



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Attn : Gordie Hrehirchuk
Email : CBSA-ASFC Solicitations- Demandes de soumissions@cbsa-asfc.gc.ca

Request for Proposal to:

Canada Border Services Agency (CBSA)

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

Demande de proposition à :

l'Agence des services frontaliers du Canada (ASFC)

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

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office – Bureau de distribution

CBSA / ASFC
355 Ch. North River Road, 17th Floor – 17ième étage
Ottawa ON K1A 0L8

Title — Sujet: CCTV Equipment and Installation – Yarmouth, NS
Solicitation No. — N° de l'invitation: 1000381258B
Date: October 20, 2023

Solicitation Closes — L'invitation prend fin: At /à: 02:00 PM (hours/heures)
On/le: November 15, 2023
Time Zone — Fuseau horaire: [] EST (Eastern Standard Time)/ [] HNE (heure normale de l'Est) [X] EDT (Eastern Daylight Saving Time)/ [] HAE (heure avancée de l'Est)

F.O.B. — F.A.B.
Plant-Usine: [] Destination: [X] Other — Autre: []
Address Enquiries to — Adresser toutes questions à:
All communications related to this solicitation must be sent to:
EMAIL: CBSA-ASFC Solicitations- Demandes de soumissions@cbsa-asfc.gc.ca
Attn : Gordie Hrehirchuk Solicitation # 1000381258B
CC : Gordie.Hrehirchuk@cbsa-asfc.gc.ca

Destination - of Goods and or Services:
Destination – des biens et ou services :
See Herein - Voir aux présentes

Instructions: See Herein — Voir aux présentes

Delivery Required — Livraison exigée: See herein — voir aux présentes
Delivery Offered — Livraison proposée
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:
Telephone No. – No de téléphone:
FAX No. – No de télécopieur :

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)
Signature Date

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Solicitation No. - N° de l'invitation

1000381258B

Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

GHrehirchuk

CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex "A" 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.

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.

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: 120 days

2.2 Submission of Bids

Bids must be submitted only to the bid receiving unit ([CBSA-ASFC Solicitations-Demandes-de-soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes-de-soumissions@cbsa-asfc.gc.ca)) by the date, time and place indicated in the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to will not be accepted.

The Bidder is responsible to submit their bid on time. CBSA will not be responsible for late bid receipt.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner. "pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (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.

2.5 Improvement of Requirement During Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Applicable Laws

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

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.

2.7 Bid Challenge and Recourse Mechanisms

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

2.8 Clause for Solicitation Documents and Regret Letters for Unsuccessful Bidders

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact the OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [Office of the Procurement Ombudsman website](#).

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically. Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III- Certifications

Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

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

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

- i. Soft copies will be accepted in any of the following electronic formats:
 - Portable Document Format .pdf
 - Microsoft Word 97/2000 (.doc)
 - Microsoft Excel 97/2000 (.xls)
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.

Section I: Technical Bid

- a. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the Work.
- b. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- c. The technical bid must substantiate the compliance of the Bidder and its products and services with the specific requirements of **Attachment 1 to Part 4- Mandatory Technical Criteria**, which is the requested format for providing the substantiation. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 1 to Part 4, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the

page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

Section II: Financial Bid

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

- a. Bidder must submit their financial bid in accordance with the Pricing Tables in Annex B- Basis of Payment, without any conditions, assumptions, restrictions or otherwise. Bidders must complete and attach to their financial bid the table in Part 4 article 4.1.2. Any financial proposal that purports to restrict the manner in which Canada acquires goods or services under the resulting contract, except for the limitations that are expressly stated in this bid solicitation, will be considered non-responsive and the bid will be rejected.
- b. Bidders must submit their financial bid in Canadian funds and in accordance with the Basis of Payment at Annex B. The total amount of applicable taxes must be shown separately.
- c. Canada has the right to disqualify a bid if the price of any deliverables does not reflect a fair and actual market price.
- d. The prices submitted with the bid will form part of any resulting contract,

3.1.2 Payment of Invoices by Direct Deposit

The Bidder must accept payment by Direct Deposit.

Bidders that supply goods and services to the Government of Canada must enrol in direct deposit for accounts payable.

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - i. Requests for Clarification: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or longer if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - ii. Extension of time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The evaluation of Attachment 1 to Part 4 will consist of mandatory technical criteria, which are evaluated on simple pass/fail basis.

- a. The Bidder must comply with and meet all technical requirements and all terms and conditions specified in this bid solicitation. The Bidder must provide the necessary documentation to support compliance with this requirement.
- b. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Evaluation Team may determine that a bid does not meet a mandatory requirement at any time during the evaluation process.
- c. Each mandatory technical criteria should be addressed separately. The mandatory technical criteria must be provided at bid closing.
- d. The mandatory technical criteria are described in Attachment 1 to Part 4-Mandatory Technical Criteria, and must be provided at bid closing.

4.1.2 Financial Evaluation

- a. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- b. The financial evaluation will be made by calculating the sum of the total bid.
- c. Bidders must insert a price in every cell of column C (1., 2., 3., and 4.), rounded to two (2) decimals.
- d. **Bidders must also provide a separate detailed price breakdown to support the pricing provided in the table below.**

	Requirement	Description	Total Evaluated Price
	A	B	C
1.	Camera Accessories	Total cost for all required equipment, not provided by the CBSA, needed to complete the work detailed in Annex A.	\$
2.	Interview Room Solution	Total cost for all required equipment, not provided by the CBSA, needed to complete the work detailed in Annex A.	\$
3.	Incidentals	Total cost for all required incidentals needed to complete the work detailed in Annex A.	\$
4.	Labour	Total cost for the complete installation of the CCTV system as detailed in Annex A.	\$
		Total= 1.C+2.C+3.C+4.C	\$

4.2 Basis of Selection

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 price will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

Item No.	Mandatory Technical Criteria	SOW Reference	Bidder's Response	Met	Not Met
M1	<p>The Bidder must provide a narrative that clearly demonstrates that the Bidder has experience in installing integrated CCTV systems for three (3) clients , where CCTV cameras were installed for a Government installation (federal, provincial or municipal) within the last three (3) years. New First Nation/cultural minority corporate partnerships may rely on the corporate partner's previous installation experience to answer the question.</p> <p>The Bidder must provide the following information for this criteria:</p> <ul style="list-style-type: none">a. Name of the client;b. Number of cameras installed;c. Name of Government installation; andd. Dates of the project.				



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

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 provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the contract, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of protected B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The Contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable)
 - b. Contract Security Manual (latest edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award date to March 1, 2024 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Gordie Hrehirchuk
Title: Procurement Officer
Canada Border Services Agency
Address: 263 Susie Lake Crescent, Halifax, NS

Telephone: 902-943-1854
E-mail address: Gordie.Hrehirchuk@cbsa-asfc.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 Technical Authority

The Technical Authority for the Contract is:

Name: *(to be updated at contract award)*
Title: _____
Organization: _____
Address: _____

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

The Technical 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

Name: *(to be updated at contract award)*
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act(PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2of the Treasury Board Secretariat of Canada.

6.7 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B- Basis of Payment for a cost of \$_____
(will be updated at contract award). 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.

6.8 Terms of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.9 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show the applicable contract number.
- c. By submitting invoices the Contractor is certifying that the goods and/or services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

Email: Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

Direct Deposit:

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Applicable Laws

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

6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2022-12-01) General Conditions: Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C., Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*)

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

6.14 Contract Clauses—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 OPO to request dispute resolution/mediation services. The OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on the OPO's services, please see the *Procurement Ombudsman Regulations* or visit the [Office of the Procurement Ombudsman website](#).

6.15 Contract clause—Contract Administration

The OPO was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you

may contact the OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on the OPO's services, please see the *Procurement Ombudsman Regulations* or visit the [Office of the Procurement Ombudsman website](#).

6.16 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A- STATEMENT OF WORK

Video Monitoring System

1. Scope

The work consists of installing CCTV hardware for the Canada Border Services Agency (CBSA) office located at the Yarmouth inland office located at 15 Willow Street, Yarmouth, NS, B5A 1T8. The work includes all necessary components as per the requirements identified in this document.

2. Client Support

The CBSA will provide the equipment identified in Section 11 – CBSA Supplied Equipment. Any equipment which is not provided by the CBSA, but is necessary for the requirements identified in this documents will be the responsibility of the Contractor.

The CBSA is responsible to coordinate any necessary on-site supervision and access. (e.g. requirements for Commissionaires).

3. Tasks

4.1 Cameras

The Contractor must install seven (7) cameras as per Section 12 – Camera Schedule and Site Plan.

The camera field of views (FOVs) will be confirmed onsite by the Technical Authority and Operational representative after contract award.

4.2 Network Cabling

- a. At the server end, terminate within the CBSA-supplied patch panel.
- b. At the camera end, using a RJ45 connector with a one(1) meter service loop.
- c. At minimum, the Contractor must follow the cabling standards identified in Annex 2 – Cabling Standards.

4.3 CCTV Conduit

The Contractor is responsible to supply and install all necessary conduits. Conduits must be installed in non-CBSA spaces only. Within CBSA space, cable can be ran free-air.

4.4 System Labelling and Cable Management

As per the requirements in Annex 1 – Label and Cable Management Standards.

4.5 Monitors

Install one (1) monitor (BOSCH UML-554-90) with an articulating mount.

Exact display locations will be determined on-site after contract award. The Contractor is responsible to ensure the wall can support the weight of the monitor. The Contractor is responsible for any requirement for a backer board including paint to match the wall color.

4.6 Workstations

Install one (1) RJ45 Ethernet wall jack for WS-01 located in the office #224.

4.7 Interview Rooms

Supply and install a synchronized audio/video solution for one (1) interview room, including a compatible microphone as per the following requirements:

- a. The microphone for the audio must be located in an area which captures most efficiently the conversation between the officers and clients.
- b. The microphone must be located near the sitting area on the wall side concealed behind a plate cover or be located on the ceiling above the table.
- c. The audio/video solution must clearly capture quiet (30 decibels (dB)) and standard levels of conversation (50 to 60 decibels (dB)).
- d. The microphone must be able to connect to the provided Hanwha camera via a single audio jack - supply voltage: 2.5VDC(4mA), Input impedance: 2K Ohm.
- e. There must be a switch that enables the audio to be turned ON/OFF.
- f. The ON/OFF switch for the microphone must be located on the wall near the officer's sitting position or outside the room.
- g. There must be a form of identification outside the interview door when the audio is ON, such as a red light which turns on when the audio is ON, and turns off when the audio is OFF. The light must be located outside the interview room, above the centre of the doorframe.
- h. The devices used for the audio-video recording must be compatible with the Genetec video management software (version 5.11.2).
- i. The audio capture from the interview room microphone must be clear in both live and playback footage.
- j. The Contractor must supply all necessary equipment and parts for the functionality of the audio solution.

4.8 Time Synchronization

- a. Install one (1) a Global Positioning System (GPS) Time Synchronization device including the associated network cabling.
- b. The Contractor must provide a preferred mounting location for the GPS antenna to the Project Technical Authority.
- c. If located outside, the GPS antenna must be enclosed in a weatherproof PVC box, and be mounted to the building exterior.
- d. Installation must include appropriate cabling from Time Synchronization device to the CCTV server.

4. Constraints

- a. Depending on the local CBSA Operations, some work may require to be completed outside regular working hours. The CBSA will inform the Contractor at the earliest possible time of such requirements.
- b. The Contractor must take precaution to minimize disturbance to institutional Operations. The Contractor must cooperate with Operational staff and conform to all security requirements.
- c. Upon completion of the work, the Contractor must conduct a final cleaning of the equipment and worksite in order to remove tools, waste material and leave the site in a clean, optimal operational condition. Camera domes must be dusted prior to Commissioning.
- d. The present statement of work (SOW) contains security requirements. For information refer to the security, financial and other related contract clauses of the contract

5. Security Requirements

- a. The Contractor must hold a valid Reliability status before commencing any work.
- b. All access into Secure rooms (such as LAN rooms) must be done through escort by CBSA employees. The Contractor must remain escorted 24/7 while conducting work within Secure rooms.
- c. The Contractor must request escort from the CBSA within 24 hours notice.
- d. All devices which are wireless or Bluetooth capable must have their wireless and Bluetooth functionalities disabled.

6. Commissioning

- a. The Contractor must perform a site commissioning (compliance verification test) with the Technical Authority demonstrating the complete functionality of the components installed.
- b. The CBSA will report all deficiencies noted to the Contractor.
- c. The Contractor must resolve and/or repair all reported deficiencies within thirty (30) calendar days of receiving the deficiency list.

7. Deliverables

After the successful completion of the Commissioning process, and prior to the date indicated in Section 2. – Notice, the Contractor must provide the CBSA Technical Authority soft copies (soft copies must be transmitted via an encrypted USB storage device) of:

- a. Final “as-built” drawings (PDF format and/or AutoCAD format).

All digital copies must be provided to the CBSA Technical Authority via an encrypted USB storage device.

8. Meetings

Upon award of the contract, the Contractor and the CBSA will participate in a kick-off meeting or teleconference to review the project schedule and any relevant information towards the successful completion of the project. The CBSA will schedule the kick-off meeting within two (2) weeks of contract award.

The Contractor must provide a delivery and installation schedule within ten (10) calendar days following the kick-off meeting.

9. Contractor Supplied Equipment

The following equipment must be supplied and installed by the Contractor.

Hardware / Software	Quantity
Monitor mounts	1
Interview room solution (Contractor Specification)	1
Cabling	As required
Conduit	As required

10. CBSA Supplied Equipment

The following equipment is being provided by the CBSA.

Hardware	Make/Model	Quantity
Camera	Hanwha - XND-C6083RV	3
Camera	Hanwha - XND-8083RV	3
Camera	Hanwha - PNM-C7083RVD	1
Monitor	BOSCH UML-554-90	1
GPS NTP	Veracity TimeNet Pro	1
Patch Panel	Trendnet TC-P24C6	1

11. Camera Schedule and Site Plan

Camera Schedule

Identifier	Location	Make/Model	Mount Type
C-01	Counter	Hanwha/ XND-C6083RV	Surface (ceiling)
C-02	Hallway	Hanwha/ XND-C6083RV	Surface (ceiling)
C-03	Hallway	Hanwha/ PNM-C7083RVD	Surface (ceiling)
C-04	Hallway	Hanwha/ XND-C6083RV	Surface (ceiling)
C-05	Live Scan	Hanwha/ XND-C8083RV	Surface (ceiling)
C-06	Interview Room	Hanwha / XND-8083RV	Corner
C-07	Bond Room (Basement)	Hanwha/ XND-C8083RV	Surface (ceiling)

Annex 1 – Label and Cable Management

1. Label Format

- a. Labels must be created using an automatic labeller and must not exceed 19mm (3/4”) width.
- b. Handwritten labels will not be accepted.

2. Cable Labelling

- a. There are two (2) specific components that require labelling:
 - o *Camera end and patch panel*: Label to be placed on the front side of the patch panel.

Identifier	
C.01	Indicates camera 01

- o *Data jacks*: Label to be placed on the front of the data jack using the following terminology:

Identifier	
T154	Indicates the LAN room number where the CCTV server resides.
05	Indicates port number on the associated patch panel/switch.
C.01	Indicates camera 01 (as per drawing)
WS.01	Indicates workstation 01
Examples	T154.05.C.01 = Camera #1 T154.05.WS.01 = Workstation #1

3. Camera and Monitor Labelling

- a. Cameras and monitors must be labelled on their exterior housing with only their equipment identifier. Camera IP addresses must not be included in the label. Ex: C-01 or MN-01-32.

4. Cable Management

- a. At the server, patch panel, and workstation ends, the Contractor will group all CCTV cabling with Velcro ties.
- b. Cables must be grouped together in a fashion that allow for easy access for troubleshooting and occupy little physical space. Zip ties and twist ties are not permitted.
- c. CCTV cable bundles will be attached to an approved support structure every 1220mm with Velcro straps or Velcro harnesses.
- d. Plastic tie-raps, “C” clamps, and “D” rings are not permitted for use with horizontal cabling.

ANNEX B- BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for the work performed pursuant to this Contract.

For the provision of services as described in Annex A- Statement of Work, the Contractor will be paid the firm price below in the performance of this contract. Applicable taxes are extra.

	Requirement	Description	Total Price
1.	Camera Accessories	Total cost for all required equipment, not provided by the CBSA, needed to complete the work detailed in Annex A.	\$
2.	Interview Room Solution	Total cost for all required equipment, not provided by the CBSA, needed to complete the work detailed in Annex A.	\$
3.	Incidentals	Total cost for all required incidentals needed to complete the work detailed in Annex A.	\$
4.	Labour	Total cost for the complete installation of the CCTV system as detailed in Annex A.	\$
Total			\$

Solicitation No. - N° de l'invitation

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Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

GHrehirchuk

CCC No./N° CCC - FMS No./N° VME

ANNEX C- SECURITY REQUIREMENTS CHECK LIST

(will be updated at contract award)