control and CCVE.

Operates a 24 hour control center with ULC certification providing premium Monitoring and security Management. Required to have full capability and control of the OnGuard system and KEEP including monitoring of all alarms points.

Equipment summary currently or to be installed

HID iClass Readers	800
Lenel/FEENICS Control Panels Panel	325
Slimlane Swing Gate Barriers	18
I.P Surveillance Cameras	200
Fargo HDP6600 PVC card printer	3
Dell Power edge servers	3
Client work stations	35
Polling stations	2
HD Network Video Recorders	60
Switches	8
Electric strikes	800
Door closers	800
Electric door operators	150
Alarm systems	200
Badging cameras	2
Elevator request buttons	2
Internet connectivity	52





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**5.0 Deliverables / Timelines**

All maintenance work and documents delivered must be evaluated on the basis of the manufacturer’s standards and adherence to the agreed upon maintenance schedule. Such evaluations will be done within a reasonable time frame, as determined by the Project Authority through ongoing discussions with the Contractor.

All new installations of the Close Circuit Video Equipment (CCVE) must be installed according to the manufacturer’s specification and the installation schedule of the CCVE equipment will be determined by the determined by the Project Authority through ongoing discussions with the Contractor.

**6.0 Management of the Project**

This project will be managed by the Security Services Directorate at Innovation, Science and Economic Development Canada.

**7.0 Official Languages**

The communication with ISED is required in both official languages.

**8.0 Intellectual Property**

No intellectual property applies to this contract.

**9.0 Constraints**

Not applicable.

**10.0 Work Location**

<b>Atlantic Region</b>	
10 Barthers, St. John's, NL	26 Kyle Ave, Mount Pearl, NL
1 Regent Square, Corner Brook, NL	
50 Brown Ave, Dartmouth, NS	1505 Barrington St, Halifax, NS
196 George St., Sydney, NS	
1045 Main, Moncton, NB	189 Prince William St., Saint John, NB
620 Main St. Shediac, NB	120 Harbourview Blvd, Bathurst, NB
<b>Quebec Region</b>	
1155 Metcalfe, Montréal, QC	1550 d'Estimauville, Québec, QC
9177 Boul Langelier, Montreal, QC	5000 Rideau, Québec QC G2E 6B5
1400 Marie-Victorin, Saint-Bruno-de-Montarville	2665 King, Sherbrooke, QC
<b>National Capital Region</b>	
50 Victoria, Gatineau, QC	45 Sacré-Coeur, Gatineau, QC
410 Laurier Ave West, Ottawa, ON	151 Tunney's Pasture, Ottawa, ON
160 Elgin, Ottawa, ON	240 Sparks, Ottawa, ON (100Mbps)
161 Goldenrod, Ottawa, ON, k1A oK9	7 Bayview, Ottawa, ON
950 Ages, Ottawa, ON	
<b>Ontario Region</b>	
328 Sidney, Belleville, ON	4475 North Service, Burlington, ON
274 MacKenzie, Ajax, ON	124/126 Wellington, Aurora, ON
19 Lisgar, Greater Sudbury, ON	251 Arvin, Hamilton, ON
55 Bay, Hamilton, ON	30 Duke, Kitchener, ON



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451 Talbot, London, ON	78-84 Meg, London, ON
232 Yorktech, Markham, ON	175 Admiral, Mississauga, ON
8 Queen, Sault Ste. Marie, ON	201 May Street , Thunder Bay ON
151 Yonge St, Toronto, ON	875 Notre Dame, Greater Sudbury, ON
100 Park, Kenora, ON	886 Alloy, Thunder Bay, ON
120 Cedar, Timmins, ON	1500 Ouellette, Windsor, ON
107 Shirreff, North Bay, ON	
<b>Prairie and Northern Region</b>	
400 St Mary, Winnipeg MB	1080 McDermot, Winnipeg, MB
123 2nd Ave, Saskatoon, SK	1945 Hamilton, Regina, SK
2404 Thayer, Saskatoon, SK	
220 4th Ave SE, Calgary, AB	9305 50, Edmonton, AB
9700 Jasper, Edmonton, AB	4712 13St NE, Calgary, AB
9015 46, Edmonton, AB	
300 Main St, Whitehorse, YT	5101, 50 Ave, Yellowknife, NWT
<b>Pacific Region</b>	
1726 Dolphin, Kelowna, BC	277 Winnipeg, Penticton, BC
280 Victoria, Prince George, BC	13401 108 AVE, Surrey, BC
300 Georgia, Vancouver, BC	3625 Lougheed, Vancouver, BC
1230 Government, Victoria, BC	320 Garbally Road, Victoria, BC
2711 Auburn Road, West Kelowna, BC	

**11.0 Former Public Servant Declaration**

To be included as part of submission.



## APPENDIX B - TERMS OF PAYMENT

### 1.0 BASIS OF PAYMENT

His Majesty the King in right of Canada agrees to pay the Contractor a sum not to exceed \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

#### 1.1 Pre-Authorized Travel and Living Expenses:

Canada will not pay any travel or living expenses associated with performing the Work.

#### 1.2 Initial Contract Period: *(will be completed at contract award)*

##### a. Fixed Cost:

##### 1. Cost per service call (minimum 2 hours on site)

Fixed Cost Price: \$

##### 2. Alarm monitoring cost per month per alarm account

Fixed Cost Price: \$

##### 3. For KEEP – cost per card reader/month

Fixed Cost Price: \$

##### 4. Additional Work Request (AWR)

Hourly Rate: \$

##### 5. Security System Parts

Part Number:

Price per unit:

#### 1.3 Overtime Work:

All proposed personnel must be available to work outside normal office hours during the duration of the Contract. No overtime charges will be authorized under this Contract.

**1.4 All individual Additional Work Requirements (AWR)**, as defined in the Statement of Work attached as Appendix A, must be authorized by SSD, provided however, that if such requirements do not comply with the nature of the work set out in this Contract, or if it involves a commitment in excess of the financial limitation of this Contract, the Contractor shall then first obtain the authorization of the Contracting Authority.

**Total Estimated Cost - Contract Period (excluding applicable taxes): \$ *(will be completed at contract award)***

### 2.0 LIMITATION OF EXPENDITURES

No increase in the total liability of His Majesty or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide



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any service that would cause the total liability of His Majesty to be exceeded without the prior written approval of the Contracting Authority.

### 3.0 METHOD OF PAYMENT

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

#### 3.1 Electronic Payment of Invoices – Contract *(will be completed at contract award)*

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

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

### 4.0 INVOICING INSTRUCTIONS

The invoices shall be sent to address indicated below. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

All of the above will be to the satisfaction of the Project Authority.



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**APPENDIX C - SECURITY REQUIREMENTS CHECK LIST (SRCL),  
SECURITY GUIDE AND RELATED CLAUSES**

See attached PDF document - SRCL