



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

RCMP-GRC
Bid Receiving/Réception des soumissions

Attn: Brianne Leach
Email: Brianne.Leach@rcmp-grc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqués(s).

Comments – Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title-Sujet: Architectural and Engineering (A&E) Services – TPOF Code Deficiencies		Date : December 05, 2022
Solicitation No. – N° de l'invitation : 202301325		
Client Reference No. - No. De Référence du Client : 202301325		
Solicitation Closes –L'invitation prend fin		
at/à:	1400 hrs (2pm)	EST (Eastern Standard Time) HNE (heure normale de l'Est)
on/le:	January 6, 2023	
Delivery – Livraison : See herein.	Taxes : See herein.	Duty – Droits : See herein.
Destination of Goods and Services – Destinations des biens et services : See herein.		
Instructions : See herein.		
Address Enquiries to - Adresser toute demande de renseignements à : Brianne.Leach@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone: 343-541-8512		
Delivery Required - Livraison exigée: See herein.	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:		
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	



ARCHITECTURAL & ENGINEERING (A&E) SERVICES REQUEST FOR PROPOSAL (RFP)

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SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)

SI1 INTRODUCTION

1. The Royal Canadian Mounted Police (RCMP) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, the pricing and terms offered. A combination of the technical and price submissions will constitute the proposal.

SI2 PROPOSAL DOCUMENTS

1. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

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

Revision to Departmental Name: As this solicitation is issued by the Royal Canadian Mounted Police (RCMP), any reference to Public Services and Procurement Canada or PSPC or 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 the RCMP or its Minister.

2. The following are the proposal documents:

(a) Supplementary Instructions to Proponents (SI);

R1410T (2022-01-28), General instructions (GI) – Architectural and/or Engineering services – Request for Proposal, amended as follows:

- i. Section GI3 Overview of selection procedure:
Delete: in its entirety
Insert: GI3 intentionally left blank.
- ii. Subsection 1. of section GI10 Licensing requirements:
Delete: or be eligible to be licensed



- iii. Subsection 2.b. of section G116 Submission of proposal:
Delete: in its entirety
Insert: b. send its proposal via **email** only to the RCMP Contracting Authority's email address specified on the front page of the RFP.
- i. Timely and correct delivery of electronic bids is the sole responsibility of the Proponent.
 - ii. Canada will not be responsible for any failure attributable to the email transmission or email receipt of the proposal including, but not limited to, the following:
 1. receipt of a garbled or an incomplete proposal;
 2. delay in the email transmission or email receipt of the proposal 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 proposal submission);
 3. failure of the Proponent to properly identify the proposal and RFP number in the email subject line and in the electronic proposal documents;
 4. illegibility of the proposal;
 5. RCMP server blocking emails and/or attachments (potential malware, file size, file formats (unacceptable file formats include, but are not limited to, .zip, .exe, .mp3, etc.);
 6. Security of bid data.
 - iii. Proposals transmitted via email constitutes the formal proposal submission.
 - iv. The RCMP has restrictions on incoming email messages. The maximum email message size including all file attachments must not exceed 5MB. Zip/exe/mp3 files or links to proposal documents will not be accepted. Incoming email messages exceeding the maximum file size and/or containing zip/exe/mp3 file attachments will be blocked from entering the RCMP email system. A proposal transmitted by email that gets blocked by the RCMP email system will be considered not received. It is the responsibility of the Proponent to ensure receipt.
- iv. Section G119 Acceptance of proposal:
Delete: in its entirety
Insert: G119 Rights of Canada
1. Canada reserves the right to:
 - a. reject any or all proposals received in response to the RFP;
 - b. in the case of error in the extension or addition of unit prices, the unit price will govern;



- c. enter into negotiations with Proponents on any or all aspects of their proposals;
 - d. accept any proposal in whole or in part without negotiations;
 - e. cancel or amend the RFP at any time;
 - f. reissue the RFP;
 - g. if no responsive proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Proponents who bid to resubmit proposals within a period designated by Canada; and
 - h. negotiate with the sole responsive Proponent to ensure best value to Canada.
 - v. Section GI23 Performance Evaluation:
Delete: in its entirety
Insert: GI23 intentionally left blank
 - (b) the terms, conditions and clauses, as amended, identified in the Agreement;
 - (c) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
 - (d) Team Identification Form (Appendix B);
 - (e) Price Proposal Form (Appendix C);
 - (f) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
 - (g) Declaration/Certifications Form (Appendix E);
 - (h) Submission Requirements and Evaluation (SRE) (Appendix F)
 - (i) any amendment to the solicitation document issued prior to the closing date of the solicitation ; and
 - (j) the proposal.
3. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.



SI3 QUESTIONS OR REQUEST FOR CLARIFICATION

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 at email address Brianne.Leach@rcmp-grc.gc.ca as early as possible. Enquiries should be received no later than five (5) working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

SI4 PROPOSAL VALIDITY PERIOD

1. Proposals will remain open for acceptance for a period of not less than 120 calendar days from the closing date of the solicitation.
2. Canada reserves the right to seek an extension to the proposal validity period from all responsive Proponents in writing, before the end of the proposal validity period.
3. If the extension is accepted by all responsive Proponents, Canada will continue with the evaluation of the proposals.
4. If the extension is not accepted by all responsive Proponents, Canada will, at its sole discretion, either:
 - (a) Continue with the evaluation of the proposals of those who have accepted the extension; or
 - (b) cancel the solicitation.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R1410T.

SI5 CANADA'S TRADE AGREEMENTS

This procurement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

SI6 CERTIFICATIONS

Instructions to Proponent: Certifications are to be submitted with Appendix E Declaration/Certifications Form.

1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2022-01-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

2. Federal Contractors Program for Employment Equity - Proposal Certification

By submitting a proposal, the Proponent certifies that the Proponent, and any of the Proponent's members if the Proponent 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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

SI7 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>

SI8 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 Proponent 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

SI9 SECURITY CLEARANCE

1. Before the commencement of Work, the following conditions must be met:



- (a) the successful Proponent must hold valid security clearance as indicated in Supplementary Conditions SC1;
- (b) the successful Proponent's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Supplementary Conditions SC1;
- (c) the successful Proponent must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

SI10 - WEBSITES

The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity/federal-contractors.html>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=LAB1168>

Ineligibility and Suspension Policy

<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>

Code of Conduct for Procurement

<https://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

Lobbying Act

<http://laws-lois.justice.gc.ca/eng/acts/L-12.4/?noCookie>

Buy and Sell

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://srisupplier.contractscanada.gc.ca>

Canadian sanctions

https://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/index.aspx?lang=eng&_ga=2.4399216.2143508984.1600280756-1424234476.1600280756



National Joint Council (NJC) Travel Directive
<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>



TERMS, CONDITIONS AND CLAUSES

AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
 - (a) the front page and the terms, conditions and clauses of this Agreement;
 - (b) the General Terms, Conditions and Clauses, as amended, identified as:
 - R1210D (2022-01-028), General Condition (GC) 1 - General Provisions – Architectural and/or Engineering Services
 - R1215D (2016-01-28), General Condition (GC) 2 - Administration of the Contract – Architectural and/or Engineering Services
 - R1220D (2015-02-25), General Condition (GC) 3 - Consultant Services
 - R1225D (2015-04-01), General Condition (GC) 4 - Intellectual Property
 - R1230D (2018-06-21), General Condition (GC) 5 - Terms of Payment – Architectural and/or Engineering Services
 - R1235D (2011-05-16), General Condition (GC) 6 - Changes
 - R1240D (2018-06-21), General Condition (GC) 7 - Taking the Services Out of the Consultant's Hands, Suspension or Termination
 - R1245D (2016-01-28), General Condition (GC) 8 - Dispute Resolution – Architectural and/or Engineering Services
 - R1650D (2017-11-28), General Condition (GC) 9 - Indemnification and Insurance

Subsection GC1.12 Performance-evaluation: Contract of R1210D (2022-01-28), incorporated by reference above, is amended as follows:
Delete: in its entirety
Insert: GC1.12 Intentionally left blank.

 - (c) Supplementary Conditions;
 - (d) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
 - (e) Team Identification Form (Appendix B);
 - (f) Price Proposal Form (Appendix C);
 - (g) the Security Requirements Check List (SRCL) & Security Guide (Appendix D);
 - (h) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (i) the proposal.
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.



The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Services and Procurement Canada (PSPC) formerly Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PSPC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Revision to Departmental Name: As this contract is issued by the Royal Canadian Mounted Police (RCMP), any reference to Public Services and Procurement Canada or PSPC or Public Works and Government Services Canada or 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 the RCMP or its Minister.

3. If there is a discrepancy between the wording of any documents that appear on the following 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) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;
 - (b) the terms, conditions and clauses of this Agreement;
 - (c) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
 - (d) Supplementary Conditions;
 - (e) General Conditions;
 - (f) Project Brief (Appendix A) and any associated annexes, appendices or attachments;
 - (g) Team Identification Form (Appendix B);
 - (h) Price Form (Appendix C);
 - (i) Security Requirement Check List (SRCL) & Security Guide (Appendix D); and
 - (j) the Proponent's proposal.

4. Term of Contract

4.1 Period of the Contract

The period of the contract is from date of contract award to July 31, 2025 (31 months) including warranty period from date of contract award.

4.2 Option to Extend the Contract

The Consultant grants to Canada the irrevocable option to extend the term of the contract under the same conditions and by multiple option periods to align with the completion of the separate but corresponding construction contract including warranty



periods. The Consultant agrees that, during the extended period of the contract, it will be paid in accordance with the applicable provisions as set out in the Price Proposal.

Canada may exercise the options at any time by sending a written notice to the Consultant at least 5 (five) calendar days before the expiry date of the contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Procurement Ombudsman

5.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the contract, in accordance with the contract terms and conditions. If the Parties do not reach a settlement, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by email at boa.opo@boa-opo.gc.ca, or by web at <https://opo-boa.gc.ca>.

5.2 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 email at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at <https://opo-boa.gc.ca>.



6. Authorities

6.1 Contracting Authority

The Contracting Authority for the contract is: [To be confirmed at contract award]

Name: _____

Title:

Organization: RCMP – Procurement and Contracting Branch

Address:

Telephone: _____

Email address: _____

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 Consultant 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.

6.2 RCMP Departmental Representative (Project Manager) [To be confirmed at contract award]

The RCMP Departmental Representative (Project Manager) for the contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Email address: _____

The RCMP Departmental Representative (Project Manager) 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 RCMP Departmental Representative; however, the RCMP Departmental Representative has no authority to authorize changes to the contract. Changes to the contract can only be made through a contract amendment issued by the Contracting Authority.



6.3 Proponent's Representative [To be confirmed at contract award]

Name: _____

Title: _____

Address: _____

Telephone : ____ ____ _____

Email address: _____



SUPPLEMENTARY CONDITIONS (SC)

SC1 SECURITY CLEARANCE

1. The following security requirements (SRCL, Security Guide and related clauses) apply to and form part of the Agreement. Before the commencement of Work the following conditions must be met:
 - 1.1 The Consultant's personnel are required to be security cleared at the level of ERS with escort as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).
 - a. The Consultant must comply with the provisions of the Security Requirements Check List (SRCL) & Security Guide attached at Appendix D.

SC2 COMPLIANCE WITH ON-SITE MEASURES, STANDING ORDERS, POLICIES, AND RULES

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

SC3 LANGUAGE REQUIREMENTS

1. Communication between Canada and the Consultant shall be in the language of choice of the Consultant Team, which shall be deemed to be the language of the Consultant's proposal.
2. The Consultant's services for and during the construction tender, including but not limited to sealed specifications and drawings, and addenda, shall be provided in English and French.
3. The Consultant's services during construction shall be provided in the language of choice of the Contractor. The successful Contractor will be asked to commit to one or other of Canada's official languages upon award of the Construction contract and, thereafter construction and contract administration services will be conducted in the language chosen by the Contractor.
4. The Consultant Team, including the Consultant and sub-consultants shall ensure that the services being provided in either official language shall be to a professional standard.



APPENDIX A – PROJECT BRIEF



APPENDIX B - TEAM IDENTIFICATION FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

Complete this Team Identification Form and submit with the Evaluation Criteria in accordance with Appendix F Submission Requirements and Evaluation (SRE). This form can be altered or expanded, but each referenced Proponent/Key Sub-Consultant Firm / Specialist must be specified and align with the composition of the Consultant Team identified in Appendix F SRE 3 Evaluation Criteria.

1. Consultant (Proponent - Architect):

Firm or Joint Venture Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

2. Key Sub-Consultants / Specialists:

2.1. Mechanical Engineer

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:



Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

2.2 Electrical Engineer

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

2.3 Structural Engineer

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



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2.4 Fire Protection Engineering

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

2.5 Commissioning Services

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



2.6 Schedule Management Specialist

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations

2.7 Cost Estimating Specialist

Firm Name:

Key Individuals and provincial professional licensing status and/or professional accreditation:

Role	Name of Firm	Name of Key Individuals	Professional Licence(s) or Accreditations



APPENDIX C - PRICE PROPOSAL FORM

NOTE TO PROPONENTS: The language in this appendix will be contractualized in the resulting contract. All solicitation related content will be removed and applicable clauses contractualized as required.

INSTRUCTIONS TO PROPONENTS:

1. Complete this Price Proposal Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).
2. PROPONENTS SHALL NOT ALTER THIS FORM.
3. Price Proposals are not to include Applicable Taxes.
4. Price Proposals will be evaluated in Canadian Dollars.
5. Travel and Living Expenses: All Travel and Living Expenses must be incorporated into Part A of this Appendix.
6. All fees for English and French deliverables, in accordance with SC3, must be incorporated into Part A of this Appendix.
7. **Only Part A of this Appendix will be used for the price evaluation.**

Project Title: TPOF Code Deficiency Upgrades

Name of Proponent:

The following Part A will form part of the evaluation process:

PART A - REQUIRED SERVICES

Part A - Fixed Fee (R1230D (2018-06-21), GC 5 - Terms of Payment – Architectural and/or Engineering Services)



Service *:	Fixed Fee (CAD excluding Applicable Taxes):
Pre-Design Services	\$ _____
Schematic Design Services	\$ _____
Design Development Services	+ \$ _____
Construction Documents Services	+ \$ _____
Construction Tender Services	+ \$ _____
Construction Support Services	+ \$ _____
Post Construction Services	+ \$ _____
Commissioning Services	+ \$ _____
MAXIMUM FIXED FEES:	= \$ _____

TOTAL EVALUATED FEE FOR REQUIRED SERVICES

TOTAL COST OF SERVICES FOR PROPOSAL EVALUATION PURPOSES

Total Fee for Required Services Part A-Fixed Fee + \$.....

Total Evaluated Fee \$.....

The following will NOT form part of the evaluation process

Canada may accept or reject any of the following fees, disbursements and/or hourly rates. Canada reserves the right to negotiate on these fees, disbursements and/or hourly rates.

PART B - OTHER ADDITIONAL SERVICES

Part B.3 – Time Based Fees (R1230D (2018-06-21), GC 5 - Terms of Payment– Architectural and/or Engineering Services).



The time based fees in Part B.3 will **not** be included in the total estimated cost on the front page of the contract.

THE FOLLOWING HOURLY RATES MAY BE USED FOR FUTURE CONTRACT AMENDMENTS

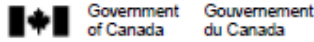
Principals, executives and staff positions	
Position	\$ per hour (*)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

*Payment will be based on actual hours spent. Travel time and/or expenses will not be reimbursed separately (Refer to R1230D (2018-06-21), GC 5.12 – Disbursements). All inclusive hourly rate is applicable to both normal working hours and any other shift work as required.



APPENDIX D – SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE

SRCL101744

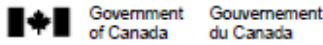


Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Unclassified / non-classifiée

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 TPOF Bldg. 405 Code Deficiency Upgrades: A&E services to prepare tender documents and construction management to address building code upgrades.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" 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"/>

Security Classification / Classification de sécurité



SRCL101744

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS 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 : Consultant/consultant - ERS / Cote de Fiabilité
Construction/construction - 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

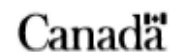
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / 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

Security Classification / Classification de sécurité
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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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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SRCL Security Guide

SRCL #: 101744

Prepared by:
Central Departmental Security Section
Royal Canadian Mounted Police



General Security Requirements

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

1. All Protected information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
3. 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. (i.e. loss of sensitive information, accidental or deliberate.)
4. Photography is not permitted. If photos are required, please contact the Organization Project Authority and Departmental Security Section.
5. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
6. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
7. The RCMP's Departmental Security Section (DSS) reserves the right to:
 - conduct inspections of the contractor's site/premises. Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
 - request photographic verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
 - provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).
8. To ensure Canada's sovereign control over its data, all sensitive or protected data under government control will be stored on servers that reside in Canada. Data in transit will be appropriately encrypted.



Physical Security

1. Physical access to RCMP facilities/sites is restricted to those specific areas required to meet the contract's objectives.
2. Before entering an operational area of an RCMP building/facility, contractors and Sub-contractors not cleared to ERS must turn in all electronic devices, e.g. cell phones, cameras, smart phones to the reception/security desk until the person leaves.
3. The contractor may not use un-screened personnel for portions of the work.
4. A building access card is required for admittance to or movement within an RCMP building/facility, which must be worn and visible at all times.
5. The contractor may not produce, manufacture, repair and/or modify any Protected and/or Classified material or equipment on its site or premises.
6. The contractor may not remove any Protected and/or Classified information or assets from RCMP properties and/or facilities.
7. The contractor is prohibited from producing RCMP sensitive information, Protected A or higher.
8. Contractors must be escorted at all times when within RCMP space.
9. Only sanitized drawings will be physically present at the contractor's location (i.e. no Protected or Classified information will be present). To properly sanitize floor plans, the contractor must ensure that the drawings meet the following requirements;
 - Construction drawings will not contain a key plan showing the entire complex or site.
 - RCMP logos, RCMP name, or site address will not be shown on the construction drawings.
 - PWGSC or Government of Canada identifiers will be used
 - Rooms must be identified by number, not names. A separate coded list of room numbers associated to sensitive information and descriptors will be developed and updated as changes are made.
 - Security system information will be placed on separate layers of construction drawings for ease of printing and distribution.

IT Security

Appropriate Control of Protected A and B Information

Transport/Transmittal



1. No sensitive information, Protected A or higher, shall be electronically transmitted to the contractor's site.
2. No sensitive electronic information or assets, Protected A or higher, shall be removed from RCMP networks or property.
3. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.
4. Individuals must not use privately-owned technology to join, bridge, or participate with RCMP networks in any way on RCMP premises including creating a network or access point.
5. Only contractors who have a RCMP ERS security clearance are permitted to use a personal cell phone (with prior permission) on RCMP premises, however communication;
 - a. must be restricted to non-sensitive information;
 - b. must not be used to conduct RCMP business and;
 - c. must not be connected to RCMP communications technology at any time.
6. Do not store Protected A/B information, encrypted or not, on systems, networks, or storage media, unless they are specifically approved for that purpose.
7. Any conference/video calls involving the discussion of RCMP information must be conducted using an RCMP authorized video conferencing medium approved for the level of information being transmitted.
8. If there is a requirement to send RCMP Protected A or Protected B information electronically, it must be sent using a FIPS 140-2 compliant portable storage device provided by the RCMP, with access restricted to RCMP security cleared contractor personnel only and the RCMP client. The FIPS 140-2 compliant portable storage device must be delivered by-hand or shipped by an approved courier to the contractor's location. Sensitive RCMP information shall not be transmitted to or from any external email address.

The password for the portable storage device is to be provided verbally, either in person or by telephone to RCMP security cleared contractor personnel only

9. If required, backup of sensitive RCMP information is subject to the same security guidelines (encryption and access controls) as is the live information.
10. IF electronic processing of Protected A or B RCMP information is required, the contractor must ensure the information is:
 - encrypted while at rest
 - encrypted while in transit; and
 - access controls are implemented.

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



Telephony

11. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.

Printing, Scanning, and Photocopying

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

Storing

13. If required, backup of RCMP Protected A or B information is subject to the same security guidelines (encryption and access controls) as is the live information.

14. Electronic records must be destroyed according to ITSG-06 Clearing and Declassifying Electronic Data Storage Devices (refer to <https://www.cse-cst.gc.ca/en/node/270/html/10572> for further info). Protected information is to be cleared using the following options:

- Media containing PROTECTED government information can only be re-used after all data areas of the media have been alternatively overwritten with any character and its complement (e.g. binary 1s then binary 0s) for a minimum of three times.
- Media containing PROTECTED government information that are not overwritten to the satisfaction of the RCMP are to be destroyed in accordance with RCMP approved methods (approved metal-destruction facility, incineration, emery wheel or disk sander, dry disintegration, pulverizing or smelting).

15. All RCMP supplied storage devices used throughout the duration of this contract must be returned to the RCMP immediately upon contract termination.

Personnel Security

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



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

1. Form TBS 330-23 (LERC version)
2. Form TBS 330-60
3. Form RCMP 1020-1 (Pre Interview)
4. Copy of Birth Certificate and Driver's License
5. 2 Passport size pictures.

The RCMP:

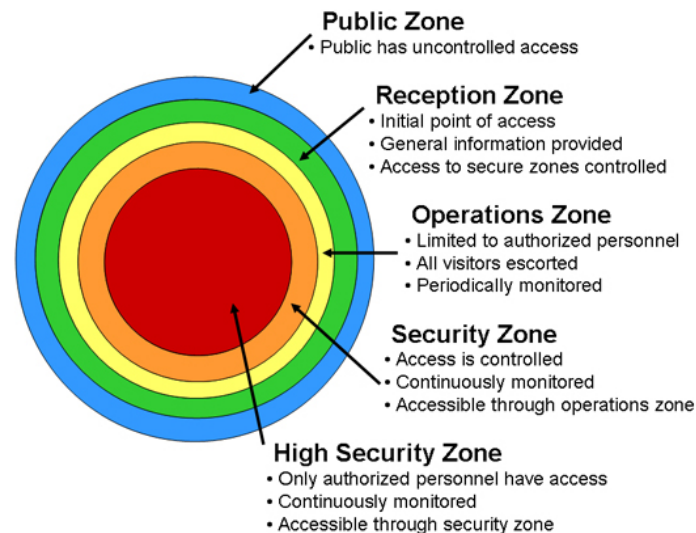
1. will conduct personnel security screening checks above and beyond the security requirements outlined in the *Policy on Government Security*
2. will conduct a security interview
3. will obtain a set of fingerprints



Appendix A – Security Zone Concept

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

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



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

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

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

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

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

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



APPENDIX E - DECLARATION/CERTIFICATIONS FORM

Complete this Declaration/Certifications Form and submit in accordance with Appendix F Submission Requirements and Evaluation (SRE).

1. Proponent Information:

Proponent Legal Name: (In the case of a joint venture include the legal names of all members.)	
Proponent Operating Name (if any): (In the case of a joint venture include the operating names of all members.)	
Proponent Address: (In the case of a joint venture include the addresses of all members.)	
Procurement Business Number (PBN): (In the case of a joint venture include the PBN of the joint venture, or the PBN for each member.)	
Name of Contact Person: (In the case of a joint venture include only the contact person of the lead member.)	
Telephone # of Contact Person:	
Email Address of Contact Person:	



2. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Proponent must **provide with its bid, as applicable**, to be given further consideration in the procurement process, the required documentation as per R1410T (2022-01-28), General instructions 1 (GI1), Integrity Provisions – Proposal, **section 3b**.

3. Former Public Servant (FPS) - Certification

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 FPS, Proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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 Proponent a FPS in receipt of a pension?

YES () NO ()

If so, the Proponent must provide the following information, for all FPS 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, Proponents agree that the successful Proponent'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 Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Proponent must provide the following information:

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

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.



5. Authority

Name of Proponent:

DECLARATION:

I, the undersigned, being a principal of the Proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

This Appendix "E" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "E" is not completed and submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.



APPENDIX F – SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

- SRE 1 Submission Requirements
- SRE 2 Evaluation Procedures and Basis of Selection
- SRE 3 Evaluation Criteria

SRE 1 Submission Requirements

1.1 Bid Preparation Instructions

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

- a. Section I: Technical Proposal (one soft copy in PDF format)

The Technical Proposal should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “TECHNICAL PROPOSAL”

- b. Section II: Financial Proposal (one soft copy in PDF format)

The Financial Proposal must be submitted in a **separate electronic file** and the electronic title should include the Name of Proponent, Name of the Project or Solicitation Number, and the words “PRICE PROPOSAL FORM”

- c. Section III: Declaration/Certifications (one soft copy in PDF format)

The Declaration/Certifications should be submitted in a **separate electronic file** with the electronic title including the Name of Proponent, Name of the Project or Solicitation Number, and the words “DECLARATION/CERTIFICATIONS”

- d. Prices must appear in **Appendix C – Price Proposal Form** only. No prices must be indicated in any other section of the bid.
- e. Bids transmitted by facsimile or hard copy will not be accepted.

The following content is not included as part of the maximum page limitation noted above:

- i. Covering letter (optional - contents not evaluated)
- ii. Completed Appendix “B” – Team Identification Format;
- iii. Completed Appendix “C” – Price Proposal Form;
- iv. Completed Appendix “E” – Declaration/Certifications Form;
- v. SRE 3 section 3.2 Mandatory Requirements in this appendix;
- vi. Front page of the RFP; and,
- vii. Front page of amendment(s) to the RFP.



Consequence of non-compliance: Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.

- f. Canada requests that Proponents follow the format instructions described below in the preparation of their bid:
 - i. use a numbering system that corresponds to the bid solicitation.

1.2. Section I: Technical Proposal

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

1.2.2 The Technical Proposal 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 Proponents address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Proponents may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

1.2.3 Proponents must submit their Technical Proposal in accordance with the Evaluation Criteria (Appendix F SRE 3), the Team Identification Form (Appendix B), and SRE 1 Submission Requirements).

1.3 Section II: Financial Proposal

1.3.1 Proponents must submit their Price Proposal Form in accordance with Appendix C - Price Proposal Form, and SRE 1 Submission Requirements. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.4 Section III: Declaration/Certifications

1.4.1 Proponents must complete, sign and submit the certifications and supporting documentation required under Appendix E Declaration/Certifications Form, in accordance with SRE1 Submission Requirements.

1.5 Electronic Documents

1.5.1 If Proponents are provided with an electronic copy of some of the RFP documents, in Microsoft Office format, with the solicitation package, in the event of any



discrepancies between the Microsoft Office copies and PDF documents issued, the PDF documents released will prevail.

SRE 2 Evaluation Procedures and Basis of Selection

2.1 Evaluation Procedures

2.1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

2.1.2 An evaluation team composed of representatives of Canada will evaluate the bids.

2.2 Technical Evaluation

2.2.1 Mandatory Requirements: Each bid will be evaluated for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. Mandatory requirements and evaluation processes are described under SRE 3 Evaluation Criteria.

2.2.3 Technically Responsive Bid: A technically responsive bid is a bid that meets all of the mandatory requirements.

2.3 Financial Evaluation

2.3.1 Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Total Evaluated Fee as indicated in Appendix C – Price Proposal Form, Part A.

2.3.2 Price Support

- a. Canada may, but will have no obligation to, request price support for any fees proposed (fixed fees, time based fees, etc.) when there are less than 3 responsive Proponents. If Canada requests price support, it may be requested from one or more of the responsive Proponents. The Proponent must provide, at Canada’s request, one or more of the following price support documents, if applicable:
 - i. Copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers within 2 years prior to the bid solicitation issuance date; or
 - ii. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.; or
 - iii. Price or rate certifications; or
 - iv. Any other supporting documentation as requested by Canada.



- b. Once Canada requests price support for the fees proposed, it is the sole responsibility of the Proponent to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Proponent's ability to provide the required services at the fees proposed. Where Canada determines, at its sole discretion, that the information provided by the Proponent does not substantiate the fees proposed, the proposal will be considered non-responsive and will receive no further consideration.

2.4 Basis of Selection

2.4.1 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.

SRE 3 EVALUATION CRITERIA

3.1 Proponent Instructions:

3.1.1 Complete responses to the Evaluation Criteria and submit with the Team Identification Form (Appendix B) in accordance with SRE 1 Submission Requirements.

3.1.2 The Proponent is requested to respond to the Evaluation Criteria using the table formats below.

3.1.3 Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section are omitted from the bid, they will be set aside without further consideration and the bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the bid non-responsive and will be set aside without further consideration.

3.1.4 The Proponent must make clear references to the candidates' curriculum vitae (CV) or résumé for each stated claim in the response (where applicable). Complete details demonstrating how a Proponent meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.



3.2 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will result in the proposal being deemed non-responsive and no further evaluation will be carried out.

Mandatory Requirement 1: Proponent's Consultant Team

M1.1 The Proponent must propose a Consultant Team with demonstrated experience delivering the requirements similar to the requirements in Appendix A – Project Brief including, but not limited to, Consultant Team members from the following disciplines:

Proponent must be the Architect.

Key sub-consultant firms / Specialists – Mechanical Engineering, Electrical Engineering, Structural Engineering, Fire Protection Engineer, Commissioning Specialist, Schedule Management Specialist and Cost Specialist.

M1.2 Prior to contract award, the Architect(s) and Engineers of record for each of the required Consultant Team member disciplines listed above must be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Ontario.

M1.2.1 If the Proponent is a Joint Venture, each member of the Joint Venture must meet this mandatory requirement.

M1.2.2 Proof of licensing/certifications/ authorizations should be submitted with the proposal, but may be submitted afterwards and prior to contract award as follows: If proof is not submitted with the proposal, the Contracting Authority will inform the Proponent of a time frame within which to provide the proof. Failure to comply with the request of the Contracting Authority and to provide the proof within the time frame provided will render the proposal non-responsive.

M1.3 The Proponent must provide the following information:

- (a) Name of key team members' firm(s);
- (b) Key personnel to be assigned to the project;
- (c) For the Proponent (Consultant) - Architect indicate current license and/or how you intend to meet the provincial or territorial licensing requirements prior to contract award.
- (d) In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, G19 Limitation of submissions).

Proponents are requested to use the Team Identification Form in Appendix B when responding to this mandatory requirement.