



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

Contracting and Procurement Section  
Section d'approvisionnement et de contrats

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

Attention: Alexandra Gallerio

**Request For Proposal  
Demande de proposition**

Offer to: Public Safety Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère de la Sécurité publique

Nous offrons par la présente de fournir au Canada, représenté par le ministre de la Sécurité publique du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et installations énumérés ici et sur toute feuille ci-annexée.

Comments – Commentaires :

Instructions: See Herein  
Instructions : Voir aux présentes

Issuing Office – Bureau de distribution  
Sécurité publique Canada  
Section des contrats et approvisionnement  
269, avenue Laurier Ouest  
Ottawa (ON) K1A 0P8

Title – Sujet Digital Signage Connectivity, Portal Access, Technical Support and Maintenance (InfoTV)	
Solicitation No. – N° de l'invitation <b>202400109</b>	Date <b>2024-04-03</b>
Solicitation Closes – L'invitation prend fin <b>At – à 02:00 PM On – le May 14th 2024</b>	Time Zone Fuseau horaire EDT
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Alexandra Gallerio	
Telephone No. – N° de telephone (873) 455-3604	
Destination – of Goods, Services and Construction: Destination – des biens, services et construction:  Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West, Ottawa, Ontario K1A 0P8	
Security – Sécurité This Request for Proposals includes security provisions.	

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. – N° de telephone Facsimile No. – N° 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 due fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



**PROPOSAL TO THE DEPARTMENT OF PUBLIC SAFETY CANADA  
VENDOR INFORMATION AND AUTHORIZATION**

**Vendor Name and Address**

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**Legal Status (incorporated, registered, etc)**

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**GST or HST Registration Number and/or Business Identification Number (Revenue Canada)**

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**Name and Title of Person authorized to sign on behalf of Vendor**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Central Point of Contact**

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Each proposal must include a copy of this page properly completed and signed.**



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## **PART 1 - GENERAL INFORMATION**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Columbia Free Trade Agreement (CColFTA), Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement (CPanFTA), Canada-Peru Free Trade Agreement (CPFTA).

### **1.1 Security Requirements**

There is no security requirement identified.

### **1.2 Statement of Requirement**

Public Safety Canada (PS) has a requirement for digital signage connectivity, portal access, technical support and maintenance (InfoTV) as identified in Annex A of PART 6, Statement of Work.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: 60 days

Insert: 120 days



## 2.2 Submission of Bids

Bids submitted by facsimile or by courier will not be accepted.

Bids must **only be emailed** to the email address provided below. The only acceptable email is:

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

**Please note that .zip files will be rejected by Government of Canada servers.**

### 2.2.1 Technical Difficulties with Bid Transmission

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- i. The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii. The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

### 2.2.2 Completeness of the Bid

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, and will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.



## 2.3 Former Public Servant

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

### **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

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

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

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

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



## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 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.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)



- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## 2.7 Office of the Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 2.8 Improvement of Requirement during Bid Solicitation

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

## 2.9 Internal Approvals

Bidders should note that all Contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount. Notwithstanding that a Bidder may have been recommended for Contract award, issuance of any Contract will be contingent upon internal approval in accordance with Canada's policies. If such approval is not given, no Contract will be awarded.

## 2.10 Gender Based Analysis Plus (GBA+)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.

The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.





## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#) when feasible bidders should prepare and submit their bid as follows:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); 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, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

#### 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

**Failure to provide a technical proposal by the closing date indicated on page 1, the bid will be deemed non-compliant and will not be taken into consideration.**



## Section II:      Financial Bid

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

**Failure to provide a financial proposal by the closing date indicated on page 1 will result in the bid being deemed non-compliant and will not be taken into consideration.**

## Section III:     Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information

## Section IV:     Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;  
for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
4. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;and
  - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

### 3.1.2    SACC Manual Clauses

## Section IV:     Certifications

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



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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The bid must satisfy all of the mandatory technical criteria specified below to be deemed responsive.

The Bidder must provide documented substantiation that sufficiently supports claims of compliance with each criterion. Each criterion should be addressed separately.

	Criteria	Met/ Not Met	Comments
<b>M1</b>	<b>The Bidder must submit a signed proposal as per the “Acceptance of Terms and Conditions” clauses, Part 2, Article 4 of the Request for Proposal.</b>		
<b>M2</b>	<b>Experience with Providing Digital Signage Connectivity, Web Based Portal Access, Technical Support and Maintenance</b>  The Bidder must demonstrate that they have completed at least 2 projects providing cellular connectivity, web based portal access, technical support, and maintenance for digital signage systems within the past 2 years.		
<b>M3</b>	<b>The Bidder must confirm cellular connectivity (3G/4G) for the following locations:</b>  <ul style="list-style-type: none"> <li>- 269 Laurier Avenue West, Ottawa Ontario</li> <li>- 340 Laurier Avenue West, Ottawa Ontario</li> <li>- 257 Slater Street, Ottawa Ontario</li> <li>- 425 Bloor St East, Toronto, Ontario</li> <li>- 800 Square Victoria Street, Montreal, Quebec</li> <li>- 21 Mount Hope Avenue, Dartmouth, Nova Scotia</li> <li>- 363 Broadway Street, Winnipeg, Manitoba</li> <li>- 3292 Production Way, Burnaby, British Columbia</li> </ul>		



#### 4.1.1.2 Point Rated Technical Criteria

Bids that satisfy all of the mandatory technical criteria specified above will be further evaluated and scored in accordance with the point rated technical criteria specified below.

The Bidder must *provide sufficient detail to clearly demonstrate* how they meet each point-rated requirement below. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Bidder must provide documented substantiation that sufficiently supports claims of compliance with each criterion.

**NOTE: If the bidder’s technical proposal does not score (15/24) or more of the rated criteria, the bidder’s proposal will be deemed non-compliant.**

The Bidder must provide documented substantiation that sufficiently supports claims of compliance with each criterion.

	Criteria	Point Breakdown	Maximum Number of Points	Number of points received	Comments												
R1	<p><b>Understanding</b></p> <p>The Bidder should identify two (2) issues deemed the most significant obstacles to successfully achieving the mandate’s objective and a proposed means of resolution for each.</p>	<p>SCORING: Up to 12 points will be awarded for <u>each</u> identified issue and proposed strategy according to the following scale:</p> <table border="1" data-bbox="355 1171 1092 1486"> <thead> <tr> <th>Pnts</th> <th>Condition</th> <th>Pnts</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>The issue is deemed to be likely to occur <u>and</u> poses a significant negative impact</td> <td>25%</td> <td>The response strategy is deemed to avoid / significantly mitigate the issue and is resource-efficient</td> </tr> <tr> <td>0%</td> <td>The issue is deemed to neither be likely to occur <u>nor</u> poses a significant negative impact</td> <td>0%</td> <td>The response strategy is deemed to neither significantly mitigates the issue nor is it viable</td> </tr> </tbody> </table> <p>Total = 100% of the maximum allocation of 24 points (2 issues x (max 25% + 25%) = 100%).</p> <p><i>The response should not exceed one (1) page in length.</i></p>	Pnts	Condition	Pnts	Condition	25%	The issue is deemed to be likely to occur <u>and</u> poses a significant negative impact	25%	The response strategy is deemed to avoid / significantly mitigate the issue and is resource-efficient	0%	The issue is deemed to neither be likely to occur <u>nor</u> poses a significant negative impact	0%	The response strategy is deemed to neither significantly mitigates the issue nor is it viable	24 points		
Pnts	Condition	Pnts	Condition														
25%	The issue is deemed to be likely to occur <u>and</u> poses a significant negative impact	25%	The response strategy is deemed to avoid / significantly mitigate the issue and is resource-efficient														
0%	The issue is deemed to neither be likely to occur <u>nor</u> poses a significant negative impact	0%	The response strategy is deemed to neither significantly mitigates the issue nor is it viable														
<b>TOTAL POINTS</b>			<b>24 POINTS</b>														
<b>MINIMUM PASS MARK</b>			<b>12 POINTS</b>														



**4.2 Basis of Selection BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT 70% AND 30% PRICE**

4.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria;
- (c) obtain the minimum number of points specified in RT3 in Attachment 1 to Part 4.
- (d) meet all of the mandatory financial evaluation criteria

4.2.2 Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).

4.2.4 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**

4.2.5 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.6 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>90</b>	<b>85</b>	<b>79</b>
<b>Financial Bid</b>	<b>C\$50,000</b>	<b>C\$80,500</b>	<b>C\$45,000 *</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	90 / 100 x 70 = 63.00	45,000* / 50,000 x 30 = 27.00	90.00
<b>Bidder 2</b>	85 / 100 x 70 = 59.50	45,000* / 80,500 x 30 = 16.77	76.27
<b>Bidder 3</b>	79 / 100 x 70 = 55.30	45,000* / 45,000 x 30 = 30.00	85.30

\* represents the lowest evaluated price

In the example above, Bidder 1 is the Bidder who obtained the highest combined technical and financial score.



## Financial Proposal

The Bidder must complete the following tables and supply the per diem rate in Canadian dollars that will be applicable to each resource and provide a detailed breakdown of the total quoted price that the Bidder plans to utilize to fulfill the requirements of the contract in the following format:

### Pricing Schedule

Initial Contract Period (one year from contract award)

Description	Firm all inclusive Unit rate*	Period	Total Price
Services indicated in Part 6, Annex A – Statement of Work		12 months	
<b>TOTAL FIRM PRICE:</b>			

First Optional Period

Description	Firm all inclusive Unit rate*	Period	Total Price
Services indicated in Part 6, Annex A – Statement of Work		12 months	
<b>TOTAL FIRM PRICE:</b>			

Second Optional Period

Description	Firm all inclusive Unit rate*	Period	Total Price
Services indicated in Part 6, Annex A – Statement of Work		12 months	
<b>TOTAL FIRM PRICE:</b>			

Third Optional Period

Description	Firm all inclusive Unit rate*	Period	Total Price
Services indicated in Part 6, Annex A – Statement of Work		12 months	
<b>TOTAL FIRM PRICE:</b>			

**Direct Expenses (if applicable)**

Other expenses	Amount
<b>Direct Expenses:</b> Software, firmware, hardware, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up	

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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



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

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

## **5.1      Certifications Required with the Bid**

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

### **5.1.1   Integrity Provisions - Declaration of Convicted Offences**

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

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

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

### **5.2.1   Integrity Provisions – Required Documentation**

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

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

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

*Delete this title and the following sentence at contract award*



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

## 1. Security Requirements

1.1 There is no security requirement applicable to the Contract.

## 2. Statement of Work

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

## 3. Standard Clauses and Conditions

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

Note: In this Contract and the standard clauses and conditions, replace all instances of “Minister of Supply and Services” and “Minister of Public Works and Government Services Canada” with “Minister of Public Safety Canada”.

### 3.1 Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance, shall apply to and form part of the Contract.

4004 (2013-04-25) Maintenance and Support Services for Licensed Software, shall apply to and form part of the Contract.

4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information, shall apply to and form part of the Contract.

### 3.2 General Conditions

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

## 4. Gender-Based Analysis Plus (GBA +)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society. The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.

## 5. The Office of the Procurement





## **Dispute Resolution**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3) (d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

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

## **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 the administration of the 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](mailto:boa.opo@boa-opo.gc.ca) , by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca) .

## **6. Term of Contract**

### **6.1 Period of the Contract**

The period of the Contract is for a one (1) year period from date of contract award

### **6.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract for four (4) one (1) year periods. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

### **6.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **7. Authorities**

### **7.1 Contracting Authority**

The Contracting Authority for the Contract is:

Alexandra Gallerio



A/Senior Contracting and Procurement Officer  
Public Safety Canada  
269 Laurier Avenue West  
Ottawa ON K1A 0P8

E-mail address: Alexandra.gallerio@ps-sp.gc.ca

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

## 7.2 Project Authority

The Project Authority for the Contract is:

*(to be inserted at contract award)*

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.

## 7.3 Contractor's Representative

*(to be inserted at contract award)*

## 8. 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.

## 9. Payment

### 9.1 Basis of Payment – Firm Fixed Price

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

### 9.2 Monthly Payments

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

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



- c. the Work delivered has been accepted by Canada.

## 10. Invoicing instructions

- 10.1 The Contractor must submit invoices in accordance with the information required in Section 12 of 2035, General Conditions – Higher Complexity – Services.
- 10.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 10.3 Each invoice must be supported by:  
(a) a copy of time sheets to support the time claimed;  
(b) a copy of the release document and any other documents as specified in the Contract;
- 10.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca

## 11. Certifications and Additional Information

### 11.1 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.

## 12. Applicable Laws

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

## 13. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4004 (2013-04-25) Maintenance and Support Services for Licensed Software, shall apply to and form part of the Contract;
- (c) The supplemental general conditions 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information, shall apply to and form part of the Contract.
- (d) the general conditions 2010C (2022-12-01) Services (medium complexity)
- (e) Annex A, Statement of Work
- (f) 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) including its Inuit Benefits Plan. (if applicable).*



#### **14.     Dispute Resolution**

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



## ANNEX "A" – STATEMENT OF WORK

### 1. TITLE

Digital Signage Connectivity, Portal Access, Technical Support and Maintenance (InfoTV)

### 2. OBJECTIVE

Public Safety Canada (PS) currently has a requirement for a company to provide cellular connectivity, web based portal access, technical support and maintenance for the department's digital signage system (InfoTV).

### 3. BACKGROUND

Public Safety Canada is Canada's lead department with the mandate to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Public Safety Canada works with other federal departments, other levels of government, first responders, community groups, the private sector and other countries to achieve its objectives. The Department plays a key role in developing policies, delivering programs and ensuring cohesion and integration on policy and program issues within the Public Safety Portfolio, which includes: national security, emergency management, law enforcement, border management, corrections, and crime prevention. Public Safety Canada has 11 regional offices which are located all across Canada.

InfoTV is the department's digital signage system and is one of the primary methods of communicating important information to employees in the national capital region (NCR) and across regional offices. The slides that appear on InfoTV provide basic information and direct employees to visit the department's intranet site to get full information on the initiatives being promoted.

Due to the Covid-19 pandemic, service ceased in 2021. The mandate of the project is to relaunch operation of the department's digital signage system. MediaCast is the Content Management System and any proposed content management systems must offer the same functionality as the existing system. The operating system that the LG devices are running on is Windows Embedded Standard 7. A cellular router (Cradlepoint Technology Model: IBR600) connected to the LG devices allows them to receive internet / cloud data through a cellular data signal.

Public Safety Canada owns all of the equipment that is part of the digital signage system.

### 4. REQUIREMENTS

The Contractor must provide services for the following requirements:

- 4.2 Guaranteed connectivity, support and maintenance for 20 digital units across Canada. Cellular connectivity (3G/4G) must be tested and proven to be strong at each of the locations of the digital units before any contract is signed.
  - 15 in Ottawa, Ontario
    - 11 at 269 Laurier Ave West
    - 3 at 340 Laurier Ave West
    - 1 at 257 Slater St
  - 1 in Toronto, Ontario
    - 425 Bloor St East



- 1 in Montreal, Quebec 800 Rue du Square-Victoria
  - 1 in Dartmouth, Nova Scotia
    - 21 Mount Hope Avenue
  - 1 in Winnipeg, Manitoba
    - 363 Broadway Street
  - 1 in Burnaby, British Columbia
    - 3292 Production Way
- 4.3 System must be compatible with Public Safety Canada's existing digital signage equipment:
- 42" LG HD screens
  - Media Player: LG Model MP500-AD8H.AU8GLH
  - Cellular Router: Cradlepoint Technology Model: IBR600
- 4.4 Content must be housed in a cloud based system (i.e. conducted via a web based portal that is accessible from anywhere) that is external to the Public Safety Canada network. Access to a test account must be provided to allow Public Safety to test functionality of the web portal.
- 4.5 The online portal for content management must be completely compatible with Google Chrome or Microsoft Edge browsers.
- 4.6 50 GB of download content bandwidth, per player/per month, with the option of increasing the limit and a bracket listing for data usage overages and/or a flexible package for data usage.
- 4.7 Content must be encrypted when uploaded to the portal and when transmitted to players.
- 4.8 System must be capable of displaying JPEG images, PNG images, HD video files and ticker tape content.
- 4.9 Prior to installing any software, firmware or hardware to the existing PS system, the Contractor must first seek approval from the PA/TA prior to undertaking this work. The contractor must provide these updates and offer a warranty that is consistent with the terms and conditions of the contract.
- 4.10 Capacity and scalability to add digital signage in locations throughout Canada during the term of the contract.
- 4.11 Dedicated technical support must be accessible during normal business hours from Monday to Friday, between the hours of 8:00am and 5:00pm (ET). This support must proactively monitor the system status (not content) of each endpoint. Should an issue arise, the team must identify and notify the client (Public Safety Canada) and work quickly and efficiently to solve any problems within a 24 hour period.
- 4.12 System must have an automated error reporting function that sends an email to any identified Public Safety system operators when a unit goes down, loses connectivity or experiences any technical issues.

All services provided by the Contractor under the Contract must, at the time of acceptance, be free from defects in workmanship and conform to the requirements of the Contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.

## 5. LOCATION OF WORK

- 5.1 The Contractor will be expected to conduct the work at their own facilities; however the contractor's resources must be available to participate in meetings at Public Safety Canada's



facilities in Ottawa, ON as required. These meetings may either be in person or via teleconference as determined by the PS Project/Technical Authority.

- and -

All maintenance work and repairs must be carried out at Public Safety Canada's facilities across Canada depending on which units require maintenance and must be carried out during normal business hours from Monday to Friday, between the hours of 8:00am and 5:00pm local time.

- 5.2 Public Safety Canada will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

## **6. LANGUAGE OF WORK**

- 6.1 All communications with Public Safety Canada staff must be performed in one of the official languages of Canada (English or French) at the employee's discretion.

## **7. OWNERSHIP OF FOREGROUND INFORMATION**

7.1 All foreground Intellectual Property (IP) will continue to be owned by the originator of the IP including (but not limited to): hardware; software and the cloud-based interface; and images, slides, and other content transmitted to the display network. The use and transmission of this IP is to be accepted, permitted and/or licensed by the originator in order for parties to satisfy the terms of this contract.

## **8. POLICY ON GREEN PROCUREMENT**

In April 2006, and as revised on May 14, 2018, the Government of Canada issued the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>) that directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. To assist Canada in reaching its objectives, the Contractor should undertake the following when performing the Work:

8.1 Provide and transmit draft and final deliverables in electronic format.

8.2 Print on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest such as: Canadian Standards Association (CSA), Forest Stewardship Council (FSC); Sustainable Forestry Initiative (SFI); Ecology certification, etc.

8.3 Print double sided in black and white format.

8.4 Recycle (shred) unneeded printed documents in accordance with Security Requirements of the Contract.