



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

Bid Receiving/Réception des  
soumissions

**Anouk St-Aubin**  
[Anouk.st-aubin@rcmp-grc.gc.ca](mailto:Anouk.st-aubin@rcmp-grc.gc.ca)

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted  
Police

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 therefor.

Proposition aux : Gendarmerie royale du  
Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT  
COMPORTE UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> 40mm Multi-shot Launcher		<b>Date</b> 2023-10-19
<b>Solicitation No. – N° de l'invitation</b> A/202300014		
<b>Client Reference No. - No. De Référence du Client</b> 202300014		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14 :00	EDT (Eastern Daylight Time) HAE (heure avancée de l'Est)
<b>On / le :</b> 2023-11-03		
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Anouk St-Aubin <a href="mailto:Anouk.st-aubin@rcmp-grc.gc.ca">Anouk.st-aubin@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 438-462-2984		<b>Facsimile No. – No. de télécopieur</b>
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</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>



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## PART 1 - GENERAL INFORMATION

NOTE: [Canada Buys](#) is the new official source for Government of Canada tender and award notices. [Buy and Sell](#) remains as a source for information, procurement policy and guidelines.

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### 1.2 Statement of Requirement

The requirement is detailed under Article 6.2 of the resulting contract clauses.

### 1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://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>



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 360 days

### 2.2 Submission of Bids

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

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile to RCMP will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as



"proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## 2.6 Volumetric Data

The volumetric data included in the pricing schedule at Annex B – Basis of Payment has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

**Important Note:**

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

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.

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

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



Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a) use a numbering system that corresponds to the bid solicitation.

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

##### **3.1.2 SACC Manual Clauses**

Bidders must submit firm prices for all items listed in Annex "B".





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### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

(c) The evaluation will be conducted in phases:

Phase I: Mandatory Technical Criteria - Screening (Article 4.1.1.1 of the bid solicitation)

Phase II: Financial Evaluation (Article 4.1.2 of the bid solicitation)

Phase III: Mandatory Technical Criteria – Evaluation of Samples (Article 4.1.3 of the bid solicitation)

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Phase I: Mandatory Technical Criteria – Screening

As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, the Mandatory Technical Criteria included in attachment 1 to Part 4 must be submitted with the bid.

#### 4.1.2 Phase II: Financial Evaluation

##### 4.1.2.1 SACC Manual Clause A0222T (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

1. The price of the bid will be evaluated as follows:
  - a. Canadian-based bidders must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
  - b. foreign-based bidders must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.
2. Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian



currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

3. Although Canada reserves the right to award the Contract either on an DDP plant or DDP destination, Canada requests that bidders provide prices DDP their plant or shipping point and DDP destination. Bids will be assessed on an DDP destination basis.
4. For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

#### **4.1.2.2 Ranking of Bids**

All responsive bids will be ranked based on the lowest evaluated price. The lowest evaluated price will be calculated in accordance with the process detailed at Annex B.

#### **4.1.3 Phase III: Mandatory Technical Criteria - Evaluation of Samples**

The Mandatory Technical Criteria will be required after the bid closing date, upon a written request from the Contracting Authority, from the responsive bidder(s) in Phase I with the lowest evaluated price. Should this bidder not be technically compliant, the responsive bidder(s) in Phase I with the next lowest evaluated price will be requested to submit the Mandatory Technical Criteria, and so on until a technically compliant bid is found.

The top-ranked bidder must submit a sample of their proposed unit to allow Canada to evaluate the product in accordance with the mandatory technical requirements as specified at Attachment 2 to Part 4. If the sample does not meet the Attachment 2 to part 4 Mandatory Technical Requirements, the next lowest priced sample(s) will be tested until a compliant one is identified.

The sample must be sent at no cost to Canada to the following address and must include the following information on the package: (To be determined)

The sample must be received by the RCMP from the Bidder within thirty (30) calendar days upon written notice from the Contracting Authority.

Canada may consider an extension to the above due dates in the following cases:

- a. Prior to bid closing, provided the Bidder submits a justification to the Contracting Authority for the extension request in accordance with Article 2.3 Enquiries - Bid Solicitation in Part 2 and the request is deemed reasonable at Canada's sole discretion.



## **4.2 Basis of Selection**

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

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



**Attachment 1 to part 4  
 Technical Evaluation Grid**

**1. MANDATORY EVALUATION CRITERIA**

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria (Phase I). Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Those who pass will then be ranked by price. The lowest priced will be asked to submit a sample for phase III evaluation. If the sample is rejected, the next lowest -priced bidder will be asked to submit a sample, and so-on until an acceptable sample is identified. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

Manufacturer / Company Name:
Product Name / Number:
Serial Number:

**Phase 1 – Mandatory Technical Evaluation / Screening**

<b>Criteria #</b>	<b>Mandatory Technical Criteria</b>	<b>Evaluation Methodology</b>	<b>SUBSTANTIATION Please Cross-Reference to Technical Offer (Page &amp; Paragraph) [Completed by Bidder]</b>	<b>ASSESSMENT  MET/NOT MET [Completed by RCMP Evaluator]</b>
M1	The launcher must be a multi-shot launcher that is currently being used by other North American police or military organizations.	The Bidder must provide:  (a) Attestation stating a North American military or police agency is currently using their 40 mm Multi-Shot Launcher.		
M2	The launcher must have been subjected to environmental trials. An example of an environmental	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		



	trial is cold weather testing			
M3	Bidders must attest that any warranty/repair services will be performed by the Original Equipment Manufacturer (OEM) or by an authorized North American repair facility.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.  (b) A list of all authorized North American repair facilities (if applicable).  (c) A statement of all applicable warranty and repair services offered by the OEM or their authorized North American repair facilities.		
M4	The Bidder must demonstrate that Armourer training relevant to its proposed launcher, is available.	The Bidder must provide:  (a) A syllabus of the training that is offered.  (*Note to Bidders: Bidders will not be evaluated on the contents of the syllabus provided).		
M5	The launcher must be manufactured to fire both Low Velocity 40 x 46 mm as well as Medium Velocity 40 x 51 mm	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		



	<p>munitions. It must also be capable of firing 40 x 46 mm less lethal and chemical munitions that are used in military and law enforcement applications that may be up to 140 mm in length.</p>			
M6	<p>The launcher must feature an integral pistol grip that has an external ambidextrous safety lever that can be easily accessed from either side while grasping the grip.</p>	<p>The Bidder must provide:</p> <p>(a) Product literature / Manufacturer attestation.</p>		
M7	<p>The launcher must have the following safety features:</p> <p>(a)A ambidextrous manual safety</p> <p>(b) A firing pin block and/or a cylinder advance mechanism that will not activate or rotate the</p>	<p>The Bidder must provide:</p> <p>(a) Product literature / Manufacturer attestation.</p>		



	<p>cylinder unless a round is fired</p> <p>(c) A cylinder alignment pin or guide rod that prevents firing/discharge unless the cylinder is fully locked or in a closed position</p>			
M8	<p>The launcher must feature a double action mode of fire. This mechanism must be designed to be self-resetting to allow for a double strike capability without the need to re-cock or re-activate the firing mechanism.</p>	<p>The Bidder must provide:</p> <p>(a) Product literature / Manufacturer attestation.</p>		
M9	<p>The launcher must have a side breaking or side-tilting loading and unloading feature which will expose the cylinder completely for ease of loading, or ejection of empty casings</p>	<p>The Bidder must provide:</p> <p>(a) Product literature / Manufacturer attestation.</p>		
M10	<p>The barrel length must</p>	<p>The Bidder must provide:</p>		



	have a minimum length of 12 inches/304 mm.	(a) Product literature / Manufacturer attestation.		
M11	The cylinder release or opening mechanism must be ambidextrous and must be easily reached by the support hand while in a firing stance.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M12	The external muzzle end of the barrel must feature a threaded portion to allow accessories, such as a launching cup, to be affixed via a threaded interface arrangement. The threaded portion must be a minimum of 80 mm in length.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M13	The launcher receiver must be manufactured of high strength and corrosion resistant materials such as stainless steel and feature a surface finish	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		





	that will preclude wear and corrosion.			
M14	All critical and/or fire control internal parts must feature a self-lubricating corrosion resistant finish. A Teflon-impregnated nickel coating such as Robar NP3 is known to meet this criteria.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M15	The launcher must feature a Picatinny sight rail that can be adapted for various sight systems as well as; a forend featuring a Keymod or similar interface to allow various accessories to be attached.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M16	The launcher's breech face must use a firing pin bushing that can be replaced.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M17	The launcher must have a collapsible	The Bidder must provide:		



	stock which is adjustable for length of pull and features a rubber or built in recoil pad.	(a) Product literature / Manufacturer attestation.		
M18	The launcher must feature a minimum cylinder capacity of six rounds having a cylinder length suitable to support ammunition types of less than 142 mm in length.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M19	The cylinder must feature a manual ejector to aid in ejecting all cartridges or casings at once.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M20	The cylinder must be capable of operating in a semi-automatic fashion and in a manual fashion to allow for either rapid firing or the ability to select a specific cylinder for use.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M21	The cylinder must be	The Bidder must provide:		



	equipped with a gas operated poppet valve or piston arrangement so that it does not rotate from its pre-determined position unless a round is fired.	(a) Product literature / Manufacturer attestation.		
M22	The cylinder must feature a manual activation lever that must manually cycle the cylinder.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M23	The launcher's manual cylinder release must only advance the cylinder by one charge hole per application or activation stroke.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M24	The cylinder charge holes must be clearly identified using a numbered marking system that is visible from either side of the launcher.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M25	The charge hole on the cylinder that is	The Bidder must provide:		



	in direct alignment with the barrel must be the one that will be fired if the trigger is activated to the rear.	(a) Product literature / Manufacturer attestation.		
M26	The cylinder must feature a protective front shield that is welded or integral to the launcher housing.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M27	The cylinder front shield on the launcher must feature openings at the bottom to allow any loose or trapped materials a means of exit.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M28	The cylinder must feature a clock spring that can be wound to ensure sufficient tension to rotate the cylinder for each loading cycle.	The Bidder must provide:  (a) Product literature / Manufacturer attestation.		
M29	The cylinder winding cycle must take	The Bidder must provide:		



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	place within one revolution of the cylinder. Once it is wound 360 degrees, the cylinder must stop on the first charge hole to resume the numbering sequence.	(a) Product literature / Manufacturer attestation.		
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**Attachment 2 to Part 4  
Technical Evaluation Grid**

**Phase 2 – Mandatory Technical Evaluation / Evaluation of Samples**

Criteria #	Mandatory Technical Criteria	Evaluation Methodology	MET/NOT MET [Completed by RCMP Evaluator]
M5	The launcher must be manufactured to fire both Low Velocity 40 x 46 mm as well as Medium Velocity 40 x 51 mm munitions. It must also be capable of firing 40 x 46 mm less lethal and chemical munitions that are used in military and law enforcement applications that may be up to 140 mm in length.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M6	The launcher must feature an integral pistol grip that has an external ambidextrous safety lever that can be easily accessed from either side while grasping the grip.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M7	The launcher must have the following safety features:  (a) A ambidextrous manual safety  (b) A firing pin block and/or a cylinder advance mechanism that will not activate or rotate the cylinder unless a round is fired  (c) A cylinder alignment pin or guide rod that prevents firing/discharge unless the cylinder is fully locked or in a closed position	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M8	The launcher must feature a double action mode of fire. This mechanism must be designed to be self-resetting to allow for a double strike capability without the need to re-cock or re-activate the firing mechanism.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	



M9	The launcher must have a side breaking or side-tilting loading and unloading feature which will expose the cylinder completely for ease of loading, or ejection of empty casings	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M10	The barrel length must have a minimum length of 12 inches/304 mm.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically measured.	
M11	The cylinder release or opening mechanism must be ambidextrous and must be easily reached by the support hand while in a firing stance.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M12	The external muzzle end of the barrel must feature a threaded portion to allow accessories, such as a launching cup, to be affixed via a threaded interface arrangement. The threaded portion must be a minimum of 80 mm in length.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected. (b) Physically measured.	
M13	The launcher receiver must be manufactured of high strength and corrosion resistant materials such as stainless steel and feature a surface finish that will preclude wear and corrosion.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M14	All critical and/or fire control internal parts must feature a self-lubricating corrosion resistant finish. A Teflon-	The multi-shot launcher proposed by	



	impregnated nickel coating such as Robar NP3 is known to meet this criteria.	the Bidder will be:  (a) Physically inspected.	
M15	The launcher must feature a Picatinny sight rail that can be adapted for various sight systems as well as; a forend featuring a Keymod or similar interface to allow various accessories to be attached.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M16	The launcher's breech face must use a firing pin bushing that can be replaced.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M17	The launcher must have a collapsible stock which is adjustable for length of pull and features a rubber or built in recoil pad.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M18	The launcher must feature a minimum cylinder capacity of six rounds having a cylinder length suitable to support ammunition types of less than 142 mm in length.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected. (b) Physically measured.	
M19	The cylinder must feature a manual ejector to aid in ejecting all cartridges or casings at once.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	





M20	The cylinder must be capable of operating in a semi-automatic fashion and in a manual fashion to allow for either rapid firing or the ability to select a specific cylinder for use.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M21	The cylinder must be equipped with a gas operated poppet valve or piston arrangement so that it does not rotate from its pre-determined position unless a round is fired.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M22	The cylinder must feature a manual activation lever that must manually cycle the cylinder.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M23	The launcher's manual cylinder release must only advance the cylinder by one charge hole per application or activation stroke.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M24	The cylinder charge holes must be clearly identified using a numbered marking system that is visible from either side of the launcher.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M25	The charge hole on the cylinder that is in direct alignment with the barrel must be the one that will be fired if the trigger is activated to the rear.	The multi-shot launcher proposed by the Bidder will be:	



		(a) Physically inspected.	
M26	The cylinder must feature a protective front shield that is welded or integral to the launcher housing.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M27	The cylinder front shield on the launcher must feature openings at the bottom to allow any loose or trapped materials a means of exit.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M28	The cylinder must feature a clock spring that can be wound to ensure sufficient tension to rotate the cylinder for each loading cycle.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	
M29	The cylinder winding cycle must take place within one revolution of the cylinder. Once it is wound 360 degrees, the cylinder must stop on the first charge hole to resume the numbering sequence.	The multi-shot launcher proposed by the Bidder will be:  (a) Physically inspected.	



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

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

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

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

### **5.1 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.1.1 Integrity Provisions**

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

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

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



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

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

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (attached Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.



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**Attachment 1 to PART 5  
CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

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

\_\_\_\_\_  
(Name of Tendering Authority)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a. has been requested to submit a bid in response to this call for bids;
  - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):



- 
- a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or
  - d. the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses) apply and form part of the Contract.

### 6.2 Statement of Requirement

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

#### 6.2.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in Sections 5.2, 5.3 and 5.4 of the Statement of Requirement at Annex A under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

### 6.3 Standard Clauses and Conditions

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

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

#### 6.3.1 General Conditions

[2010A](#) (2022-12-01) General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

**6.3.2.1 Compliance with on-site measures, standing orders, policies, and rules**



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

## **6.4 Term of Contract**

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

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.

### **6.4.2 Delivery Date**

All the deliverables must be received on or before \_\_\_\_\_ (*insert the date*).

### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.4.4 Delivery Points**

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

### **6.4.5 Shipping Instructions – Delivery at Destination**

Goods must be consigned to the destinations specified in the contract and Delivered Duty Paid (DDP), Incoterms 2010 for shipments from a commercial contractor.

### **6.4.6 Shipping Requirements**

Where applicable, suppliers are encouraged to:

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





## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Anouk St-Aubin  
Title: Senior Procurement Officer  
Royal Canadian Mounted Police  
Directorate: HQ Procurement and Contracting Branch  
Address: 73 Leikin Dr, Mailstop #1  
Ottawa, ON K1A 0R2  
Telephone: 438-462-2984  
E-mail address: [Anouk.St-Aubin@rcmp-grc.gc.ca](mailto:Anouk.St-Aubin@rcmp-grc.gc.ca)

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

### 6.5.2 Project Authority *(to be inserted at contract award)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Royal Canadian Mounted Police  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_



Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Method of Payment – Multiple Payments

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

### 6.6.3 SACC Manual Clauses

[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

## 6.7 Invoicing Instructions

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

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will



constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies and rules;
- c. the general conditions [2010A](#) (2022-12-01) General Conditions - Goods (Medium Complexity);
- d. Annex A, Statement of Requirement;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11. Procurement Ombudsman

### 6.11.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 6.11.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government*



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*Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 6.12 Insurance

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

## 6.13 *SACC Manual* Clauses

[A9130T](#) (2019-11-28) Controlled Goods Program – Bid

[D2001C](#) (2007-11-30) Labelling

[D2025C](#) (2017-08-17) Wood packaging materials

[D0018C](#) (2007-11-30), Delivery and Unloading

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

[D6010C](#) (2007-11-30), Palletization

[D9002C](#) (2007-11-30), Incomplete Assemblies



**ANNEX A - STATEMENT OF REQUIREMENT**

**1. TITLE**

RCMP 40 x 46 mm Multi Shot Launcher Requirements

**2. BACKGROUND**

The Royal Canadian Mounted Police (RCMP) has a requirement for a compact, shoulder fired, multi shot 40 x 46mm caliber module consisting of a stock, receiver and barrel assembly is being sought. A revolver style cylinder design is required to allow ease of loading a minimum of 6 (six) rounds. The requirement is for a firm quantity of 16 units with the option of purchasing additional units over three (3) subsequent options periods.

**3. ACRONYMS**

RCMP            Royal Canadian Mounted Police  
 SOR             Statement of Requirement

**4. APPLICABLE DOCUMENTS & REFERENCES**

None

**5. REQUIREMENTS/SPECIFICATIONS:**

**5.1 Compact 40 x 46 mm Multi Shot Launcher Module**

The Contractor must provide the requirement with the following specifications:

Minimum Specifications
<ul style="list-style-type: none"> <li>The launcher must be a multi-shot launcher that is currently being used by North American police or military organizations.</li> </ul>
<ul style="list-style-type: none"> <li>The launcher must have been subjected to environmental trials. An example of an environmental trial is cold weather testing.</li> </ul>
<ul style="list-style-type: none"> <li>The Contractor must attest that any warranty/repair services will be performed by the Original Equipment Manufacturer (OEM) or by an authorized North American repair facility.</li> </ul>
<ul style="list-style-type: none"> <li>The launcher must be manufactured to fire both Low Velocity 40 x 46 mm as well as Medium Velocity 40 x 51 mm munitions. It must also be capable of firing 40 x 46 mm</li> </ul>



<p>less lethal and chemical munitions that are used in military and law enforcement applications that may be up to 140 mm in length.</p>
<ul style="list-style-type: none"><li>• The launcher must feature an integral pistol grip that has an external ambidextrous safety lever that can be easily accessed from either side while grasping the grip.</li></ul>
<ul style="list-style-type: none"><li>• The launcher must have the following safety features:</li></ul>
<ul style="list-style-type: none"><li>○ An ambidextrous manual safety</li></ul>
<ul style="list-style-type: none"><li>○ A firing pin block and/or a cylinder advance mechanism that will not activate or rotate the cylinder unless a round is fired.</li></ul>
<ul style="list-style-type: none"><li>○ A cylinder alignment pin or guide rod that prevents firing/discharge unless the cylinder is fully locked or in a closed position.</li></ul>
<ul style="list-style-type: none"><li>• The launcher must feature a double action mode of fire. This mechanism must be designed to be self-resetting to allow for a double strike capability without the need to re-cock or re-activate the firing mechanism.</li></ul>
<ul style="list-style-type: none"><li>• The launcher must have a side breaking or side-tilting loading and unloading feature which will expose the cylinder completely for ease of loading, or ejection of empty casings.</li></ul>
<ul style="list-style-type: none"><li>• The barrel length must have a minimum length of 12 inches/304 mm.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder release or opening mechanism must be ambidextrous and must be easily reached by the support hand while in a firing stance.</li></ul>
<ul style="list-style-type: none"><li>• The external muzzle end of the barrel must feature a threaded portion to allow accessories, such as a launching cup, to be affixed via a threaded interface arrangement. The threaded portion must be a minimum of 80 mm in length.</li></ul>
<ul style="list-style-type: none"><li>• The launcher receiver must be manufactured of high strength and corrosion resistant materials such as stainless steel and feature a surface finish that will preclude wear and corrosion.</li></ul>
<ul style="list-style-type: none"><li>• All critical and/or fire control internal parts must feature a self-lubricating corrosion resistant finish. A Teflon-impregnated nickel coating such as Robar NP3 is known to meet these criteria.</li></ul>
<ul style="list-style-type: none"><li>• The launcher must feature a Picatinny sight rail that can be adapted for various sight systems as well as; a forend featuring a Keymod or similar interface to allow various accessories to be attached.</li></ul>
<ul style="list-style-type: none"><li>• The launcher's breech face must use a firing pin bushing that can be replaced.</li></ul>



<ul style="list-style-type: none"><li>• The launcher must have a collapsible stock which is adjustable for length of pull and features a rubber or built in recoil pad.</li></ul>
<ul style="list-style-type: none"><li>• The launcher must feature a minimum cylinder capacity of six rounds having a cylinder length suitable to support ammunition types of less than 142 mm in length.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must feature a manual ejector to aid in ejecting all cartridges or casings at once.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must be capable of operating in a semi-automatic fashion and in a manual fashion to allow for either rapid firing or the ability to select a specific cylinder for use.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must be equipped with a gas operated poppet valve or piston arrangement so that it does not rotate from its pre-determined position unless a round is fired.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must feature a manual activation lever that must manually cycle the cylinder.</li></ul>
<ul style="list-style-type: none"><li>• The launcher's manual cylinder release must only advance the cylinder by one charge hole per application or activation stroke.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder charge holes must be clearly identified using a numbered marking system that is visible from either side of the launcher.</li></ul>
<ul style="list-style-type: none"><li>• The charge hole on the cylinder that is in direct alignment with the barrel must be the one that will be fired if the trigger is activated to the rear.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must feature a protective front shield that is welded or integral to the launcher housing.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder front shield on the launcher must feature openings at the bottom to allow any loose or trapped materials a means of exit.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder must feature a clock spring that can be wound to ensure sufficient tension to rotate the cylinder for each loading cycle.</li></ul>
<ul style="list-style-type: none"><li>• The cylinder winding cycle must take place within one revolution of the cylinder. Once it is wound 360 degrees, the cylinder must stop on the first charge hole to resume the numbering sequence.</li></ul>

## 5.2 Optional Accessories (to be identified at contract award)



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The Contractor must provide the following accessories for requirement 5.1:

The Bidder must provide a list of optional accessories which may be used with or attached to the launcher module. The accessory list and cost of the items must form part of the bid package. An example of accessories would be maintenance items, standalone stock module or various stock configurations for riot or other specific needs, sight options etc. Accessory examples include;

- Standalone stock interface, also allows optic mounting etc.
- Optic
- Optic Mount
- Flashlight Mount
- Stock, stock/receiver extension and nut
- Vertical grip
- Back-Up iron sights front and rear
- Muzzle/thread cover and retaining ring
- Rail covers
- Angle/cosine indicator and mount

### **5.3 Optional Parts (to be identified at contract award)**

5.3.1 The Contractor must provide a list of all available spare parts for the launcher And must provide a corresponding unit price for each spare part.

5.3.2 Any maintenance or necessary parts must be made available to the RCMP armoury for requirements 5.1. and 5.2. A list of available parts, cost, and recommended spares must form part of the bid package.

### **5.4 Optional Training**

5.4.1 Upon request by the RCMP Project Authority, the Contractor must provide in-person training for up to 16 participants (8 per location) on the usage, repair and maintenance of the launchers within 90 days of contract award.

5.4.2 The Contractor must provide all training materials (PDF. Documents) by email to the Project Authority a minimum of 48 hours before the start of the training sessions.

5.4.3 The Contractor must provide on site all training material - including any specialty tools and at times the actual launcher (the launchers would have to be those purchased from the Contractor).

5.4.4 Upon successful completion of the training, the Contractor should provide the Armoury with a Certification





**5.4.5** The National Joint Council Directive will apply for any travel, accommodation and living expenses

**6. DATE OF DELIVERY**

<b>Deliverable</b>	<b>Delivery date</b>
<b>Launchers</b>	Initial Period: 3 months after contract award Option Periods 1-3: within 3 months of amendment
<b>Accessories</b>	Within 3 months of amendment
<b>Parts</b>	Within 3 months of amendment
<b>Training</b>	Within 90 days of Contract Award

**7. LANGUAGE OF WORK**

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

**8. DELIVERY LOCATION**

**8.1 Deliverables 6.1 to 6.3 must be delivered to:**

Royal Canadian Mounted Police  
National Armourer Program  
TPOF - Building 408  
1426 St Joseph  
Orleans, ON  
K1A 0R2

**8.2 Deliverable 6.4 must be delivered to:**

**Location 1**

Royal Canadian Mounted Police  
National Armourer Program  
TPOF - Building 408  
1426 St Joseph  
Orleans, ON  
K1A 0R2

**and**

**Location 2**

Royal Canadian Mounted Police  
National Armourer Program – Regina



---

5600 11th Avenue  
Regina, SK  
S4P 3J7

**9. TRAVEL**

The Contractor is required to travel to the following location(s) under the following deliverables:

**Task:** 6.4

**Location 1:**

Royal Canadian Mounted Police  
National Armourer Program  
TPOF - Building 408  
1426 St Joseph  
Orleans, ON  
K1A 0R2

**And**

**Location 2**

Royal Canadian Mounted Police  
National Armourer Program – Regina  
5600 11th Avenue  
Regina, SK  
S4P 3J7

**Duration:** To be determined / According to the Contractor's syllabus

The [National Joint Council Directive](#) will apply for any travel, accommodation and living expenses.



**ANNEX B - BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified below for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Goods must be consigned to the destinations specified in Annex A and delivered: Incoterms 2010 “DDP Delivered Duty Paid”.

**FOR EVALUATION PURPOSES ONLY**

The Bidder must insert their firm, all-inclusive unit price in Tables 1 and 2 below (columns B and E) and complete the extended price calculation (columns C and F) for the contract period identified. The Bidder must provide the applicable provincial tax rate. Failure to complete the tables in full will result in the bid being deemed non-responsive and given no further consideration.

The estimated quantity is provided for evaluation purposes only and does not constitute a guarantee or commitment on behalf of Canada.

**The total evaluated price: C5 + F5 (taxes not included)**

**Table 1 - Compact 40 x 46 mm Multi Shot Launcher Module**  
Firm Unit Price includes warranty, delivery, in-person and online training services.

<b>CONTRACT PERIOD</b>	<b>ESTIMATED QUANTITY (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C=AxB)</b>
Initial contract period From: ___ To: ___	16	\$	\$ (C1)
Option Period 1 From: ___ To: ___	5	\$	\$ (C2)
Option Period 2 From: ___ To: ___	5	\$	\$ (C3)
Option Period 3 From: ___ To: ___	4	\$	\$ (C4)
<b>Total for evaluation purposes (C5=C1+C2+C3+C4)</b>			<b>\$</b>
Provincial tax (if applicable) _____% HST			\$
_____% GST			
_____% PST			

**Total Estimated Cost: \_\_\_\_\_**



**Table 2: Optional Armourer Trainings**

<b>CONTRACT PERIOD</b>	<b>ESTIMATED QUANTITY (D)</b>	<b>FIRM UNIT PRICE (E)</b>	<b>EXTENDED PRICE (F=DxE)</b>
One (1) in Ottawa, Ontario Initial Contract Period <b>Within 90 days after contract award</b>	1	\$	\$ (F1)
Ottawa, Ontario Option Period 3	1	\$	\$ (F2)
Regina, Saskatchewan Initial Contract Period <b>Within 90 days after contract award</b>	1	\$	\$ (F3)
Regina, Saskatchewan Option Period 3	1	\$	\$ (F4)
<b>Total for evaluation purposes F5 = F1+F2+F3+F4)</b>			\$
Provincial tax (if applicable) _____% HST			\$
_____% GST			
_____% PST			

**Total Estimated Cost (Total Table 1 + Table 2) : \$ \_\_\_\_\_**

**Table 3: OPTIONAL ACCESSORIES**

The Bidder must provide a list of optional accessories which may be used with or attached to the launcher module. The accessory list and cost of the items must form part of the bid package. An example of accessories would be maintenance items, standalone stock module or various stock configurations for riot or other specific needs, sight options etc. Accessory examples include;

- Standalone stock interface, also allows optic mounting etc.
- Optic
- Optic Mount
- Flashlight Mount
- Stock, stock/receiver extension and nut
- Vertical grip
- Back-Up iron sights front and rear
- Muzzle/thread cover and retaining ring
- Rail covers
- Angle/cosine indicator and mount



DESCRIPTION	FIRM UNIT PRICE

**TABLE 4: OPTIONAL PARTS**

The Bidder must provide a list of all available spare parts for the launcher.

DESCRIPTION	FIRM UNIT PRICE

**AUTHORIZED TRAVEL AND LIVING EXPENSES FOR WORK**

Concerning the requirements to travel described in section 9 of the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ /year (*insert amount at contract award*)



### Annex C - Security Requirements Check List (SRCL) & Security Guide

Clear Data - Effacer les données



Government of Canada  
Gouvernement du Canada

English Instructions

Instructions français

Contract Number / Numéro du contrat  
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#### 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 Royal Canadian Mounted Police		2. Branch or Directorate / Direction générale ou Direction Operational Readiness and Response
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 Contractor to deliver armourer training at RCMP sites Ottawa and Regina. Contractor will be escorted at all times while on RCMP sites.		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED 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

Unclassified

TBS/SCT 350-103 (2004/12)





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**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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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: Facility Access II (FA2) with escort. Contractor will be escorted while on RCMP sites.  
Commentaires spéciaux :

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential 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 Unclassified
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**RCMP**



ROYAL CANADIAN MOUNTED POLICE

# Contract Security Guide

## Document Identifier

Departmental Security - NHQ Ottawa

### Armourer Training – 40mm Multi-Shot Launcher

SRCL102385

202300014

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# 1. Introduction

## 1.1. Preamble

- 1.1.1. All contract statements and appendices within this SRCL Security Guide are only applicable to this contract.
- 1.1.2. All contractors employed on this contract must support and maintain the security environment of the Royal Canadian Mounted Police (RCMP) by complying with the requirements described in this document. More comprehensive security obligations will be provided at the Request for a Proposal phase if applicable. This security guide only covers services or personnel storing or processing information up to and including Protected A.

## 1.2. Definitions

Compromise	<p>A breach of government security which includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Unauthorized access to, disclosure, modification, use, interruption, removal, or destruction of sensitive information or assets, causing a loss of confidentiality, integrity, availability or value;</li> <li>• Any action, conduct, threat or gesture of a person toward an employee in the workplace or an individual within federal facilities that caused harm or injury to that employee or individual;</li> <li>• Events causing a loss of integrity or availability of government services or activities.</li> </ul>
Contractor	<p>The entity (can include one or more natural persons, corporations, partnerships, limited liability partnerships, service providers, vendors, etc.) delivering the services to the RCMP and its partners. It is the entity approved and referenced as the 'contractor' on the resulting contract.</p>
Metadata	<p>Information describing the characteristics of data including, for example, structural metadata describing data structures (e.g., data format, syntax, and semantics) and descriptive metadata describing data contents (e.g., information security labels).</p>
Organizational data	<p>Information or data created for, collected by, under the custodianship of, or owned by the RCMP in any format, including but not limited to text, audio, video, or image, software, and related metadata.</p>
Personal Information	<p>Information about an identifiable individual and recorded in any form, as defined in the <a href="#">Privacy Act, Section 3</a>. Examples include, but are not limited to the information relating to race, nationality, ethnic origin, religion, age, marital status, address, education as well as the medical, criminal, financial or employment histories of an individual. Personal information also includes any</p>



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	identifying number or symbol, such as the social insurance number, assigned to an individual.
Project Authority	The entity responsible for the management of the contract. Any changes to the contract must be authorized in writing by the Project Authority, and the contractor must not perform work in excess or outside of the scope of the contract based on verbal or written requests or instructions from anyone other than the Project Authority.
Protected Information or Assets	When unauthorized disclosure, destruction, interruption, removal or modification to information or asset could reasonably be expected to cause injury to non-national interest.
Protected A Information	Applies to information when unauthorized disclosure could reasonably be expected to cause limited or moderate injury outside the national interest, for example, disclosure of an exact salary figure
Record	Any hard copy document or any data in a machine-readable format containing Personal Information.
RCMP Security Authority	The entity within an organization who is authorized to approve contract security and retains the Security Requirements Checklist (SRCL) signing authority.
Security Clearance	The necessary security clearance, such as, Secret and Top Secret Clearance, designated by Departmental Security of the RCMP, which may include some or all of the security screening steps listed in the appropriate Security Clause.
Security Event	Refer to the definition in <a href="#">Appendix B: Definitions, of the Treasury Board's Policy on Government Security</a> .
Security Screening	Refer to the definition in <a href="#">Appendix A – Definitions, of the Treasury Board's Standard on Security Screening</a> .
Sensitive	An information management security category that is used to identify information or other assets that, if compromised, would reasonably be expected to cause an injury in either national (classified) or non-national (protected) interest. Also refer to the definitions for classified and protected.
Sub-contractor	Any person to whom the contractor subcontracts the performance of the contractor's services, in whole or in part.
Sub-Processor	Any a natural or legal person, public authority, agency or other body which processes personal data on behalf of a data controller or contractor.
Telework	An agreement between a contractors' employee and the Project Authority to carry out some or all of their work duties from a remote location. Telework requires the completion of a telework agreement between the contractor and the Project Authority.



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## 2. General Security Requirements

- 2.1. All organizational data, including hard copy documentation, or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
- 2.2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the full Contract.
- 2.3. The contractor will promptly notify the [RCMP Security Authority](#) of any security incidents related to organizational data or personnel in their employ.
- 2.4. External IT assets and devices are restricted in RCMP facilities. Visitors attending RCMP premises with non RCMP IT equipment are required to turn in all electronic equipment upon arrival to the reception/security desk until departure.  
**Note:** An exception may be granted when valid ERS clearance is present with authorization from the project authority. You may be required to complete a form for property security to review.
- 2.5. Photography is not permitted within RCMP facilities. If photos are required, please contact the Project Authority and Departmental Security.
- 2.6. The contractor is not permitted to disclose any organizational data or ancillary information provided by the RCMP, to any sub-contractors or sub-processors without RCMP Security Assessment and Authorization (SA&A).
- 2.7. The RCMP's Departmental Security reserves the right to conduct inspections and/or security review of the contractors' facility(ies) and/or personnel work location(s) and provide direction on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards). Inspections may be performed prior to sensitive information being shared and/or as required, for example (in the event that the contractor's office is relocated). The intent of the inspection(s) is to maintain the robustness of the required security safeguards.
- 2.8. All organizational data must be protected through cryptographic means. Cryptographic algorithms, cryptographic key sizes and crypto periods in use must align with the Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information - ITSP.40.111 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.
- 2.9. The contractors' personnel security clearance requirements will be based on the expected roles and access to GC data and systems. When needed, a Security Classification Guide will be added to this Security Guide to clearly identify personnel security clearance requirements.
- 2.10. All voice communication, including recordings, by any cellular or mobile device must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.
- 2.11. The work locations of all contractor personnel are to be clearly stated in Appendix B - Security Classification Guide and Statement of Work (SOW). The contractor must regularly report on the location of work including employees telework locations and the number of days worked. If the location of work is expected to change through the life of the contract this is also required to be



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explicitly stated. Work locations can include: (i) on-site at RCMP facilities, (ii) Telework or (iii) a hybrid of the two. The RCMP must be notified of any change in work location that is not indicated in the Classification Guide and SOW as it will require contract review and approval.

### 3. Physical Security Controls

#### 3.1. Storage

3.1.1. While conducting work within the contractor’s facility, organizational data and assets must be stored in a container approved by the RCMP Security Authority. The container must be located (at minimum) within an “Operations Zone”. As such, the contractors’ facility(ies) must have an area/room that meets the following criteria:

Operations Zone	
a) Definition	1) An area where access is limited to personnel who are: i) authorized to work there ii) visitors with appropriate escorts at all times 2) The personnel working within the Operational Zone must possess a valid clearance as per Appendix B – Security Classification Guide
b) Perimeter	1) Must be indicated by a recognizable perimeter or a secure perimeter depending on project needs. For example, the controls may be a locked office or suite. 2) The work area may be subject to review by Departmental Security (DS) - Physical Security Unit (PSU), and may also require additional safeguards or escalation as deemed necessary by the DS - PSU of the RCMP based on the assessment of the space, surrounding areas, site-specific conditions, etc.
c) Monitoring	1) Monitored periodically by authorized personnel. For example, users of the space working at the location are able to observe if there has been a breach of security.

*Note: For more information, refer to [Appendix A - Security Zone Concept](#).*

#### 3.2. Discussions

3.2.1. Where sensitive conversations are anticipated within a contractors’ facility(ies), Operations Zones must have continuous acoustic barriers that extend from slab to slab and are acoustically rated to a level commensurate with safeguarding the sensitivity of the conversation.

#### 3.3. Production of Hard Copy Information or Other Assets

3.3.1. The production (generation and/or modification) of hard copy organizational data or assets must occur in an area that meets the criteria of an Operations Zone. For further details, refer to the section [Printing, Scanning, and Photocopying](#).



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### 3.4. Destruction

- 3.4.1. Should the contractor create any paper documentation containing organizational data during the term of this contract, all drafts or misprints (damaged copies and/or left over copies) must be destroyed by the contractor.
- 3.4.2. Organizational data stored in transitory or temporary storage must also be destroyed when no longer in use.
- 3.4.3. Organizational data must be destroyed by the contractor following the guidance below:
  - a) The equipment/system (i.e. shredder) used to destroy sensitive material is rated according to the degree of destruction. In accordance with [Equipment Selection Guide for Paper Shredders](#)
  - b) Any sensitive drafts/misprints awaiting disposal must be protected in accordance with its security categorization until destroyed.

### 3.5. Transport/Transmittal of Physical Assets

- 3.5.1. The physical exchange of sensitive hardcopy information and other assets must be secured before transport and transmittal. When a delivery service is used, it must offer proof of mailing as well as a record while in transit and of delivery.

a) Transport	<p>To transfer sensitive hardcopy information and other assets up to and including Protected A, the following is required:</p> <ul style="list-style-type: none"> <li>• Processed by authorized personnel with a need-to-know and right-to-know the information.</li> <li>• Secured in a sealed envelope or commercial case or other container commensurate with the level of information being stored.</li> <li>• Delivered by authorized individuals.</li> </ul>
b) Transmittal	<p>To transfer sensitive information and other assets up to and including Protected A by courier/mail, the following is required:</p> <ul style="list-style-type: none"> <li>• Approved to be processed by individuals with a need-to-know and right-to-know the information.</li> <li>• Addressed to the attention of the receiver to adhere to need-to-know or need-to-access principles.</li> <li>• Remain in a sealed envelope at all times.</li> </ul>

## 4. Information Technology (IT) Security Controls

### 4.1. Flow-Down of Security Obligations

- 4.1.1. The security obligations apply to the contractor and to any sub-contractor and/or sub-processors to the extent applicable. When applicable, the contractor is accountable to ensure their sub-contractors and/or sub-processors comply with these security obligations.



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## **4.2. Use of Sub-Contractors, Sub-processors and/or Sub-sub-processors**

- 4.2.1. The contractor must provide a list of sub-contractors, sub-processors and sub-sub-processors that could be used to perform any part of the work in providing the RCMP with the Service or that are related to an investigation of a security event or Incident that may have an impact on or to RCMP organizational data. The list must include the following information:
  - a) The name of the sub-contractors, sub-processors and/or sub-sub-processors; and
  - b) The identification of the work that would be performed or service provided by the sub-contractors, sub-processors and/or sub-sub-processors; and
  - c) The location(s) where the sub-contractors, sub-processors and/or sub-sub-processors would perform the work.
- 4.2.2. The contractor must provide a list of sub-contractors, sub-processors and/or sub-sub-processors within ten days of the effective date of the contract.
- 4.2.3. The contractor must provide the RCMP notice of any new sub-contractors, sub-processors and/or sub-sub-processors at least 14-days in advance of providing that sub-contractors, sub-processors and/or sub-sub-processors with access to any organizational data.

## **4.3. Data Transport/Transmittal**

- 4.3.1. If there is a requirement to transport organizational data, it must be transported using a FIPS 140-2 Level 2, or higher, compliant portable storage device provided by the RCMP. Access to this device must be restricted to appropriately security cleared contractor personnel only, as well as the RCMP client. The FIPS 140-2 Level 2 compliant portable storage device must be delivered by-hand or shipped in accordance with the section on [Physical Security Controls - Transport/Transmittal of Physical Assets](#).
- 4.3.2. The password for the portable storage device is to be provided via out-of-band means, either in person or by telephone to appropriately security cleared contractor personnel only.
- 4.3.3. Where there is a requirement to transmit organizational data, including any and all metadata or logs derived from or related to organizational data it must be done in a secure manner including the implementation of encryption for data in transit as outlined in the section on [Cryptographic Protection](#).

## **4.4. Security Event Response**

- 4.4.1. Government of Canada Cyber Security Event Management Plan (GC CSEMP) defines a Security Event as: "Any event, act, omission or situation that may be detrimental to government security, including threats, vulnerabilities and incidents". In light of this, the contractor must alert and promptly notify the RCMP Security Authority (via phone and/or email) of any compromise, breach or of any evidence such as:
  - a) A security event;
  - b) A security malfunction in any asset;
  - c) Data spillage;





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- d) Irregular or unauthorized access to any asset;
- e) Large scale copying of an information asset; or
- f) Any other irregular activity identified by the contractor that leads the contractor to reasonably believe that risk of compromise, or a security or privacy breach, is or may be imminent, or if existing safeguards have ceased to function.

4.4.2. If the contractor becomes aware of or determines that a compromise or breach of security has occurred, (for example, leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access) while personal information or organizational data is handled by the contractor, the contractor is responsible to:

- a) Notify the RCMP Security Authority of the security event within 24 hours;
- b) Investigate the security event and provide the RCMP with detailed information about the security event; and
- c) Take reasonable steps to mitigate the cause and to minimize any damage resulting from the security event.

#### **4.5. Printing, Scanning, and Photocopying**

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4.5.1. Printing, scanning, and/or photocopying sensitive organizational data must be pre-authorized by the RCMP.

4.5.2. When printing/scanning/photocopying is authorized, the contractor must:

- a) Have additional/dedicated printers/scanners/photocopiers that are not directly connected to any network including the internet. Dedicated local connections of these devices to the contractors end-point(s) is acceptable;
- b) Align with the requirements identified in the Physical Security Controls sections on [Storage](#), [Production of Hard Copy Information or Other Assets](#) and [Destruction](#); and
- c) Sanitize and/or destroy printing/scanning/photocopying devices (such as multi-function devices, printers, copiers) according to IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.

#### **4.6. Security Assessment and Authorization (SA&A)**

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4.6.1. Before any solutions developed in whole or in part by contractors are moved into a production environment, an Interim Authority to Operate (IATO) or full Authority to Operate (ATO) must be granted. Obtaining an I/ATO requires a security assessment as part of the SA&A process, which can be initiated by contacting RCMP Departmental Security.

#### **4.7. Termination**

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4.7.1. The contractor must have implemented a documented termination or change of status procedure for personnel. The procedure, at a minimum, must include:

- a) Notification of Termination to the Project Authority within the same day of termination;
- b) Removal of information system access within same day of termination;



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- c) Terminate and/or revoke any authenticators and/or credentials associated with the individual within 24 hours;
  - d) Conduct exit interviews that include a discussion of items identified in the TBS Standard on Security Screening and any related provisions of the Industrial Security Program;
  - e) Submit 330-47 Security Briefing Form for termination of contractor's security clearance;
  - f) Retrieve all security-related RCMP information system-related property, including access cards within 24 hours; and
  - g) Retain access to RCMP information and information systems formerly controlled by terminated individual.
- 4.7.2. Contractor personnel, upon termination of the contract for any reason, are required to return to the Project Authority all RCMP issued devices including, but not limited to:
- a) Laptops;
  - b) Cellular Phones;
  - c) USB Drives; or
  - d) Smart Cards.

## 5. Personnel Security Controls

- 5.1. All contractors working for, or hired by the RCMP require a valid security status/clearance level. If the contractor personnel will have access to RCMP sensitive information, the required RCMP status/clearance or RCMP-approved equivalency\* must be at the appropriate level. Contractor personnel must submit to verification by the RCMP, prior to being granted access to sensitive information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time. In the case of an incident, security or otherwise, the RCMP has the right to deny or suspend access to RCMP locations, services and or data if situations warrant this action, pending review of the incident.
- 5.2. When the RCMP identifies a requirement, for example, Facility Access (FA2), Enhanced Reliability Status (ERS) or ERS with Secret, they will direct the contractors to the RCMP online portal for their completion of the clearance forms.
- 5.3. All contractor and sub-contractor personnel must maintain their 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).
- 5.4. Personnel security clearance/status must be in place prior to any work commencing on the requirement.
- 5.5. When unscreened personnel are required, the roles must be identified and pre-approved by the RCMP in the Security Requirements Check List (SRCL) once the successful vendor is chosen.



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- 5.6. 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.
- 5.7. The RCMP will conduct personnel security screening checks that exceed the security requirements identified in the [Policy on Government Security](#).
- 5.8. The RCMP reserves the right to increase or change the levels required if they deem appropriate, once the job roles are clearly defined.

*\*Security Status/Clearance equivalencies require written RCMP approval from the Chief Security Officer (CSO) or delegate.*



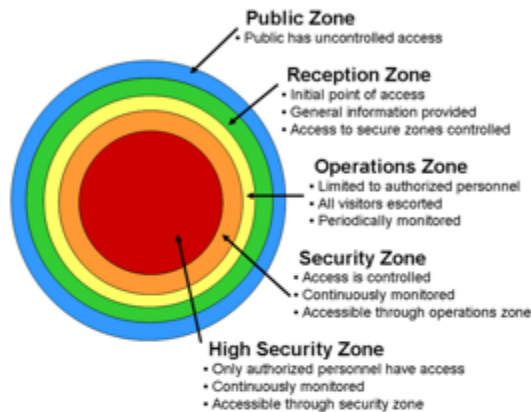
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## Appendix A – Security Zone Concept

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 personnel and valuable assets. For more detailed information, refer to [RCMP Guide G1-026, Guide to the Application of Physical Security Zones](#).*



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## Appendix B – Security Classification Guide

This table is to be completed by the Project Authority when required by Departmental Security. It is important to provide as much detail as possible in the table as it forms a decision aid for the assignment of security clearance levels (for example, it is useful to include information such as the resources work location, systems they will have access to and the privilege access they may have).

In some cases, it may be possible to reuse information from the Statement of Work (SOW) associated with the contract.

When completing this table leave the clearance level column blank, that column will be completed by Personnel Security contracts specialists.

Role/Function	Type of Data Accessed	Work Location (Include city if outside of Canada)	Role Description and Details	Clearance Level
Trainer	RCMP armoury locations in Ottawa, ON and Regina, SK	On-site	- Provide training to RCMP Regular Members on the handling, preparation, mounting, and maintenance of the Multi-Launcher module and accessories	Facility Access II (FA2) with Escort.

## Work Paperless

- C.1. Project Authority must implement paperless work options for contractor personnel.
- C.2. Printing / scanning / photocopying of sensitive paper information is prohibited without RCMP approval and is prohibited outside an operations zone (e.g. home, hotel, co-working space, etc.).



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- C.3. Sensitive organizational data must be encrypted at rest and while in transit.
  - a. Full Disk Encryption is required on all devices processing sensitive organizational data.
  - b. All sensitive Organizational Data must be encrypted at minimum with Advanced Encryption Standard (AES) Algorithm with key lengths of 128 (AES-128).
- C.4. Multifactor authentication is required to access sensitive organizational data.
- C.5. Use of personal storage or peripheral devices (USB devices, cell phones, monitors, printers, scanners, web cam, headset, etc.) is prohibited for accessing and processing organizational data.
- C.6. When authorized, only RCMP approved and issued portable storage media (USB drive, SD cards, CD/DVD, etc.) is permitted.
- C.7. When required to email or transmit sensitive data, the contractor must ensure the information is encrypted and uses an RCMP approved and authorized service.
- C.8. When transporting sensitive hardcopy information and assets in any form to and from a telework location do not make any unnecessary stops between secure locations. Never leave RCMP information and assets in any form unattended, lock up all paper media or devices containing RCMP data and lock doors when not present at the telework location. Never leave paper media or devices containing RCMP organizational data in a vehicle.
- C.9. Discussing or sharing sensitive organizational data over non-RCMP approved audio or video conferencing is prohibited.
- C.10. All virtual meetings between the RCMP and the contractor held throughout the course of the contract will use a videoconferencing solution authorized for discussion of sensitive organizational data. The RCMP will initiate all videoconferencing sessions, and will provide the link to the videoconference to the Contractor.
- C.11. The contractor may be required to install the corresponding videoconferencing client on their endpoints.
- C.12. Information Technology (IT) equipment processing sensitive organizational data when not in use must be stored out of sight and in a locked room, or locked container (e.g. desk drawer, box, filing cabinet) for which the contractor personnel controls access at all times.

## Environment / Workspace Control

- C.13. Contract personnel must:
  - a. Conduct work within a dedicated space which can be secured from oversight and overhearing by co-habitants and windows.
  - b. Be aware of the surroundings and ensure no sensitive organizational data in the background will be transmitted by video or audio.
- C.14. All sensitive discussions must be safeguarded by:
  - a. Only using approved equipment and software.
  - b. Using headsets for audio and a work space secure from oversight or in an enclosed room that is both secured from overhearing and oversight by co-habitants and windows.
  - c. Only activating web cameras when in use.
  - d. Knowing how to mute the microphone and visually block the camera quickly if required.
  - e. Not discussing sensitive organizational data above Protected A.
  - f. Ensure mobile devices are left outside of areas where sensitive discussions are occurring.
  - g. Turn off wireless devices with a voice transmission capability or physically disable the microphone when attending a meeting at which sensitive organizational data is being discussed.
- C.15. Not discussing sensitive organizational data on personal telephones, or personal equipment/software.

## Termination / Expiration of Contract

- C.16. Upon termination or expiration of any contractor personnel, the contractor must notify immediately the RCMP Project Authority, retrieve all RCMP IT equipment and any RCMP related information, and submit them to RCMP Project Authority for disposal or removal of RCMP contract related information.