



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

Bid Receiving/Réception des soumissions

Email : NWR_Procurement_Bids@rcmp-grc.gc.ca

Courriel: NWR_Procurement_Bids@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

| | | |
|---|---|---|
| Title – Sujet Handheld Raman Spectrometer | | Date April 7, 2023 |
| Solicitation No. – N° de l'invitation M5000-22-2139/A | | |
| Client Reference No. - No. De Référence du Client M5000-22-2139/A | | |
| Solicitation Closes – L'invitation prend fin | | |
| At / à : | 14 :00 | CST (Central Standard Time) |
| On / le : | May 2, 2023 | |
| Delivery - Livraison See herein — Voir aux présentes | Taxes - Taxes See herein — Voir aux présentes | Duty – Droits See herein — Voir aux présentes |
| Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes | | |
| Instructions See herein — Voir aux présentes | | |
| Address Inquiries to – Adresser toute demande de renseignements à Jose Maldonado jose.maldonado@rcmp-grc.gc.ca | | |
| Telephone No. – No. de téléphone 780-670-8693 | Facsimile No. – No. de télécopieur 780-454-4523 | |
| Delivery Required – Livraison exigée See herein — Voir aux présentes | Delivery Offered – Livraison proposée | |
| Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur: | | |
| Telephone No. – No. de téléphone | Facsimile No. – No. de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | | |
| Signature | Date | |



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Requirement

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

1.3 Debriefings

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

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca 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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

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

2.2.2 Best Delivery Date – Bid

While delivery is requested by June 9, 2023, the best delivery that could be offered is _____.

2.3 Enquiries - Bid Solicitation

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

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



2.4 Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit 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](#) (2022-03-29) Standard Instructions – Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Refer to Annex C, Mandatory Technical Evaluation Criteria.

4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid.

4.1.2.2 The Total Evaluated Price will be determined as follows at Annex "B" – Basis of Payment:

- Quantity (**C**) x Unit Price (**D**) = Extended Price (**E**) = Total Evaluated Price

4.2 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.



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



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: (Corporate Name of Bidder or Tenderer [hereinafter "Bidder"]) that:

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



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

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



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 There is no security requirement applicable to the Contract.

6.2 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

[4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance;
[4003](#) (2010-08-16) Licensed Software;
[4004](#) (2013-04-25) Maintenance and Support Services Licensed Software;

6.4 Term of Contract

6.4.1 Delivery Date

All the deliverables must be received on or before _____. (To be inserted at contract award)

6.4.2 Delivery Points

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

6.4.3 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) Brandon, Manitoba, Incoterms 2010 for shipments from a commercial contractor.



6.4.4 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jose Maldonado
Title: Procurement Officer
Royal Canadian Mounted Police
Directorate: Procurement and Contracting
Address: 5th Floor, 10065 Jasper Ave, Edmonton Alberta, T5J 3B1

Telephone: 780-670-8693
Facsimile: 780-454-4523
E-mail address: jose.maldonado@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

The Technical 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.



6.5.3 Contractor's Representative

(To be inserted at contract award)

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

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

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm price** as specified in **Annex B** for cost of \$ _____ (To be inserted 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

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 and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications and Additional Information

6.8.1 Compliance

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



6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. **(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:
[4001](#) (2015-04-01) Hardware Purchase, Lease and Maintenance;
[4003](#) (2010-08-16) Licensed Software;
[4004](#) (2013-04-25) Maintenance and Support Services Licensed Software
- c. the general conditions [2010A](#) (2022-12-01), General Conditions - Goods (Medium Complexity);
- d. Annex A, Requirement;
- e. Annex B, Basis of Payment
- f. 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



6.12 Insurance

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

6.13 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

SACC Manual clause [B1501C](#) (2018-06-21), Electrical Equipment

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

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



ANNEX A - REQUIREMENT

Title: Handheld Raman Spectrometer

1. Requirement:

For the supply and delivery of 2 Handheld Raman Spectrometers to the Royal Canadian Mounted Police (RCMP), D Division located in Manitoba as per the mandatory technical specifications identified herein.

2. MANDATORY TECHNICAL SPECIFICATIONS FOR HANDHELD RAMAN SPECTROMETER:

The requirement must include all of the following technical specifications:

| Item Description | Mandatory Requirement |
|-------------------------------|---|
| 1. Device Handling | The Raman spectrometer must be designed for handheld use and must have an integrated display screen to display test results |
| 2. Weight | Minimum 0.045 Kilograms (1 Pound) to maximum 3.18 Kilograms (7 Pounds) |
| 3. Operating Temperature | Must have an operating temperature range from -5° Celsius to +50° Celsius or greater |
| 4. Display | <ul style="list-style-type: none"> • Must be capable of displaying the results in English • Must display the name of the controlled substances identified • Must have the capability to provide identification of multiple (more than one) library items, resulting from a single scan of a substance made of mixed controlled and uncontrolled substances |
| 5. Software & Computer System | <ul style="list-style-type: none"> • Must have internal memory to save and recall collected data • Must have a separate self-check function built into the system that reports a Pass or Fail result to insure proper operation • Must have minimum one USB 2.0 connection • Must communicate with an external computer (for tasks including data transfer) • Must be capable of transferring data from the device's internal memory to a stand-alone computer using either a chorded connection or USB Flash Drive, or both • Must have more than one data export format that must include at minimum Portable Document Format (PDF) |
| 6. Library | <ul style="list-style-type: none"> • Must be internal to the device and be able to identify pure and mixture precursors, cutting agents and controlled substances • Must be able to test for a minimum of 300 controlled substances <p>Of the minimum 300 controlled substances, the Handheld Raman Spectrometer offered must identify:</p> <ul style="list-style-type: none"> a) different variants of fentanyl; b) fentanyl precursors; c) precursor chemicals; d) heroin/fentanyl mixtures; e) synthetic opioids <ul style="list-style-type: none"> • Must not be corruptible by the user – The user cannot update the library themselves • Must offer controlled substance library updates |



| | |
|------------------------------|---|
| | <ul style="list-style-type: none"> • Proof of product compliance must be provided with bid. The product compliance must speak to the performance of the Handheld Raman Spectrometer offered. <p>Proof of product compliance may include, but is not limited to, specification sheets, technical brochures, photographs, illustrations, or laboratory certification</p> |
| 7. Other Requirements | <ul style="list-style-type: none"> • Must identify pure and mixed substances through translucent containers (Example: plastic bags or glass vials) • The Handheld Raman Spectrometer offered must not require any scheduled maintenance or calibration • Must be able to select between Direct scan mode and Surface Enhanced Raman Spectroscopy (SERS) scan mode |
| 8. Other Parts & Accessories | <ul style="list-style-type: none"> • Must be able to provide further detection capabilities for specific narcotics that are fluorescent and at low concentrations, or be supplied with an accessory that can do this |
| 9. Customer Support | <ul style="list-style-type: none"> • Must provide manufacture's technical support services |
| 10. Power Source(s) | <ul style="list-style-type: none"> • Must be equipped with an internal and rechargeable battery pack. The battery pack must have an operation time of minimum 5 hours • Must include a wall adapter • Must have the ability of being compatible with a vehicle charger and computer USB 2.0 connections • For external power using a wall receptacle (electrical outlet), a wall adapter must be provided |

3. Manuals

3.1. The Contractor must provide the following manuals in English:

- 1 hard copy of the manual or equivalent type manual;

4. Training

4.1. The Contractor must provide remote end-user training for up to 5 participants within 15 business days of delivery of the spectrometer. Technical Authority will coordinate this training with the Contractor. Training must cover:

- Software installation and navigation;
- Hardware features, options and functions;
- Maintenance and care (i.e. storage, service/repair)

4.2. The Contractor must provide a certificate or letter for each participant who successfully completes the training.



5. Delivery Points

- 5.1.** 2 Handheld Raman Spectrometers including all attachments and accessories are to be delivered to Delivery Point 1.

Delivery Point 1:

RCMP – D Division
CREST Team
107191A Veterans Way
Brandon, MB R7A 6P8



ANNEX “B” BASIS OF PAYMENT

Firm prices, Delivered Duty Paid (DDP): Brandon, Manitoba; Goods and Services Tax or the Harmonized Sales Tax excluded, Canadian Customs Duties Taxes included.

| Item | Description (A) | Unit of Measure (B) | Qty (C) | Unit Price (D) | Extended Price (C x D = E) (E) |
|---|--|------------------------|------------|-------------------|--------------------------------------|
| 1 | Handheld Raman Spectrometer (to include delivery, all material, accessories and training as detailed in Annex A – Requirement) Brand: _____ Model: _____ | Each | 2 | \$ | \$ |
| Total Firm Price (Sum of Column E) | | | | | \$ |



ANNEX "C" - MANDATORY TECHNICAL EVALUATION CRITERIA

Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. 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 or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
7. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
8. Handheld Raman Spectrometer Offered:

Brand: _____

Model: _____



9. Compliance Matrix

9.1 - Device Handling

| Item No. | Mandatory Technical Evaluation Criteria | Meets Requirements Yes/No | Bidders must indicate in sufficient detail how they meet each mandatory technical criteria And Reference in Bid |
|----------|---|------------------------------|---|
| 9.1.1 | The Raman spectrometer must be designed for handheld use and must have an integrated display screen to display test results | | |

9.2 - Operating Temperature

| | | | |
|-------|---|--|--|
| 9.2.1 | Must have an operating temperature range from -5° Celsius to +50° Celsius, or greater | | |
|-------|---|--|--|

9.3 - Display

| | | | |
|-------|---|--|--|
| 9.3.1 | Must display the name of the controlled substances identified | | |
| 9.3.2 | Must have the capability to provide identification of multiple (more than one) library items, resulting from a single scan of a substance made of mixed controlled substances | | |

9.4 - Software & Computer System

| | | | |
|-------|--|--|--|
| 9.4.1 | Must have internal memory to save and recall collected data | | |
| 9.4.2 | Must communicate with an external computer (for tasks including data transfer) | | |
| 9.4.3 | Must have more than one data export format that must include at minimum Portable Document Format (PDF) | | |
| 9.4.4 | Must have minimum one USB 2.0 connection | | |



9.5 - Library

| | | | |
|-------|--|--|--|
| 9.5.1 | Must be internal to the device and be able to identify pure and mixture precursors, cutting agents and controlled substances | | |
| 9.5.2 | Must be able to test for a minimum of 300 controlled substances. Of the minimum 300 controlled substances, the Handheld Raman Spectrometer offered must identify: a) different variants of fentanyl; b) fentanyl precursors; c) precursor chemicals; d) heroin/fentanyl mixtures; e) synthetic opioids | | |
| 9.5.3 | Proof of product compliance must be provided with bid. The product compliance must speak to the Performance of the Handheld Raman Spectrometer offered. Proof of product compliance may include, but is not limited to, specification sheets, technical brochures, photograph, illustrations, or laboratory certification | | |
| 9.5.4 | Must offer software and library updates | | |

9.6 - Other Requirements & Accessories

| | | | |
|-------|--|--|--|
| 9.6.1 | Must identify pure and mixed substances through translucent containers (Example: plastic bags or glass vials) | | |
| 9.6.2 | Must be able to provide further detection capabilities for specific narcotics that are fluorescent and at low concentrations, or be supplied with an accessory that can do this | | |

9.7 - Service

| | | | |
|-------|---|--|--|
| 9.7.1 | Must provide manufacture's technical support services | | |
|-------|---|--|--|



9.8 - Power Source(s)

| | | | |
|-------|--|--|--|
| 9.8.1 | Must contain a rechargeable internal battery pack with an operation time of minimum 5 hours | | |
| 9.8.2 | For external power using a wall receptacle (electrical outlet), a wall adapter must be provided. | | |