



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

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**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

Title – Sujet National Project Delivery Office – Project Support Specialists		Date November 1, 2023
Solicitation No. – N° de l'invitation 202304088		
Client Reference No. - No. De Référence du Client 202304088		
Solicitation Closes – L'invitation prend fin		
At / à :	14:00	EDT
On / le :	November 27, 2023	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Carmelia.DaSilva@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 343-598-9680		
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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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 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

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

The Annexes include the Annex A - Statement of Work, Annex B - Basis of Payment, Annex C - Security Requirements Checklist & Security Guide, Annex D – Task Authorization, Annex E – Periodic Usage Reports, Annex F – Named Resources, Attachment 1 to Part 3 – Pricing Schedule, Attachment 1 to Part 4 – Technical Evaluation, Attachment 1 to Part 5 – Certificate of Independent Bid Determination and Attachment 2 to Part 5 – The Federal Contractors Program for Employment Equity.

1.2 Summary

1.2.1 The Royal Canadian Mounted Police (RCMP) has a requirement for support in conducting the business within the National Project Delivery Office (NPDO) and NHQ Assets Management.

The requirement described herein is for “as and when requested” services through Task Authorization (TAs) from the Director of the NPDO, or designate.

The Contractor must;

1. Support the RCMP role which includes, among other activities, the planning and management of various projects, many, but not all, of which are in the real property area; collecting requirements from organizational components; ensuring the plans for



new space and/ or equipment meets the requirements ;scheduling the moves of the various organizational components; acquiring and managing services to remove personnel, equipment, furniture and other materials; acquiring and managing services to configure the new spaces; providing communications to RCMP organizational units; acquiring and deploying goods; coordinating with other stakeholders (e.g. Public Service and Procurement Canada); monitoring and reporting progress; and managing RCMP security in projects and on sites where project work is conducted;

2. Adhere to all health and safety requirements for the Work locations; and,
3. Support the RCMP objectives by performing the activities outlined herein, and by assisting others in the Work as required.

1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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.

1.2.3 The requirement is subject to the provisions of the World Trade Agreement on Government Procurement (WTO-AGP), the Canadian European Union Comprehensive Economic and Trade Agreement (CETA), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement (CCoFTA), Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Canada-Ukraine Free Trade and Agreement, Canada-UK Trade Continuity Agreement.

1.2.4 This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

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



1.3 Debriefings

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

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](#) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.

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

Delete: 60 days
Insert: 180 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 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.

2.4 Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit their 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>). 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 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.

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



Section II: Financial Bid

- a) Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- b) Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- c) When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.

3.1 Exchange Rate Fluctuation

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

Section III: Certifications

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



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in Section 9 of the Statement of Work at Annex A.

FOR EVALUATION PURPOSES ONLY

The Bidder must insert their firm, all-inclusive per diem rate in Table 1 below (columns A, B, C, D and E) and complete the extended price calculations (columns F and G) for all resources identified. Failure to complete the table in full will result in the bid being deemed non-responsive and given no further consideration.

The total evaluated price: sum total of column G (taxes not included)

Category and Level	Year 1 2024-2025 (A)	Year 2 2025-2026 (B)	Year 3 2026-2027 (C)	Year 4 2027-2028 (D)	Year 5 2028-2029 (E)	Sub-total (F=A+B+C+D+E)	Average (G=F/5)
Move Coordinator - Senior	\$	\$	\$	\$	\$	\$	\$
Move Coordinator – Intermediate	\$	\$	\$	\$	\$	\$	\$
Move Coordinator – Junior	\$	\$	\$	\$	\$	\$	\$
Interior Designer - Senior	\$	\$	\$	\$	\$	\$	\$
Interior Designer - Intermediate	\$	\$	\$	\$	\$	\$	\$
Interior Designer - Junior	\$	\$	\$	\$	\$	\$	\$
Technical Specialist – Security	\$	\$	\$	\$	\$	\$	\$
Technical Specialist – Facility Information & Communications Technology	\$	\$	\$	\$	\$	\$	\$
Property and Facility Manager	\$	\$	\$	\$	\$	\$	\$
Total for evaluation purposes only:							



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point-rated technical evaluation criteria are detailed in Attachment 1.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Evaluation of Price will be based on the evaluated aggregate of the average per diem rate. Costs shall not appear in any other area of the proposal except in the financial proposal section.

4.2 Basis of Selection

4.2.1 Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION

Bids will be evaluated as follows;

1. Listing experience without providing any supporting data to describe where, when, and how such experience was obtained will result in the experience not being included for evaluation purposes.
2. For the purpose of personnel qualifications, experience gained during formal education shall not be considered work experience. Co-op terms are considered work experience provided that they are related to the required services.
3. For each resume submitted, the Bidder must ensure that:
 - a. the proposed individual's name applicable to a Category is clearly indicated; and
 - b. the resume clearly demonstrates “where”, “when” and “how” the stated qualifications/experience of the individual, in relation to the requirements of the Statement of Work for that Category, were acquired.
 - c. For evaluation purposes in the interpretation of resumes,
 - i. “where” means the name of the employer as well as the position/title held by the individual;
 - ii. “when” means the start date and end date (e.g. from January 2000 to March 2002) of the period during which the individual acquired the qualification/experience; and
 - iii. “how” means a clear description of the activities performed and the responsibilities assigned to the individual under this position and during this period.
 - d. Bidders are advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once. For example: Project 1 timeframe is July 2015 to December 2015; Project 2 timeframe is October 2015 to January 2016; the total months of experience for these two project references is seven (7) months.
 - e. Where there is a requirement have experience within a certain number of years, the timeframe will be taken to START that number of years before the RFP PUBLICATION DATE, and will be allowed to encompass the additional time up to the final RFP closing date. For example, if the requirement is to have experience “...within the last five years...” and the publication date of the RFP is 01 April 2015, with a closing date of 31 May 2015, then the five year period will START at 01 April 2010 and continue to the final RFP closing date of 31 May 2015, thus being slightly longer than five years.



Mandatory Technical Criteria

- At bid closing time, the Bidder must comply with the Mandatory Requirements, including those stated in this section and tables for the Bidder and each resource, and provide the necessary documentation to support compliance.
- Any proposal which fails to meet the following Mandatory Requirements will be deemed non-responsive and will not be given further consideration. Each requirement should be addressed separately.
- The Bidder must propose resources for each one of the Categories of personnel. An individual can only be proposed for one of the Categories. In total, the Bidder must propose nine (9) resources for its bid to be considered for evaluation purposes.
- For the purposes of this RFP, experience in work “similar” to that required in this RFP means that the work was in a real property area, was project oriented, and contained multiple tasks and personnel; and preferably involved construction or fit-up and the move of personnel into a building.
- The Bidder must demonstrate the following experience for each proposed resource:

BIDDER (B)	
Criteria:	Requirement:
M-B-1	The Bidder MUST offer services in the National Capital Region (NCR) and be capable of offering services nationwide when and as required. For the purpose of this evaluation, nationwide means in all major urban centres across Canada, except any requirement for deliveries within CLCA areas.
M-B-2	The Bidder MUST offer ALL resource categories required. For the purposes of this evaluation, the proposed resources should provide services in the National Capital Region (NCR).
M-B-3	The Bidder MUST comply with ALL Certifications required as detailed in each Category.

RESOURCES	
Move Coordinator – Senior (SMC)	
Criteria:	Requirement:
M-SMC-1	The proposed resource MUST provide their name, and resume.
M-SMC-2	The proposed resource MUST have a minimum of forty-eight (48) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years
Move Coordinator – Intermediate (IMC)	
Criteria:	Requirement:
M-IMC-1	The proposed resource MUST provide their name, and resume.
M-IMC-2	The proposed resource MUST have a minimum of thirty-six (36) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years
Move Coordinator – Junior (JMC)	
Criteria:	Requirement:
M-JMC-1	The proposed resource MUST provide their name, and resume.
M-JMC-2	The proposed resource MUST have a minimum of twenty-four (24) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years.



Interior Designer – Senior (SID)	
Criteria:	Requirement:
M-SID-1	The proposed resource MUST provide their name, and resume.
M-SID-2	The proposed resource MUST have a minimum of forty-eight (48) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years.
M-SID-3	The proposed resource MUST have successfully completed a three (3) or four (4) year program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
Interior Designer – Intermediate (IID)	
Criteria:	Requirement:
M-IID-1	The proposed resource MUST provide their name, and resume.
M-IID-2	The proposed resource MUST have a minimum of thirty-six (36) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years.
M-IID-3	The proposed resource MUST have successfully completed a three (3) or four (4) year program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
Interior Designer – Junior (JID)	
Criteria:	Requirement:
M-JID-1	The proposed resource MUST provide their name, and resume.
M-JID-2	The proposed resource MUST have a minimum of twenty-four (24) months demonstrated experience providing move coordination services as described in the SOW, within the last seven (7) years
M-JID-3	The proposed resource MUST have successfully completed a three (3) or four (4) year program of study resulting in a diploma or degree in Interior Design from a university and/or college recognized by Canada, for example, the Association of Registered Interior Designers of Ontario (ARIDO).
Technical Specialist – Security (TSS)	
Criteria:	Requirement:
M-TSS-1	The proposed resource MUST provide their name, and resume.
M-TSS-2	The proposed resource MUST have: an undergraduate degree in a technical field related to the TSS functions of the SOW from a university recognized by Canada and a minimum of forty-eight (48) months demonstrated security systems and procedures experience as described in the SOW, within the last ten (10) years; OR completed a minimum two (2) year program of study at a college recognized by Canada in a technical field related to the TSS functions of the SOW, and a minimum of forty-eight (48) months demonstrated security systems and procedures experience as described in the SOW, within the last seven (7) years.



Technical Specialist – Facility Information & Communications Technology (TSF-ICT)	
Criteria:	Requirement:
M-ICT-1	The proposed resource MUST provide their name, and resume.
M-ICT-2	The proposed resource MUST have: an undergraduate degree in a technical field related to the TSF-ICT functions of the SOW from a university recognized by Canada or a degree/diploma/certificate from a three (3) or four (4) year program of study at a college recognized by Canada in a technical field related to the TSF-ICT functions of the SOW, AND a minimum of forty-eight (48) months demonstrated information and communications technology systems experience as described in the SOW, within the last seven (7) years.
Property and Facility Manager (PFM)	
Criteria:	Requirement:
M-PFM-1	The proposed resource MUST provide their name, and resume.
M-PFM-2	The proposed resource MUST have a minimum of forty-eight (48) months demonstrated experience providing move coordination services as described in the SOW, within the last ten (10) years

Point-Rated

1. Each Technical Proposal which meets all the Mandatory Requirements will be evaluated and scored in accordance with the Point Rated evaluation criteria described below.
2. In addressing the Point Rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory requirements with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resources. All claims with regard to resource experience, qualifications, or expertise must be substantiated through the provision of detailed descriptions of how and where the claimed experience, qualifications or expertise were gained.
3. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during the point rated evaluation.
4. The Bidder should indicate the location of supporting information in the proposed resource's resume, to substantiate relevant experience for each Point Rated evaluation criteria.
5. A pass mark (i.e. minimum required score) of 50% (fifty percent) applies to the score for each proposed resource. Failure to meet the minimum required score will automatically deem the proposal non-responsive and no further consideration will be given.
6. For all proposal meeting the minimum required score, a pass mark of 70% (seventy percent) applies to the sum of the scores for all proposed “As and when requested” resources. Proposals for which evaluated scores fail to achieve the pass marks, as a minimum, will be deemed nonresponsive.
7. The Table below describes Rated Resource requirements, and columns (“Months Claimed”) and (“Substantiation”) must be completed by the Bidder.



Move Coordinator – Senior (SMC)			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-SMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-SMC-2, regardless of the timeframe in which the experience was acquired.	120	_____ months X 2 points = _____
R-SMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SMC-2.	60	_____ months X 1 point = _____
R-SMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SMC-2.	60	_____ months X 1 point = _____
Total Points: (minimum 50% required for compliance)		240	
Move Coordinator – Intermediate (IMC):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-IMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-IMC-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-IMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IMC-2.	48	_____ months X 1 point = _____
R-IMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IMC-2.	48	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		192	



Move Coordinator – Junior (JMC):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-JMC-1	Demonstrated experience providing move coordination services as described in the SOW, beyond the Mandatory requirement of M-JMC-2, regardless of the timeframe in which the experience was acquired.	72	_____ months X 2 points = _____
R-JMC-2	Demonstrated experience providing move coordination services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-JMC-2.	36	_____ months X 1 points = _____
R-JMC-3	Demonstrated experience providing move coordination services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-JMC-2.	36	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		144	
Interior Designer – Senior (SID):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-SID-1	Demonstrated experience providing interior design services as described in the SOW, beyond the Mandatory requirement of M-SID-2, regardless of the timeframe in which the experience was acquired.	120	_____ months X 2 points = _____
R-SID-2	Demonstrated experience providing interior design services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SID- 2.	60	_____ months X 1 point = _____
R-SID-2	Demonstrated experience providing interior design services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-SID-2.	60	_____ months X 1 point = _____
Total Points: (minimum 50% required for compliance)		240	



Interior Designer – Intermediate (IID):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-IID-1	Demonstrated experience providing interior design services as described in the SOW, beyond the Mandatory requirement of M-IID-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-IID-2	Demonstrated experience providing interior design services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IID-2.	48	_____ months X 1 point = _____
R-IID-3	Demonstrated experience providing interior design services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-IID-2.	48	_____ months X 1 point = _____
Total Points: (minimum 50% required for compliance)		192	
Interior Designer – Junior (JID):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-JID-1	Demonstrated experience providing interior design services as described in the SOW, beyond the Mandatory requirement of M- JID -2, regardless of the timeframe in which the experience was acquired.	72	_____ months X 2 points = _____
R- JID-2	Demonstrated experience providing interior design services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M- JID -2.	36	_____ months X 1 points= _____
R- JID-3	Demonstrated experience providing interior design services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M- JID -2.	36	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		144	



Technical Specialist – Security (TSS):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-TSS-1	Demonstrated experience providing technical specialist security services as described in the SOW, beyond the Mandatory requirement of M-TSS-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-TSS-2	Demonstrated experience providing technical specialist security services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-TSS-2.	48	_____ months X 1 point = _____
R-TSS-3	Demonstrated experience providing technical specialist security services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-TSS-2.	48	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		192	
Technical Specialist – Facility Information & Communications Technology (TSF-ICT):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-ICT-1	Demonstrated experience providing technical specialist - Facility Information & Communication services as described in the SOW, beyond the Mandatory requirement of M-ICT-2, regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-ICT-2	Demonstrated experience providing technical specialist - Facility Information & Communication services as described in the SOW in a government environment regardless of the timeframe in which the experience was acquired. Experience may overlap with M-ICT-2.	48	_____ months X 1 point = _____
R-ICT-3	Demonstrated experience providing technical specialist - Facility Information & Communication services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired. Experience may overlap with M-ICT-2.	48	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		192	



Property and Facility Manager (PFM):			
Criteria:	Requirement:	Max Score:	# of Months & Points
R-PFM-1	Demonstrated experience providing Property & Facility Management services as described in the SOW in a government environment* regardless of the timeframe in which the experience was acquired.	96	_____ months X 2 points = _____
R-PFM-2	Demonstrated experience providing Property & Facility Management services as described in the SOW in a government environment* regardless of the timeframe in which the experience was acquired.	48	_____ months X 1 points = _____
R-PFM-3	Demonstrated experience providing Property & Facility Management services as described in the SOW in a high-security environment* regardless of the timeframe in which the experience was acquired.	48	_____ months X 1 points = _____
Total Points: (minimum 50% required for compliance)		192	

Number of Resources Evaluated

- a) Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment to Part 4 – Technical Evaluation. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Attachment to Part 4 – Technical Evaluation.

*** High-Security Environment**

- a) work on a real-property project within a Federal or Provincial Government Security Agency, Department or Organization. Examples include but are not limited to Royal Canadian Mounted Police, Canadian Border Security Agency, Department of National Defence, Corrections Canada, Ontario Provincial Police, Sureté du Quebec, a provincial corrections facility;
- b) work on a real-property project within a private sector industry where security is paramount, such as financial institutions, secure hospitals (ie.: psychiatric wards), data centres. The onus in this case is for the bidder to demonstrate how the private industry project is a high security environment.



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.



Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity – Certification (Attachment X to Part 5), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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) 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.

5.1.3.2 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.

5.1.3.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

5.1.3.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

(Corporate Name of Recipient of this Submission)

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

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

(Name of Tendering Authority)

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

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details



thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



ATTACHMENT 2 to PART 5 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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



B. Check only one of the following:

B1. The Bidder is not a Joint Venture.

OR

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



PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the time of bid closing, the following condition must be met:
 - (a) the Bidder must hold a valid organization security clearance from CISD;
2. Before award of a contract, the following conditions must be met:
 - (b) 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 2 – 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.

6.2 Insurance Requirements

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.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex "D".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project and the Contracting Authority") before issuance.



7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$35,000.00 CAD.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.



7.1.1.5 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs

7.2 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.

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The security requirements (SRCL and related clauses) detailed in Annex "D" apply and form part of the Contract.



7.4 Term of Contract

7.4.1 Period of the Contract

The Contract period is from _____ (to be inserted at contract award) for a single five (5) year period.

7.5 Authorities

7.5.1 Contracting Authority (to be inserted at contract award)

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Royal Canadian Mounted Police
Directorate: _____
Address: _____
Telephone: ____ - ____ - _____
E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The 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.

7.5.2 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.



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

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

Telephone: ____ - ____ - _____
 E-mail address: _____

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.



Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified 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". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated cost: \$_____ (to be inserted at contract award)

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ *(to be inserted at contract award)*
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
 - a) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - b) when it is 75 percent committed, or
 - c) four (4) months before the contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

SACC *Manual* clause [H1008C](#) (2008-05-12) Monthly Payment

7.7.4 Time Verification

SACC *Manual* clause [C0711C](#) (2008-05-12) Time Verification



7.8 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.

Each invoice must be supported by:

- i. a copy of time sheets to support the time claimed;
 - ii. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - iii. a copy of the monthly progress report.
2. Invoices must be distributed as follows:

One (1) copy must be forwarded by email to the Project Authority and to the Contracting Authority identified under section 7.5 Authorities of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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



7.11 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 ([2035 \(2022-12-01\), General Conditions - Higher Complexity - Services](#));
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Attachment 1 to Part 5, Certificate of Independent Bid Determination
- (g) Attachment 2 to Part 5, Federal Contractor's Program for Employment Equity – Certification
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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)*)

7.12. Procurement Ombudsman

7.12.1 Dispute Resolution

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

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

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

7.13 Foreign Nationals (Canadian Contractor)

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



7.14 Insurance

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

7.15 SACC Manual Clauses

[A7017C](#) (2008-05-12), Replacement of Specific Resources



ANNEX A- STATEMENT OF WORK

1. Title:

National Project Delivery Office – Project Support Specialists

2. Requirement:

The Royal Canadian Mounted Police (RCMP) has a requirement for support in conducting the business of the National Project Delivery Office (NPDO).

The requirement described herein is for "as and when requested" services through Task Authorizations (TAs).

3. The Contractor must:

- Support the RCMP role which includes, among other activities, the planning and management of various projects, many, but not all, of which are in the real property area; collecting requirements from organizational components; ensuring the plans for new space and/ or equipment meets the requirements ; scheduling the moves of the various organizational components; acquiring and managing services to remove personnel, equipment, furniture and other materials; acquiring and managing services to configure the new spaces; providing communications to RCMP organizational units; acquiring and deploying goods; coordinating with other stakeholders (e.g. Public Works and Government Services Canada); monitoring and reporting progress ; and managing RCMP security in projects and on sites where project work is conducted;
- Adhere to all health and safety requirements for the Work locations; and,
- Support the RCMP objectives by performing the activities outlined herein, and by assisting others in the Work as required.

4. Background:

Upon receiving additional authorities from Treasury Board for project implementation, the RCMP established a National Project Management Office (NPMO) to inaugurate consistent and robust policies, procedures, tools, and monitoring of projects across Canada. A major component of this NPMO is the National Project Delivery Office (NPDO) responsible for the actual delivery of projects.

The National Project Delivery Office (Ottawa) is responsible for implementing real property projects of the highest risk and complexity level as dictated by Treasury Board. All projects delivered by the NPDO have been internally approved by Investment Boards and form part of the RCMP's Investment Plan submitted to Treasury Board on an annual basis. Whether delivering projects through PSPC or by using RCMP's newly approved contracting authorities, our professionally-trained project teams implement projects throughout the country for a multitude of clients using PRINCE2, a project management methodology endorsed by the RCMP.



Aside from specific project management resources, such as Project Managers & Project Administrators which are included through separate contracting vehicles, the NPDO requires a number of other supporting resources to ensure the successful turn-key delivery of the projects under its mandate.

5. Resource Categories & Responsibilities:

The following sections describe the categories of resources that the RCMP requires and outlines the basic responsibilities of each of the category.

In undertaking any assignment of Work, the Contractor must ensure that the knowledge transfer from the Contractor to RCMP personnel regarding the Work is maximized; and that a repository of information regarding the Work remains within the RCMP, and is known to and accessible by RCMP personnel.

All personnel of the Contractor must work in an integrated and cooperative manner with other members of the NPDO, whether they be contracted or federal government employees.

The categories required for the conduct of the full scope of the work of the NPDO are:

- 1 Move Coordinators – Senior, Intermediate AND Junior* (SMC, IMC, JMC)
- 2 Interior Designer – Senior, Intermediate AND Junior* (SID, IID, JID)
- 3 Technical Specialist – Security (TSS)
- 4 Technical Specialist - Facility Information & Communications Technology (TSF-ICT)

* In cases where there are Senior, Intermediate and Junior levels for the same category, the duties are essentially similar, but the intermediate and senior level is expected to have greater experience and will be expected to have more oversight, accountability, and responsibilities in the duties, consistent with the greater senior's knowledge and experience, than the junior level. (See Part 4 - Evaluation Procedures & Basis of Selection). For simplicity, the text is not repeated for the descriptions of senior, intermediate and junior levels, but during the course of the contract, both might be required simultaneously.

ALL Categories (1-5) must perform the following general activities:

- Assist the NPDO project team in all project delivery activities;
- Give briefings on progress and concerns of projects;
- Prepare and coordinate documentation in response to scheduled and unscheduled reports, returns and observations to update management of project progress ;
- Assist in the production of draft plans and sections for incorporation into the Project Implementation Plan or Requests for Proposal (RFP) or other documents, within Unit Commander Authority; and
- Assist in the development, planning, analysis, evaluation and prioritization of deliverables and requirements.



A. Move Coordinator – Senior, Intermediate and Junior (SMC, IMC, JMC):

- a. The MC provides status updates to the Project Authority, or other persons as assigned by the Technical Authority, and manages, coordinates and supervises physical moves of furniture, equipment and personal boxes of client groups related to those specific projects.
- b. Key tasks may include, but are not limited to, the following:
 - i. Assist in the provision of the strategy and management for moves of RCMP personnel;
 - ii. Coordinate the activities of project personnel, internal customers, contractors and other support providers;
 - iii. Review the existing sites to determine the extent of the contents to be moved;
 - iv. Develop a procurement strategy taking into account processes and approvals and timing required. Provide a recommendation for the best approach for the RFPs to hire moving companies, including number of RFPs and scope of each. Provide recommended approach for approval;
 - v. Review available information on inventory lists, consolidate existing information and provide a Gap Analysis. Provide recommendations as to the best approach for inventory of contents not already inventoried. Develop final project inventory list;
 - vi. Review available information related to the move schedule and provide recommendations to the RCMP. Coordinate with designated individuals to develop a schedule based on approved RCMP direction;
 - vii. Develop a move strategy complete with parameters for alternatives for approval within the NPDO. The strategy must take into consideration physical parameters of the complex, availability of resources (both contracted and in-house) and constraints of groups being moved, including; timing, security and scope of the move;
 - viii. Provide detailed estimates of costs for consultant work and move services for approval for a project budget from the NPDO;
 - ix. Develop an approved number of RFP(s), within Unit Commander Authority, to execute the required moves to meet the project requirements. Oversee and supervise moves during execution, coordinating with business unit move coordinators; and,
 - x. Manage moves within approved project budgets.

B. Interior Designer– Senior, Intermediate and Junior (SID, IID, JID):

- a. The ID reports to the Project Authority, or other person as assigned by the Technical Authority, and documents and manages client requirements, provides design inputs, and reviews and comments on designs through the design process and through to commissioning.
- b. Key tasks may include, but are not limited to, the following:
 - i. Actively seek client requirements to determine factors affecting planning interior building environments, such as budget, architectural preferences, equipment to be installed, purpose and function, and other factors which affect planning interior building environments;



- ii. Advise clients on interior design factors, such as space planning, layout and utilization of furnishings and equipment, colour schemes, and colour coordination;
- iii. Estimate material requirements and cost, and present design to clients for approval;
- iv. Select or design, and provide specifications for purchase of furnishings, equipment, art works, and accessories;
- v. Formulate environmental plans to be practical, aesthetic, and conducive for intended purposes;
- vi. Subcontract fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items;
- vii. Render design ideas in the form of paste-ups or drawings or illustrations, estimate material requirements and costs, and present design for approval;
- viii. Plan and design interior environments for a variety of different buildings and spaces;
- ix. Interacts with project personnel from other contracted organizations and/or departments on specific projects to represent RCMP interests; and,
- x. Ensure that the fit-up plans and specifications produced by others match the identified end user requirements.

C. Technical Specialist – Security (TSS):

- a. The TSS reports to the Project Authority, or other person as assigned by the Technical Authority, and must provide expert advice for projects, particularly in security features of buildings and sites such as penetration resistance in walls; access controls to particular operational areas, and access control systems; arrangement of ventilation and other systems to maximize security; arrangement of site features to achieve security levels required; locking devices.
- b. Key tasks may include, but are not limited to, the following:
 - i. Gather and document client security requirements ;
 - ii. Assist in design, design reviews, and testing of systems and components, and provide comments;
 - iii. Prepare and/or review working drawings and provide comments ;
 - iv. Write and/or review specifications;
 - v. Estimate costs and materials related to security-related items;
 - vi. Carry out site observations to determine compliance with design and prepare report with comments for formal issuance to appropriate stakeholders;
 - vii. Provide inputs in preparing estimates, schedules, budgets, plans and specifications, and reports;
 - viii. Test and/or coordinate the testing of security equipment and systems, and provide report; and,



ix. Assist in inspections, testing and adjusting security components.

D. Technical Specialist – Facility Information & Communication Technology (TSF-ICT):

- a. The TSF-ICT reports to the Project Authority, or other person as assigned by the Technical Authority, and must provide expert advice for ICT systems within projects, particularly in telephony including Voice over Internet Protocol (VoIP); wireless technologies; wired technologies; Internet; secure communications; computer networks; service provider practices; video conferencing; AV presentation; multi-media presentation, and media-playback.
- b. Key tasks may include, but are not limited to, the following:
- i. Gather and document client ICT requirements ;
 - ii. Define systems and equipment to satisfy client ITC requirements;
 - iii. Write requirements documents suitable for procurement;
 - iv. Assist in design , design reviews, and testing of systems and components, and a prepare report with comments for formal issuance to appropriate stakeholders;
 - v. Prepare and/or review working drawings and provide comments ;
 - vi. Write and/or review specifications ;
 - vii. Estimate costs and materials of ITC-related items;
 - viii. Carry out site observations to determine compliance with design and prepare comments ;
 - ix. Provide inputs in preparing estimates, schedules, budgets, specifications and reports ;
 - x. Verify the correct operations of equipment and systems and provide comments;
 - xi. Assist in inspecting, testing and adjusting ITC components; and
 - xii. Liaise as required with internal and external stakeholders responsible or involved in the planning & delivery of ICT for the project(s).



E. Property Facility Manager – Senior (SPFM):

- a. The SPFM reports to the Technical Authority, or other person as assigned by the Technical Authority, and must provide expert advice for the facilitation of RCMP properties and assets. The SPFM is responsible for the overall management and delivery of the accommodation strategies and projects, and carrying out the more detailed day to-day management, of all the real property activities related to a facilities portfolio. The SPFM manages projects including the scope, quality, schedule and budget.
- b. The key tasks may include, but are not limited to, the following:
 - i. Participate in development of the RCMP Real Property Strategy for all assets.
 - ii. Represent the RCMP in managing the maintenance of buildings/facilities
 - iii. Advise management on the effective use of space, Health and Safety, as well as, related building issues, policies and codes
 - iv. Develop proposals and presentations for senior management
 - v. Define client requirements in accordance with Federal Government fit-up standards.
 - vi. Develop plans, budgets, schedules, reporting and resource requirements and maintain project data in the RCMP Project Tracking System/Project Delivery Systems.
 - vii. Conduct analysis and studies for the development of Long-term Real Property Asset strategies and Plans.
 - viii. Control and monitor project implementation, including; contract and financial performance, work-plan scheduling and contingency planning.
 - ix. Negotiate the terms and conditions of agreements.
 - x. Participate and lead working groups involved in managing RCMP initiatives, including; preparations of analysis and creation of management reports business cases, and presentations.
 - xi. Provide advice on issues and trends; strategic direction to clients, central agencies and other stakeholders to facilitate understanding and cooperation.
 - xii. Collaborate with clients to develop and recommend strategies and courses of action; advises clients.

6. Language Requirement:

For each category, the Contractor must be capable of providing services to the RCMP in both official languages: English and French. Each specific Task Authorization will clearly identify the language requirements for that resource: Bilingual, English or French. For the purposes of evaluating most of the resources proposed as part of this RFP, the minimum language requirement will be English Only. However, additional points will be provided in the rated evaluation for bilingual resources.



7. Deliverables:

Deliverables will vary according to task and category of resources, and will be specified in each of the authorized TA's.

The Contractor must provide and transmit draft reports, final reports in electronic format. Should printed material be required, the use of double-sided printing in black and white format is required unless otherwise specified by the Project Authority.

When printed material is requested, the minimum recycled content of 30% is required and /or certified as originating from a sustainably managed forest.

Recycle unneeded printed documents (in accordance with Security Requirements).

8. Location of Work:

It is anticipated that most of the Work associated with each TA will be carried out at the NPDO's main offices in Ottawa, Ontario. However, the Contractor must be capable of providing services in any Canadian Province or Territory as defined in any individual TA. In the event that Work is required outside the NCR the Contractor must make every effort to identify a local resource with the required experience and skills sets to reduce travel costs. Remote work off site may be permitted as identified in individual Task Authorizations while adhering to RCMP security policies and standards for such work which will be provided as part of the individual task Authorization.

9. Travel:

Travel within the city identified in the TA as the Location of Work is expected to attend meetings or to conduct specific tasks related to the TA. Such travel expenses are expected as part of the proposed per diem rate. All travel outside of the city identified in the TA as the Location of Work must be authorized in advance by the Technical Authority and a travel allocation must be included in the specific TA.

10. Equipment

Due to security reasons, RCMP will provide all resources with a laptop with appropriate software for all work related to this contract. No RCMP work should occur on computers other than the laptop provided. When working on RCMP premises, contractors will have access to space with appropriate IT peripherals (monitors, keyboard, mouse, printers, etc..) for the RCMP-supplied laptop. However, contractor resources are expected to have their own cellphone/smartphone. Other than the laptop, RCMP will not provide any other devices for use off site.

11. Client Support

Resources will be working as part of and supported by a Project Team, led by a Project Manager. Resources will receive general directions and activities to be completed, deliverables, due dates, etc. Resources will receive timely feedback on deliverables based on the identified project schedule.



12. Constraints:

The Contractor personnel must have and maintain a minimum RCMP Reliability Status Security clearance approved by the RCMP Personnel Security Unit (PSU). Additional security may be required dependant on the requirements of the specific project. The security level required will be specified in each of the authorized TA's.

Services of some personnel might not be required on a full time basis during the Contract Period. The exact requirement will be determined using TA's.

The provision of Services requires the Contractor to work within a fast paced, quick turnaround environment. The work hours and the length of time in which services are to be provided will vary from task to task. The Contractor might be required to work outside the Normal Working Hours, dependent upon the specific requirements of the TA. Normal Working hours is defined as 7.5 hours per day.

The Contractor must be capable of providing more than one resource per category simultaneously. It is not the intention to limit each category to only one resource at any one time, however, ONLY ONE (1) resource will be proposed and evaluated until another might be required.



ANNEX B - BASIS OF PAYMENT

The Contractor will be paid firm all-inclusive per diem rates as follows, for work performed in accordance with the Contract and specified in the authorized Task Authorization (TA). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

RESOURCE CATEGORY PER DIEM RATES

Category and Level	Year 1 <i>insert amount at contract award</i>	Year 2 <i>insert amount at contract award</i>	Year 3 <i>insert amount at contract award</i>	Year 4 <i>insert amount at contract award</i>	Year 5 <i>insert amount at contract award</i>
Move Coordinator - Senior	\$	\$	\$	\$	\$
Move Coordinator – Intermediate	\$	\$	\$	\$	\$
Move Coordinator – Junior	\$	\$	\$	\$	\$
Interior Designer - Senior	\$	\$	\$	\$	\$
Interior Designer - Intermediate	\$	\$	\$	\$	\$
Interior Designer - Junior	\$	\$	\$	\$	\$
Technical Specialist – Security	\$	\$	\$	\$	\$
Technical Specialist – Facility Information & Communications Technology	\$	\$	\$	\$	\$
Property and Facility Manager	\$	\$	\$	\$	\$

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays and sick leave.



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: \$_____ (*insert amount at contract award*)

Year 1: (dates to be entered at contract award)

Consultant Category	Level of Expertise	Name of Proposed Resource	Firm per diem rate
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Property and Facility Manager	Senior		\$



Year 2: (dates to be entered at contract award)

Consultant Category	Level of Expertise	Name of Proposed Resource	Firm per diem rate
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Property and Facility Manager	Senior		\$

Year 3: (dates to be entered at contract award)

Consultant Category	Level of Expertise	Name of Proposed Resource	Firm per diem rate
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Property and Facility Manager	Senior		\$



Year 4: (dates to be entered at contract award)

Consultant Category	Level of Expertise	Name of Proposed Resource	Firm per diem rate
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Property and Facility Manager	Senior		\$

Year 5: (dates to be entered at contract award)

Consultant Category	Level of Expertise	Name of Proposed Resource	Firm per diem rate
Move Coordinator	Senior		\$
Move Coordinator	Intermediate		\$
Move Coordinator	Junior		\$
Interior Designer	Senior		\$
Interior Designer	Intermediate		\$
Interior Designer	Junior		\$
Technical Specialist	Security		\$
Technical Specialist	Facility Information & Communications Technology		\$
Property and Facility Manager	Senior		\$



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

Clear Data - Effacer les données

	Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat SRCL102364
English Instructions	Instructions français	Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP	2. Branch or Directorate / Direction générale ou Direction CM&C / Real-Property Management / NPDO	
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 National Project Delivery Office – Project Support Specialists. See SOW for details. RCMP laptops to be used off-site.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui 		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? / L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui 		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <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 UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>

Security Classification / Classification de sécurité Unclassified	
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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 FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ERS. See Security Guide attached for roles. RCMP laptops to be used off-site.

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 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"/>	<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"/>	<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"/>	<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"/>	<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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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Martin Page		Title - Titre Director, National Project Delivery Office	Signature Digitally signed by Page, Martin Denis Joseph, 000100411 Date: 2023.03.20 10:50:55 -04'00'
Telephone no. - N° de téléphone (613) 371-4341	Facsimile - Télécopieur	E-mail address - Adresse courriel martin.page@rcmp-grc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Patrick Slusarenko		Title - Titre Security Policy Analyst	Signature Slusarenko, Patrick Gordon, 000256533 3 Digitally signed by Slusarenko, Patrick Gordon, 000256533 Date: 2023.03.17 10:19:49 -04'00'
Telephone no. - N° de téléphone (343) 550-6397	Facsimile - Télécopieur	E-mail address - Adresse courriel Patrick.Slusarenko@rcmp-grc.gc.ca	Date 2023-03-17
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Robyn Dagg		Title - Titre Procurement Lead	Signature Dagg, Robyn Nancy, 000204349 Digitally signed by Dagg, Robyn Nancy, 000204349 Date: 2023.04.13 20:43:12 -04'00'
Telephone no. - N° de téléphone (613) 791-9072	Facsimile - Télécopieur	E-mail address - Adresse courriel robyn.dagg@rcmp-grc.gc.ca	Date 2023-04-13
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date



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RCMP



ROYAL CANADIAN MOUNTED POLICE

Contract Security Guide

[Document Identifier]

Departmental Security - NHQ Ottawa

SRCL Security Guide for Professional Services
National Project Delivery Office
Project Support Services contract
SRCL#102364

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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 B.

1.2. Definitions

Compromise	A breach of government security which includes, but is not limited to: <ul style="list-style-type: none"> • Unauthorized access to, disclosure, modification, use, interruption, removal, or destruction of sensitive information or assets, causing a loss of confidentiality, integrity, availability or value; • 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; • Events causing a loss of integrity or availability of government services or activities.
Contractor	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.
End User	An authorized individual who uses the application or system for its primary purpose and has no administrative access.
Information Spillage	Refers to incidents where an Information Asset is inadvertently placed on an Asset or System that is not authorized to process it (e.g. ITSG-33, IR-9).
Metadata	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).
Organizational data	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.



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Personal Information	Information about an identifiable individual and recorded in any form, as defined in the Privacy Act, Section 3 . 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 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
Protected B Information	Applies to information when unauthorized disclosure could reasonably be expected to cause serious injury outside the national interest, for example, loss of reputation or competitive advantage.
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 Appendix B: Definitions, of the Treasury Board's Policy on Government Security .
Security Screening	Refer to the definition in Appendix A – Definitions, of the Treasury Board's Standard on Security Screening .
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.



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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.

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, accesible 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.



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- 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 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. Telework must follow the guidance in the section on [Telework Management](#). All requirements outlined in [Appendix C – RCMP Guidelines for Telework Location](#) must be adhered to during Telework.
- 2.12. Prior to the authorization of a telework location, all security safeguards or mitigations identified as part of an RCMP security assessment must be adhered to.
- 2.13. Telework must be performed in Canada. Exceptions for Telework outside of Canada may be permitted from Five Eyes countries with an RCMP security assessment and written RCMP approval from the Chief Security Officer (CSO) or delegate. Security controls and requirements will be identified during the security assessment for each work location.

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: <ul style="list-style-type: none"> 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.



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

3.1.2. When contractors are permitted to work from a telework location, unencrypted or hardcopy sensitive organizational data is not permitted. Any RCMP assets must be stored in an area that meets the following criteria:

Telework Area	
a) Definition	1) An area within Canada* where access is limited to personnel supporting the contract and to escorted visitors. Note: The personnel working within the Telework Area must: <ul style="list-style-type: none"> i) Possess a valid Status/Clearance as per Appendix B – Security Classification Guide; ii) Possess a RCMP-approved equivalent Status/Clearance as per Appendix B – Security Classification Guide; or iii) be escorted by an individual who possesses a Status/Clearance as per Appendix B – Security Classification Guide.
b) Perimeter	1) Where contractors are working from a telework area, the work must be conducted within a dedicated space, which can be secured from oversight and overhearing by co-habitants and windows.
c) Monitoring	1) RCMP information and other assets must be monitored regularly by the contractor. For example, users of the space working at the location are able to observe and report if there has been a breach of security.

*Telework Area must reside within Canada. Exceptions for Telework outside of Canada may be permitted from Five Eyes countries with an RCMP security assessment and written RCMP approval from Chief Security Officer (CSO) or delegate.

- 3.1.3. For Telework locations, the contractor must take reasonable care to protect information and other assets against unauthorized disclosure, loss, theft, fire, destruction, damage or modification.
- 3.1.4. Telework locations are only to be in enclosed and private areas, never outside or in a public venue.
- 3.1.5. While working, contractors must be aware of their surroundings at all times, and be able to immediately close any programs or applications, and to lock the computer if required.

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.
- 3.2.2. For Telework locations, conduct discussions within a dedicated space which can be secured from oversight and overhearing by co-habitants and windows. Ensure no sensitive information in the



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background will be transmitted by video or audio. All sensitive discussions must be safeguarded. Refer to [Appendix C – RCMP Guidelines for Telework Location](#).

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](#).

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:
- 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](#);
 - Approved levels of destruction for Protected B require a residue size which must be less than 2mm x 15mm (particle cut). Note: If the contractor is unable to meet the RCMP's destruction requirements, all sensitive information and other assets are to be returned to the RCMP project authority for proper destruction.
 - 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 B, the following is required:</p> <ul style="list-style-type: none"> Processed by authorized personnel with a need-to-know and right-to-know the information. Secured in a sealed envelope or commercial case or other container commensurate with the level of information being stored. Delivered by authorized individuals.
b) Transmittal	<p>To transfer sensitive information and other assets up to and including Protected B by courier/mail, the following is required:</p> <ul style="list-style-type: none"> Approved to be processed by individuals with a need-to-know and right-to-know the information.



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	<ul style="list-style-type: none">• Addressed to the attention of the receiver to adhere to need-to-know or need-to-access principles.• Remain in a sealed envelope at all times.
--	--

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.

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. Roles and Responsibilities for Security

- 4.3.1. The contractor must clearly delineate the roles and responsibilities for the security controls and features of the solution between the contractor and the RCMP. This includes, at a minimum, the roles and responsibilities for:
- a) Account management;
 - b) Boundary protection;
 - c) Asset and information system backup;
 - d) Incident management;
 - e) System monitoring; and
 - f) Vulnerability management.



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4.4. Telework Management

- 4.4.1. The work locations of all contractor personnel are to be clearly stated in the 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 explicitly stated. 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 security approval.
- 4.4.2. Work locations can include: (i) on-site at RCMP facilities, (ii) Telework or (iii) a hybrid of the two. Where the location of work is hybrid, the Project Authority must provide a detailed schedule indicating the dates where the personnel will be working in which category. Telework includes any location outside of an RCMP facility. Telework must be performed in Canada, but may be permitted from Five Eyes countries with an RCMP security assessment and written RCMP approval from Chief Security Officer (CSO) or delegate. Regardless of the remote work location, all security guidance within this document apply. This includes work at the contractors' facility(ies), a contractor personnel's residence, or any other remote work location.
- 4.4.3. When the use of RCMP-provided equipment is indicated on the SRCL, the Project Authority and Contractor must:
- a) Manage and monitor remote access by the contractor to RCMP systems and/or organizational data;
 - b) Conduct all duties throughout the contract using the provided equipment;
 - c) Issue standard RCMP equipment for remote work, this includes an RCMP imaged laptop with approved full-disk encryption;
 - d) Utilize multi-factor authentication with standard RCMP issued credentials for all secure access requirements (e.g. VPN access);
 - e) Ensure the contractor understands and acknowledges their responsibilities and complies with the Acceptable User Practices for RCMP Information Technology;
 - f) Ensure RCMP equipment remains within the specified work locations at all times as defined in the section on [Storage](#).
- 4.4.4. When the use of RCMP-provided equipment is not indicated on the SRCL, the contractor may use their own equipment provided it abides by the security requirements in the section on [Endpoint Protection](#).

4.5. Endpoint Protection

- 4.5.1. Where end points are provided by the contractor, the contractor must implement, manage, and monitor security-hardened endpoints with active host-based protections to prevent against malware, attacks and misuse in accordance with industry recognized configuration guidelines such as those found in National Institute of Standards and Technology (NIST) 800-123(Guide to General Server Security), the Center for Internet Security (CIS) Benchmarks or an equivalent standard approved by the RCMP in writing.



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4.6. Network and Communications Security

4.6.1. The contractor must:

- a) Enforce secure connections to all services, including providing data-in-transit protection between the RCMP and the service using TLS 1.2, or subsequent versions;
- b) Use up-to-date and supported protocols, cryptographic algorithms and certificates, as outlined in the Guidance on securely configuring network protocols - ITSP.40.062 and the Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information - ITSP.40.111 or subsequent versions, both are accessible on the [Canadian Centre for Cyber Security](#) website;
- c) Use correctly configured certificates within the TLS connections in accordance with the Guidance on securely configuring network protocols - ITSP.40.062 or subsequent version.

4.7. Cryptographic Protection

4.7.1. Contractor personnel must:

- a) Configure any cryptography used to implement confidentiality or integrity safeguards, or used as part of an authentication mechanism (e.g., VPN solutions, TLS, software modules, PKI, and authentication tokens where applicable), in accordance with Communications Security Establishment (CSE)-approved cryptographic algorithms and cryptographic key sizes and crypto periods;
- b) Use cryptographic algorithms and cryptographic key sizes and crypto periods specified in 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.

4.8. Data Protection

- 4.8.1. When the use of RCMP-provided equipment is required, all duties assigned to the contractor are required to be completed using the provided equipment and follow RCMP guidance on Telework Management. Contractor personnel are not permitted to use any non-approved software, services or equipment not provided by the RCMP unless otherwise stated in writing. If the use of RCMP-provided equipment is not required, the contractor may use their own equipment provided it abides by the security requirements in the section on [Endpoint Protection](#).
- 4.8.2. Organizational data is not to be stored on cloud services unless the service has been issued an Authority to Operate (ATO) by RCMP Departmental Security. The Project Authority is responsible for ensuring an ATO has been issued and all conditions are being followed throughout the life of the contract.
- 4.8.3. Any backup of organizational data is subject to the same security guidelines for encryption and access controls as the primary data source.



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- 4.8.4. Electronic records and media devices must be sanitized and/or destroyed according to IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.
- 4.8.5. It is not permitted for either the contractor and/or contractor personnel to make any copies of databases or any part of those databases containing organizational data outside of regular service resilience capabilities and within RCMP approved regional spaces or zones.
- 4.8.6. The contractor and/or contractor personnel must not move or transmit organizational data at rest outside of agreed upon service regions except when approval is obtained from RCMP.
- 4.8.7. The contractor must:
- a) Implement end-to-end encryption for all protected data in transit. All encryption of data-in-transit must meet the requirements in 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;;
 - b) Implement encryption of data at rest for all services hosting organizational data, including any and all metadata or logs derived from or related to organizational data, where the encryption of data at rest remains in effect, uninterrupted, and active at all times, even in the case of equipment or technology failure, as specified in 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;
 - c) Implement security controls that restrict administrative access to organizational data, including any and all metadata or logs derived from or related to organizational data and systems by the contractor and provides the ability to require the approval of RCMP before they can access organizational data to perform support, maintenance, or operational activities.
 - d) Take reasonable measures to ensure that contractor personnel do not have standing or ongoing access rights to organizational data without a need-to-know, including resources that provide technical or customer support based on approval from the RCMP.
 - e) Prevent any contractor personnel from holding credentials that allow that personnel to delete, modify or copy organizational data, unless that person has been cleared by the RCMP to the appropriate level deemed required by the RCMP.

4.9. Data Location (Residency)

- 4.9.1. All sensitive organizational data, including data in back-ups or data maintained for redundancy purposes must be within the geographical boundaries of Canada, or a Government of Canada embassy or consulate located abroad.

4.10. Data Processing

- 4.10.1. All sensitive organizational data handled by the contractor must be processed within the geographical boundaries of Canada*.



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* Exceptions for processing Protected Aorganizational data outside of Canada may be permitted from within Five Eyes countries with an RCMP security assessment and written RCMP approval from the Chief Security Officer (CSO) or delegate.

4.11. Data Transport/Transmittal

- 4.11.1. 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](#).
- 4.11.2. 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.
- 4.11.3. 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](#).

4.12. Data Disposition and Returning of Records

- 4.12.1. The contractor must crypto-shred resources (for example, equipment, data storage, files, and memory) that contain organizational data and ensure that previously stored data cannot be accessed by other customers after it is released. This includes all copies of organizational data that are made through replication for high availability and disaster recovery. The Contractor's disposal or reuse of resources must be aligned with one of the following:
- IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website;
 - Guidelines for Media Sanitization - [NIST SP 800-88](#); or
 - Upon request of the RCMP, the contractor must provide a document that describes the contractor's process for disposal or reuse of resources.
- 4.12.2. The contractor must provide the RCMP with confirmation through a letter of attestation or log entries, that demonstrates successful erasing, purging or destruction of all resources, as appropriate, and an ability to prevent re-instantiation of any removed or destroyed system, capability (software or process), data, or information instances once the RCMP discontinues its use of the Services. The RCMP may require proof that encryption keys have been destroyed or that data has been successfully crypto-shredded to prevent the recovery of data.
- 4.12.3. In the event of Contract Termination or when otherwise requested by the RCMP, the contractor must:
- Ensure all data protection and security controls remain in place, as detailed in the Security Guide during the period where the RCMP is recovering organizational data; and



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- b) Provide the RCMP with access to its organizational data for a period of time that enables the RCMP to recover all organizational data from the contractor.

4.13. Security Event Reponse

4.13.1. 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;
- 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.

4.13.2. 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.

4.14. Printing, Scanning, and Photocopying

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

4.14.2. 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.



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4.15. Identity and Access Management

4.15.1. When the use of RCMP equipment is required, contractor personnel will be assigned RCMP IAM credentials enabling them to access Protected RCMP assets. RCMP IAM credentials are only to be used in the course of executing the tasks outlined in contracting documentation and are to be revoked at the completion of this contract.

4.16. Security Assessment and Authorization (SA&A)

4.16.1. 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.

4.17. Termination

4.17.1. 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;
- 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.

4.17.2. 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.



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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, ***Enhanced Reliability Status (ERS)***, 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.
- 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.*



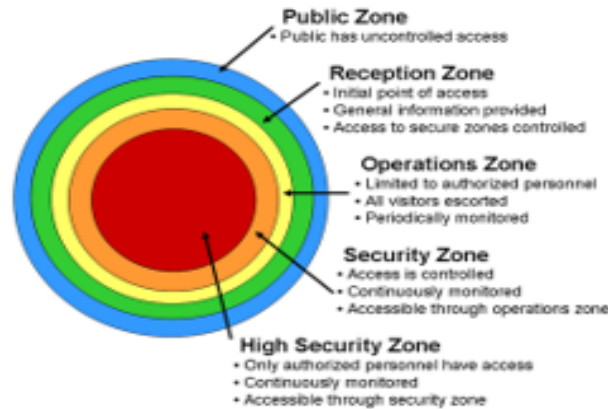
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Appendix A – Security Zone Concept

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
Move Coordinator – Senior, Intermediate and Junior	Up to Protected B – Investment briefs and project documentation related to Real Property Management RCMP laptops to be used off-site.	<ul style="list-style-type: none"> RCMP HQ (MJ Nadon building) Telework Remote – Within Canada – this can also include other RCMP locations across Canada 	<ul style="list-style-type: none"> manages, coordinates and supervises physical moves of furniture, equipment and personal boxes of client groups related specific projects. Assist in the the strategy/ management for moves of RCMP personnel See SOW for further details 	Enhanced Reliability Status (ERS)
Interior Designer– Senior, Intermediate and Junior	Up to Protected B – Investment briefs and project documentation related to Real Property Management. RCMP laptops to be used off-site.	<ul style="list-style-type: none"> RCMP HQ (MJ Nadon building) Telework Remote – Within Canada – this can also include other RCMP locations across Canada 	<ul style="list-style-type: none"> Documents and manages client requirements, provides design inputs, and reviews and comments on designs through the design process and through the commissioning. Advise clients on interior design factors, such as space planning, layout and utilization of furnishings and equipment, colour 	Enhanced Reliability Status (ERS)



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			<p>schemes, and colour coordination</p> <ul style="list-style-type: none"> See SOW for further details 	
<p>Technical Specialist– Security</p>	<p>Up to Protected B – Investment briefs and project documentation related to Real Property Management.</p> <p>RCMP laptops to be used off-site.</p>	<ul style="list-style-type: none"> RCMP HQ (MJ Nadon building) Telework Remote – Within Canada – this can also include other RCMP locations across Canada 	<ul style="list-style-type: none"> provide expert advice for projects; particularly in security features of buildings and sites such as penetration resistance in walls; access controls to particular operational areas and access control systems; arrangement of ventilation and other systems to maximize security; arrangement of site features to achieve security levels required; locking devices. See SOW for further details 	<p>Enhanced Reliability Status (ERS)</p>
<p>Technical Specialist – Facility Information & Communication Technology</p>	<p>Up to Protected B – Investment briefs and project documentation related to Real Property Management.</p> <p>RCMP laptops to be used off-site.</p>	<ul style="list-style-type: none"> RCMP HQ (MJ Nadon building) Telework Remote – Within Canada – this can also include other RCMP locations across Canada 	<ul style="list-style-type: none"> provide expert advice for ICT systems within projects , particularly in telephony including Voice over Internet Protocol (VoIP); wireless technologies; wired technologies; Internet; secure communications; computer networks; service provider practices; video conferencing; AV presentation; multi-media presentation, and media-playback Gather and document client ICT requirements ; Define systems and equipment to 	<p>Enhanced Reliability Status (ERS)</p>



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			<p>satisfy client ITC requirements</p> <ul style="list-style-type: none"> • See SOW for further details 	
<p>Property Facility Manager – Senior</p>	<p>Up to Protected B – Investment briefs and project documentation related to Real Property Management.</p> <p>RCMP laptops to be used off-site.</p>	<ul style="list-style-type: none"> • RCMP HQ (MJ Nadon building) • Telework • Remote – Within Canada – this can also include other RCMP locations across Canada 	<ul style="list-style-type: none"> • provide expert advice for the facilitation of RCMP properties and assets. The SPFM is responsible for the overall management and delivery of the accommodation strategies and projects, and carrying out the more detailed day-to-day management, of all the real property activities related to a facilities portfolio. The SPFM manages projects including the scope, quality, schedule and budget. • Participate in development of the RCMP Real Property Strategy for all assets. • See SOW for further details 	<p>Enhanced Reliability Status (ERS)</p>



Appendix C – RCMP Guidelines for Telework Location

- C.1. RCMP Guidelines for Telework Location are specific to this contract only.
- C.2. Access controls must be implemented to restrict access to information to those with a bona fide “need to know”.
- C.3. Contractor personnel must take reasonable care to protect sensitive organizational data information and other assets against unauthorized disclosure, loss, theft, fire, destruction, damage or modification.
- C.4. Telework site(s) identified within the contract are subject to security review and/or inspection at any time by an RCMP representative to ensure all controls are in compliance for safeguarding of sensitive organizational data and other assets.
- C.5. The contractor and contractor personnel will promptly notify the RCMP Security Authority of any unauthorized use or disclosure of the information exchanged under this contract and will provide the RCMP with details of the unauthorized use or disclosure.
- C.6. If the nature or scope of the work changes, the contractor must promptly notify the RCMP Security Authority, who will jointly with the contractor, review and determine appropriate security mitigations.
- C.7. The RCMP Security Authority is the first point of contact to provide contractors advice and guidance on any security policy requirements and controls.

Work Paperless

- C.8. Project Authority must implement paperless work options for contractor personnel.
- C.9. 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.).
- C.10. 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.11. Multifactor authentication is required to access sensitive organizational data.
- C.12. 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.13. When authorized, only RCMP approved and issued portable storage media (USB drive, SD cards, CD/DVD, etc.) is permitted.
- C.14. 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.15. 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.16. Discussing or sharing sensitive organizational data over non-RCMP approved audio or video conferencing is prohibited.
- C.17. 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.18. The contractor may be required to install the corresponding videoconferencing client on their endpoints.



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- C.19. 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.20. Contract personnel must:
- Conduct work within a dedicated space which can be secured from oversight and overhearing by co-habitants and windows.
 - Be aware of the surroundings and ensure no sensitive organizational data in the background will be transmitted by video or audio.
- C.21. All sensitive discussions must be safeguarded by:
- Only using approved equipment and software.
 - 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.
 - Only activating web cameras when in use.
 - Knowing how to mute the microphone and visually block the camera quickly if required.
 - Not discussing sensitive organizational data above Protected B.
 - Ensure mobile devices are left outside of areas where sensitive discussions are occurring.
 - 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.22. Not discussing sensitive organizational data on personal telephones, or personal equipment/software.

Additional Requirements When Using RCMP IT Equipment

- C.23. When using RCMP IT equipment, contractor personnel must:
- Read and sign the Acceptable User Practices for RCMP Information Technology; and
 - Follow RCMP IT and security policies and standards.

Termination / Expiration of Contract

- C.24. 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.



ANNEX D - TASK AUTHORIZATION FORM



Task Authorization
Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

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Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

PWGSC - TPSGC 572 (2014-04)

Note: RCMP may provide an equivalent Task Authorization form in lieu of PSPC form 572.



ANNEX E - Periodic Usage Reports

Reporting Period: (Select quarter and insert year below.)

- 1st quarter: April 1 to June 30,
2nd quarter: July 1 to September 30,
3rd quarter: October 1 to December 31,
4th quarter: January 1 to March 31,

Table with 4 columns: Date, Task Authorization #, Description, Task Authorization Value. The table contains 10 empty rows for data entry.

NIL REPORT: We have not done any business with the federal government for this period ____.

Prepared by:

Name: _____

Signature: _____



ANNEX G – NAMED RESOURCES

The following table identifies the resources that have been evaluated and security cleared. Any changes to these resources must be reflected in an amendment issued by the Contracting Authority prior to the replacement resource beginning work on the contract.

Consultant Category	Level of Expertise	RESOURCE NAME
Move Coordinator	Senior	
Move Coordinator	Intermediate	
Move Coordinator	Junior	
Interior Designer	Senior	
Interior Designer	Intermediate	
Interior Designer	Junior	
Technical Specialist	Security	
Technical Specialist	Facility Information & Communications Technology	
Property and Facility Manager	Senior	