



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

Bid Receiving/Réception des soumissions

[Shannon.Plunkett@rcmp-grc.gc.ca](mailto:Shannon.Plunkett@rcmp-grc.gc.ca)

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ

<b>Title – Sujet</b> Nitrogen Generators		<b>Date</b> April 18th 2024
<b>Solicitation No. – N° de l'invitation</b> 202401449/A		
<b>Client Reference No. - No. De Référence du Client</b> 202401449		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	14:00 hours	EST (Eastern Standard Time) HNE (heure normale de l'Est)
<b>On / le :</b>	May 7th 2024	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Alexander.Fraser@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 343-596-8226	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## PART 1 - GENERAL INFORMATION

NOTE: Canada Buys is the new official source for Government of Canada tender and award notices, and as a source for information, procurement policy and guidelines.

### 1.1 Security Requirements

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

### 1.2 Statement of Requirement

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

### 1.3 Debriefings

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

### 1.4. Recourse Mechanisms

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

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

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



## **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.

#### **2.1.1 SACC Manual Clauses**

SACC Manual Clause [B1000T](#) (2014-06-26) Condition of Material – Bid  
SACC Manual Clause [B3000T](#) (2006-06-16) Equivalent Products

### **2.2 Submission of Bids**

Bids must be submitted only to [Shannon.Plunkett@rcmp-grc.gc.ca](mailto:Shannon.Plunkett@rcmp-grc.gc.ca) 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](mailto:corporate_accounting@rcmp-grc.gc.ca)

## 2.6 Delivery Date

While delivery of the initial goods is requested by March 31st, 2025 the best delivery that could be offered is \_\_\_\_\_. Installation and training must be performed within thirty-five (35) calendar days of delivery.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

#### **Important Note:**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

#### **Section III: Certifications**

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





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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

To be considered responsive, a bid must meet all of the mandatory requirements as detailed at Annex A, Requirement.

**NOTE:** Bidders offering to supply the Nitrogen Generator Whisper 0-80 are not required to complete the below Mandatory Technical Criteria.

Bidders not offering to supply the Nitrogen Generator Whisper 0-80 must address each Mandatory Criteria listed below in order to demonstrate product equivalence. Bidders proposing equivalent products must indicate the brand name and part number in the table below and provide specifications and descriptive literature of the proposed equivalent.

The Government of Canada is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided. Failure to meet any of the following will render your proposal non-compliant and will be given no further considerations.

##### **4.1.1.2 Equivalent Products**

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the solicitation will be considered where the Bidder:
  - a. designates the brand name, model and/or part number of the substitute product;
  - b. states that the substitute product is fully interchangeable with the item specified;
  - c. provides complete specifications and descriptive literature for each substitute product;
  - d. provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the solicitation; and
  - e. clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:



- a. the Bidder fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - b. the substitute product fails to meet or exceed the mandatory performance criteria specified in the solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request Bidders offering a substitute product to demonstrate, at the sole cost of Bidders, that the substitute product is equivalent to the item specified in the solicitation.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivery Duty Paid (DDP), Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

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

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



**Attachment 1 to Part 4 – Mandatory Technical Evaluation Criteria**

In their proposals, Bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

The Bidder must provide brochures, pamphlets, schematics, Original Equipment Manufacturer (OEM) attestation or other technical documentation that clearly demonstrated compliance with each of the technical criteria below.

	<b>Mandatory Technical Criteria</b>	<b>SUBSTANTIATION</b>  Please Cross Reference to Specific pages in your proposal (Completed by Bidder)	<b>ASSESSMENT</b>  MET/NOT MET  (Completed by RCMP Evaluator)
<b>M1</b>	Proposed equivalent brand name(s): _____  Part #s: _____		
<b>M2</b>	The nitrogen generator(s) must not exceed an overall dimension of 55 inches wide x 120 inches high x 30 inches deep.		
<b>M3</b>	Each proposed nitrogen generator must not exceed 50 pounds (lbs) in weight.		
<b>M4</b>	The nitrogen generator(s) must be wall-mountable units with optional floor mounting		
<b>M5</b>	The nitrogen generator(s) must be capable of operating in an environmental temperature range between 15 and 30 °Celsius.		
<b>M6</b>	The nitrogen generator(s) must be recommended for use with Liquid Chromatography Mass Spectrometry (LC-MS) and approved/tested by manufacturers.		



<b>M7</b>	Using an external (in house) source of compressed air, the proposed nitrogen generator(s) must be capable of providing a minimum of 100 Liters per minutes (LPM) on demand of the five (5) Liquid Chromatography-Mass Spectrometers at a purity of $\geq 95\%$ with a regulated $97 \pm 3$ psig at the generator outlet.		
<b>M8</b>	The nitrogen generator(s) must produce nitrogen with variable purity of greater than or equal to ( $\geq$ ) 97%.		
<b>M9</b>	The nitrogen generator(s) must supply dry, oil-free nitrogen		
<b>M10</b>	The nitrogen generator(s) must not require electricity (no requirements for electrical outlets).		
<b>M11</b>	The nitrogen generator(s) must be noiseless or have minimal noise during operation.		
<b>M12</b>	The nitrogen generator(s) must generate minimal or no heat		
<b>M13</b>	The nitrogen generator(s) must use membrane and filtration technology for the removal of contaminants that are greater than 0.1 micron.		
<b>M14</b>	The nitrogen generator(s) must not have more than a 22 psig pressure drop (from inlet to outlet) at operating pressures and flows.		
<b>M15</b>	The nitrogen generator(s) must have automatic drain and redundant filtration.		
<b>M16</b>	The nitrogen generator(s) must be regulated at $98 \pm 4$ psi or $6.76 \pm 0.25$ bar with a two-stage gas regulator with an outlet range of 0 to 116 psi.		
<b>M17</b>	The nitrogen generator(s) must be able to connect to the instrument to a 6 mm push-in fitting with 6 mm OD		



	FEP tubing.		
<b>M18</b>	The nitrogen generator(s) user interface must provide the following: a) Set points b) System operating status c) Flow control d) Pressure control e) Configuration f) Diagnostic capabilities		
<b>M19</b>	The nitrogen generator(s) must be CE certified		



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

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

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

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

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

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

#### **5.1.1 Integrity Provisions**

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

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

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

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

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

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



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

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

The attached Certificate of Independent Bid Determination (attached Attachment 1) 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.



**Attachment 1 to PART 5**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

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

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

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

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

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





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

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(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

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(Date)



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

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

### **6.1 Security Requirements**

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

**6.1.1.1** The Contractor's resource(s) are required to be security cleared at the level of RCMP **Facility Access II with technical escort (FA2)** as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

**6.1.1.2** The Contractor must comply with the provisions of the Security Requirements Check List (SRCL) and security guide attached at Annex D.

### **6.2 Statement of Requirement**

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

### **6.3 Standard Clauses and Conditions**

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

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

#### **6.3.1 General Conditions**

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

#### **6.3.2 Supplemental General Conditions**

[4013 \(2022-06-20\), Compliance with on-site measures, standing orders, policies, and rules](#)

[4014 \(2022-06-20\), Suspension of the work](#)



## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (to be inserted at contract award – will be 2 years from date of install).

### 6.4.2 Delivery Date

All the deliverables must be received on or before \_\_\_\_\_ (to be inserted at contract award).

### 6.4.3 Delivery Points

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

### 6.4.4 Shipping Instructions – Free on Board Destination and Delivered Duty Paid

Goods must be consigned and delivered to the destination specified in the contract: Incoterms 2010 "DDP Delivered Duty Paid" Ottawa, Ontario.

### 6.4.5 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.4.6 Shipping Requirements

Where applicable, suppliers are encouraged to:

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

## 6.5 Authorities



### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon Plunkett  
Title: Procurement Officer  
Organization: Royal Canadian Mounted Police  
Address: 73 Leikin Drive MS#1, Ottawa ON K1A 0R2  
  
Telephone: 613-794-2264  
E-mail address: Shannon.Plunkett@rcmp-grc.gc.ca

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

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

The Technical Authority for the Contract is:

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

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (Note to bidders: Canada will insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 6.6.2 Method of Payment – Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

## 6.7 Invoicing Instructions

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

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## 6.10 Priority of Documents



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

- a. the Articles of Agreement;
- b. the supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules, [4014](#) (2022-06-20), Suspension of the work;
- c. the general conditions [2010A](#) (2022-12-01), General Conditions – Goods (Medium Complexity);
- d. Annex A, Statement of Requirement;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirement; and
- g. The Contractor's bid, dated \_\_\_\_\_ ([to be inserted at contract award](#))

## 6.11. Procurement Ombudsman

### 6.11.1 Dispute Resolution

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

### 6.11.2 Contract Administration

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

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

## 6.12 Insurance

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

## 6.13 Delivery and Unloading



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

Solicitation No. – N° de l'invitation :  
202401449

**SACC *Manual* clause D0018C (2007-11-30) Delivery, Inspection and Acceptance**



## ANNEX A - STATEMENT OF REQUIREMENT

### 1. TITLE

Nitrogen Generator Whisper 0-80 (or equivalent)

### 2. BACKGROUND

The Royal Canadian Mounted Police (RCMP)'s National Forensic Lab Services Toxicology Lab at Tunney's Pasture (NFLS-O-Tunney's) is used by toxicology services for the determination of drugs and alcohol in biological samples. The laboratory has high purity nitrogen generators used for the operation of the liquid chromatograph-tandem mass spectrometers (LC-MS/MS). The Temperature of the laboratory is often around 27-28°C.

### 3. ACRONYMS

LC-MS	Liquid chromatography–mass spectrometry
NFLS	National Forensic Laboratory Services
RCMP	Royal Canadian Mounted Police
SOR	Statement of Requirement

### 4. APPLICABLE DOCUMENTS & REFERENCES

None

### 5. REQUIREMENTS/SPECIFICATIONS:

#### 5.1 Nitrogen Generator Whisper 0-80 (or equivalent)

##### Required quantity: 2

The Contractor must provide the requirement with the following specifications:

**Note: If a single nitrogen generator cannot meet the technical requirements, the combination of two nitrogen generators to meet the requirements may be used.**

- 5.1.1 Each proposed nitrogen generator must not exceed 50 pounds (lbs) in weight.
- 5.1.2 The nitrogen generator(s) must not exceed an overall dimension of 55 inches wide x 120 inches high x 30 inches deep.
- 5.1.3 The nitrogen generator(s) must be wall-mountable units with optional floor mounting
- 5.1.4 The nitrogen generator(s) must be capable of operating in an environmental temperature range between 15 and 30 °Celsius.
- 5.1.5 The nitrogen generator(s) must be recommended for use with Liquid Chromatography Mass Spectrometry (LC-MS) and approved/tested by manufacturers.
- 5.1.6 Using an external (in house) source of compressed air, the proposed nitrogen generator(s) must be capable of providing a minimum of 100 Liters per minutes (LPM)





on demand of the five (5) Liquid Chromatography-Mass Spectrometers at a purity of  $\geq 95\%$  with a regulated  $97 \pm 3$  psig at the generator outlet.

- 5.1.7 The nitrogen generator(s) must produce nitrogen with variable purity of greater than or equal to ( $\geq$ ) 97%.
- 5.1.8 The nitrogen generator(s) must supply dry, oil-free nitrogen
- 5.1.9 The nitrogen generator(s) must not require electricity (no requirements for electrical outlets).
- 5.1.10 The nitrogen generator(s) must be noiseless or have minimal noise during operation.
- 5.1.11 The nitrogen generator(s) must generate minimal or no heat
- 5.1.12 The nitrogen generator(s) must use membrane and filtration technology for the removal of contaminants that are greater than 0.1 micron
- 5.1.13 The nitrogen generator(s) must not have more than a 22 psig pressure drop (from inlet to outlet) at operating pressures and flows.
- 5.1.14 The nitrogen generator(s) must have automatic drain and redundant filtration.
- 5.1.15 The nitrogen generator(s) must be regulated at  $98 \pm 4$  psi or  $6.76 \pm 0.25$  bar with a two-stage gas regulator with an outlet range of 0 to 116 psi.
- 5.1.16 The nitrogen generator(s) must be able to connect to the instrument to a 6 mm push-in fitting with 6 mm OD FEP tubing.
- 5.1.17 The nitrogen generator(s) user interface must provide the following:
  - a) Set points
  - b) System operating status
  - c) Flow control
  - d) Pressure control
  - e) Configuration
  - f) Diagnostic capabilities
- 5.1.18 The nitrogen generator(s) must be CE certified
- 5.1.19 The nitrogen generator(s) must have regular yearly preventative maintenance (less than 15% of the original cost of the unit(s) at the time of purchase) for the product lifetime of 15 years.
- 5.1.20 The nitrogen generator(s) must come with a 2-year complete system warranty (from input connection to output connection)

## 5.2 Accessories

The Contractor must provide the following accessories for requirement 5.1:

Item	Description (with minimum required specifications)	Total Required quantity for 2 units
5.2.1	Custom Aluminum Stand for DSB Whisper 40-80-120 Nitrogen Generators or Equivalent	2
5.2.2	Annual filter Kit (3 filter elements)	2
5.2.3	Line Regulator, Chrome-Plated Brass, One Stage, Ultra High Purity 0-100psig	2
5.2.4	Poppet Check Valve, 1-Piece, Fixed Pressure 1/3 PSIG, 1/4" MNPT, SS	2



5.2.5	Ball Valve, 102 Series, ¼", 6000 PSI, SS, 2-Way, High Pressure Black Handle	4
5.2.6	Connector Male ¼" To Male ¼" NPT SS	8
5.2.7	Connector, Male ¼" To Female ¼"NPT SS	4

### 5.3 Additional Requirements

#### 5.3.1 Manuals

The Contractor must deliver 2 complete sets of Documentation, in English, with the deliverables. Electronic copies in pdf format are preferred to hard copies.

This documentation must include all publications pertaining to technical specifications, installation requirements and operating instructions.

#### 5.3.2 Installation

- 5.3.2.1 On-site installation must be completed by a qualified service technician.
- 5.3.2.2 The Contractor must deliver, install, integrate, and configure all deliverables at the location specified in the Contract.
- 5.3.2.3 The Contractor must unpack, assemble, and install the deliverables at the site. If applicable, this includes but is not limited to the provision of required moving and installation resources, packing material, vehicles, cranes, personnel, and floor protection panels.
- 5.3.2.4 The Contractor must supply all associated materials required to effect complete installation, integration and configuration of the deliverables at the site. This must include but not be limited to such things as all the required power connectors, cables, and any other accessories required to install, integrate and configure the deliverables.
- 5.3.2.5 Upon successful completion of the installation, integration and configuration of the deliverables, the Contractor must provide the Technical Authority with written notification that the deliverables are ready for testing.
- 5.3.2.6 The Contractor must maintain all work areas at the installation site(s) in a clean and tidy condition on completion of each day's work and on completion of acceptance, including the removal and disposal of all related packing material.
- 5.3.2.7 The Contractor must begin installation within thirty (30) calendar days of delivery and must complete the installation within five (5) calendar days from the installation start date.

#### 5.3.3 Training



5.3.3.1 The contractor must provide hands on training and come on-site to the Client in English for the following audience:

5.3.3.1.1 End User (up to 6 users) at delivery site: Training must include operation and manipulation of the equipment and should cover product functionality, product features and limitations.

5.3.3.2 The Contractor must provide the on-site training upon completion of the installation during the same site visit

**5.3.4 Technical Support**

The Contractor must provide technical support for the product lifetime of 15 years within the following time frame:

- a) Phone: Within 24 hours
- b) On-site: Within 48-72 hours

**6. DELIVERABLES**

Number	Requirement Reference	Description of the Deliverables	Quantity
6.1	5.1	<b>Nitrogen Generator Whisper 0-80 (or equivalent)</b>	2
6.2	5.2	<b>Accessories</b>	As specified under 5.2
6.3	5.3	<b>Additional Required Services</b>	As specified under 5.3

**7. DATE OF DELIVERY**

Deliverable	Delivery date
6.1	On or before _____ “to be inserted at contract award”
6.2	On or before _____ “to be inserted at contract award”
6.3	As specified under 5.3

**8. LANGUAGE OF WORK**

The language of all work and deliverables must be English.



## **9. DELIVERY LOCATION**

RCMP NFLS-O Tunney's Toxicology Services  
73 Leikin Drive  
Ottawa ON K1A 0R2

## **10. TRAVEL**

Travel to the delivery location for the purpose of install and on-site technical support will be at the expense of the Contractor.

## **11. MEETINGS**

Not required

## **12. GOVERNMENT SUPPLIED MATERIAL (GSM)**

None

## **13. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

None

## **14. SPECIAL CONSIDERATIONS**

- 14.1** Work must be done onsite during regular work schedule (Monday to Friday between 08:00 – 1600 hours EST).
- 14.2** The attending technician(s) must be accompanied at all times by an RCMP staff member or member of the RCMP Commissionaires team.
- 14.3** Environmentally friendly packaging and delivery considerations is preferred.



**ANNEX B - BASIS OF PAYMENT**

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

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

**FOR EVALUATION PURPOSES ONLY**

The Bidder must insert their firm, all-inclusive unit price in Table 1 below (column B) and complete the extended price calculation (column C). The Bidder must provide the applicable provincial tax rate. Failure to complete the table in full may result in the bid being deemed non-responsive and given no further consideration.

**The total evaluated price (C1): Sum total of column C (taxes not included)**

**TABLE 1 – Whisper 8.0 Nitrogen Generator (or equivalent)**

**Firm Unit Price includes** a 2-year complete system warranty (from input connection to output connection) and delivery

Item	Description of the Deliverable	Unit of Issue	Quantity (A)	Firm Unit Price (B)	Extended Total (C=A x B)
1.1	Whisper 8.0 Nitrogen Generator (or equivalent) as per Annex A 5.1  If equivalent: Make: Model:	EACH	2	\$ _____	\$ _____
1.2	Custom Aluminum Stand for DSB Whisper 40-80-120 Nitrogen Generators or Equivalent	EACH	2	\$ _____	\$ _____
1.3	Annual filter Kit (3 filter elements)	EACH	2	\$ _____	\$ _____
1.4	Line Regulator, Chrome-Plated Brass, One Stage, Ultra High Purity 0-100psig	EACH	2	\$ _____	\$ _____



1.5	Poppet Check Valve, 1-Piece, Fixed Pressure 1/3 PSIG, 1/4" MNPT, SS	EACH	2	\$ _____	\$ _____
1.6	Ball Valve, 102 Series, 1/4", 6000 PSI, SS, 2-Way, High Pressure Black Handle	EACH	4	\$ _____	\$ _____
1.7	Connector Male 1/4" To Male 1/4" NPT SS	EACH	8	\$ _____	\$ _____
1.8	Connector, Male 1/4" To Female 1/4"NPT SS	EACH	4	\$ _____	\$ _____
1.9	Installation & On-site training	EACH	1	\$ _____	\$ _____
<b>Total bid price for evaluation purposes</b>					(C1)
<b>Taxes:</b> ___ % HST ___ % GST ___ % PST					
<b>Total Estimated Cost</b>					



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

	Government of Canada Gouvernement du Canada	<b>SRCL103062</b> Contract Number / Numéro du contrat 202401449 Security Classification / Classification de sécurité Unclassified / non-classifiée
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction <b>NFLS-O Toxicology Services (Tunney's lab)</b>	
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 Purchase of two high purity nitrogen generators followed by installation and connection to liquid chromatography tandem mass spectrometry (LC-MS/MS instruments)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/>	No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/>	No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7, c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7, c)	<input checked="" type="checkbox"/>	No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/>	No Non <input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/>
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 commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/>	No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
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 EMBLEMES			

Special comments:  
Commentaires spéciaux : Facility Access II with technical escort - Accès aux installations II avec escorte technique

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  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  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  Yes  
Non  Oui





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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED Protégé			SECRET	TOP SECRET TRÈS SECRET
											A	B	C		
Information / Assets Renseignements / Biens															
Production															
IT Media / Support IT															
IT Link / Lien électronique															

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 « Classification de sécurité » au haut et au bas du formulaire.

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



Security Clause - SRCL #:103062

Non-Sensitive



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## SRCL Security Guide

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SRCL #: 103062

Prepared by :  
Central Departmental Security Section  
Royal Canadian Mounted Police





Security Clauses - SRCL #:103062

Non-Sensitive

**General Security Requirements**

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

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



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### **Physical Security**

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

### **IT Security**

1. No sensitive information, Protected A or higher, shall be electronically transmitted outside of RCMP networks or processed at the contractor's site.
2. No sensitive electronic information or assets, Protected A or higher, shall be removed from RCMP networks or property.
3. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited.



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4. Individuals must not use privately-owned technology to join, bridge, or participate with RCMP networks in any way on RCMP premises including creating a network or access point.
5. Do not store Protected A/B information, encrypted or not, on systems, networks, or storage media, unless they are specifically approved for that purpose.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. If the nature or scope of the work changes, the contractor must promptly notify the RCMP Contract Authority who will contact and liaise with Departmental Security Section to review and determine appropriate security mitigations.
8. All contract work is to be done within RCMP controlled workspaces and approved for the task.
9. Only contractors who have a RCMP ERS security clearance are permitted to use a personal cell phone (with prior permission) on RCMP premises, however communication;
  - a. must be restricted to non-sensitive information;
  - b. must not be used to conduct RCMP business and;
  - c. must not be connected to RCMP communications technology at any time.
10. Any conference/video calls that involves the discussion of sensitive RCMP information must be done so using an approved RCMP or Government of Canada issued computing device. Subsequently, any conference or video calls with external agencies and/or non-government organizations must remain unclassified.

### **Personnel Security**

1. Contractor and sub-contractor personnel will be required to obtain and maintain a RCMP personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.



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**Facility Access Level II:** When the supplier and its employees will only require access to a RCMP Facility or site and will not have access to protected or classified information, systems or assets, an RCMP Clearance at the appropriate level is required. Contractor personnel must submit to local law enforcement verification by the RCMP, prior to being granted access to facility or site. The RCMP reserves the right to deny access to any of the contractor personnel, at any time.

When the RCMP requires **Facility Access Level II**; the successful Bidder, Contractor will submit the following to the RCMP:

- Form TBS 330-23 (LERC Version)
- Copy of Government Issued Photo Identification (Driver's License Front and Back)

The RCMP:

- Will conduct personnel security screening checks above the Policy on Government Security requirements.
- Is responsible for escort requirements on its facilities or sites.