



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

Bid Receiving/Réception des soumissions

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Non Electrical Fitness Equipment		<b>Date</b> 2023-09-20
<b>Solicitation No. – N° de l’invitation</b> M5000-24-1070/A		
<b>Client Reference No. - No. De Référence du Client</b> 202401070		
<b>Solicitation Closes – L’invitation prend fin</b>		
<b>At / à :</b>	14.00 hours	CST
<b>On / le :</b>	2023-10-06	
<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> Shailesh Rajgor at shaileshkumar.rajgor@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 780-670-8554	<b>Facsimile No. – No. de télécopieur</b>	
<b>Delivery Required – Livraison exigée</b> 2023-11-15	<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>	



**Important Notice to Bidders:**

**Conditional Set-Aside Under the Procurement Strategy for Indigenous Business (PSIB)**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business.

In order to be considered, the Bidder must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB. If bids from two (2) or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder'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 Article 6.2 of the resulting contract clauses

### **1.3 Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.



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**1.4. 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.

**1.5. 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>



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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

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

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

Delete: 60 days

Insert: 90 days

### **2.2 Submission of Bids**

Bids must be submitted only by email to RCMP Bid Receiving Unit at [NWR\\_Procurement\\_Bids@rcmp-grc.gc.ca](mailto:NWR_Procurement_Bids@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 the RCMP will not be accepted.

#### **2.2.1: Best Delivery Date – Bid.**

White delivery is requested by **2023-11-15**, the best delivery that could be offered is \_\_\_\_\_ (Bidder to complete)

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 ( five) 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 Saskatchewan.

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)





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## **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.



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## **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**

Mandatory Technical Criteria are listed at Annex D. Bidders are to provide the information requested in Annex D and return it with their submission. Failure to submit all of the information requested in Annex D will deem a submission non-compliant.

#### **4.1.2 Financial Evaluation**

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

**4.1.2.1:** Lowest Evaluated price will be calculated as follows.

1. For all line items identified at Annex B – Basis of Payment each Unit Price provided will be multiplied by the respective required quantity to arrive at a total sum for each line item.
2. The total sum for each line item will be added together to arrive at the 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



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

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

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

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

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

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

#### **5.1.1 Conditional Set-aside for Indigenous Business**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification (refer to Annex D) is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see Annex 9.4, Supply Manual.

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

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

#### **5.2.1 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>).

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



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

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

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

#### **5.2.3.1 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.



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**Attachment – 1 of Part -5**

**SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS – CERTIFICATION**

**1. Set-aside for Indigenous Business**

**1.1** This procurement is set aside under the federal government Procurement Strategy for Indigenous Business. For more information on Indigenous business requirements of the Set aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.

**1.2** The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

**1.3 The Bidder must check the applicable box below:**

- ( ) The Bidder is an Indigenous business that is a sole proprietorship, band, limited company co-operative, partnership or not-for-profit organization.

**OR**

- ( ) The Bidder is either a joint venture consisting of two or more Indigenous businesses or venture between an Indigenous business and a non-Indigenous business.

**1.4 The Bidder must check the applicable box below:**

- ( ) The Indigenous business has fewer than six full-time employees.

**OR**

- ( ) The Indigenous business has six or more full-time employees



**Attachment 2 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**

All Contractor personnel working on-site must hold a valid “**Facility Level 2 Access – Escort required**” issued by RCMP Departmental Security. The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site.

Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility, site, or part thereof to any contractor personnel, at any time.

The Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

### **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.

### **6.4 Term of Contract**

#### **6.4.1 Delivery Date**



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All 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 specified at Annex A of the Contract.

#### **6.4.3 Shipping Instructions.**

Goods must be consigned and delivered to the destination specified in the contract. Incoterms 2010 “DDP Delivery Duty Paid” at the RCMP T Division Regina, SK.

#### **6.4.4 Inspection and Acceptance.**

The Project 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: Shailesh Rajgor  
Title: Procurement Officer  
Royal Canadian Mounted Police  
Directorate: RCMP K Division.  
Address: 10065 – Jasper Avenue. Edmonton. Alberta T5J 3B1  
  
Telephone: 780-670-8554  
E-mail address: [Shaileshkumar.rajgor@rcmp-grc.gc.ca](mailto:Shaileshkumar.rajgor@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 Project Authority (to be inserted at contract award)**

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**6.5.3 Contractor's Representative (to be inserted at contract award)**  
*Fill in or delete as applicable*

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

**6.6 Payment**

**6.6.1 Basis of Payment – Firm Unit Prices**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid \$ \_\_\_\_\_ firm unit prices as specified in Annex B. 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**

H1000C(2008-05-12) Single Payment.



## 6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the selection entitled “ Invoice submission” of the generation conditions invoices cannot be submitted until all work identified in the invoice is completed
2. Invoices must be distributed as follows:
  - a. One (1) copy must be forwarded by e-mails to the Project Authority identified and to the Contracting Authority 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 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 general conditions 2010A (2022-12-01) Goods (Medium Complexity);
- c. Annex A, Statement of Requirement;
- d. Annex B, Basis of Payment;
- e. Annex C, SRCL Checklist.
- f. the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*)

## 6.11. Procurement Ombudsman

### 6.11.1 Dispute Resolution



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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).

#### **6.13 Insurance**

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

#### **6.14 SACC Manual Clauses**

[D0018C](#) (2007-11-30) Delivery and Unloading.

[B7500C](#) (2006-06-16) Excess Goods.



## ANNEX : A Statement of Requirements

### 1.0 TITLE:

**Fitness Equipment**

### 2.00 BACKGROUND

The Royal Canadian Mounted Police (RCMP) has requirement the supply, delivery, offloading, installation, and set up all equipment for the RCMP Police Fitness Training Centre and B Block Gym located in Regina, Saskatchewan.

### 3.00 ACRONYMS

PA	Project Authority
PFT	Police Fitness Training.
RCMP	Royal Canadian Mounted Police
SOR	Statement of Requirement

### 4.00 REQUIREMENTS

The contractor must supply following fitness equipment, deliver, install and set up all features, calibrate, and adjust all equipment to ensure all equipment set up standard meets the RCMP operational and gym requirements.

Sr.	Description	Qty.	Locations for Delivery, Installation and Equipment Set-up	Refer Annex –D Mandatory Criteria and Compliance Matrix.
1	Multi-function Captains Chair	01	B Block gym, Regina	Table -1
2	Cable Cross-over Pulley	01	B Block gym, Regina	Table -2
3	Multi-use benches	06	Two (2) benches at B Block Gym, Regina Four (4) benches at PFT Building, Regina	Table -3
4	Decline bench	01	B Block gym, Regina	Table -4
5	Plate loaded leg press/hack squat machine	01	B Block gym, Regina.	Table -5
6	Preacher curl bench	01	B Block gym, Regina	Table -6
7	Smith Machine	01	B Block gym, Regina	Table -7
8	Hip Thrust Bench	01	B Block gym, Regina	Table -8
9	Wheeled plate storage	03	Two (2) storage at B Block gym, Regina One (1) storage at PFT Building, Regina.	Table-9
10	Rig	01	B Block gym, Regina	Table -10
11	Plyometric boxes	36	PFT Building, Regina.	Table -11
12	Kettlebell Rack	01	PFT Building, Regina	Table -12



## **5.00 DELIVERABLES.**

- 5.01:** The Contractor must supply all equipment, delivery, install and set-up all equipment to meet the RCMP set-up standard and requirements for each location specified in the requirements 3.00 of SOR
- 5.02** The contractor must supply electronic or printed operational manual and warranty for all fitness equipment.
- 5.03** The contractor must remove, clean and dispose all shipping material, boxes, crate, plastic etc. within 24 hours after the set-up completion.
- 5.04** The contractor must consult the project authority to ensure an installation and the set-up standard of fitness equipment meets the RCMP operational requirements. Canada will not be responsible if the Contractor chooses to proceed without the PA authorization.

## **6.00 CONSTRAINTS / SPECIAL CONSIDERATIONS.**

- 6.01** Delivery to "B block gym." B block gym will have 1 set of staircase, 3 doors with dimensions of the smallest door it must fit through being 34 inches (0.86 m) wide and 83 inches (2.11 m) high.
- 6.02** Delivery to PFT building will have 3 staircase into the building and must fit through 3 doors with the smallest dimension of 39.3 (0.99 m) inches wide and 82 inches (2.1 m) high.

## **7.00 LANGUAGE OF WORK.**

All manuals must be provided to the RCMP in both English and French.

## **8.00 DELIVERY LOCATIONS.**

All deliverables must be delivered during regular business hours, Monday to Friday 8.00 AM to 4.00 PM at follow locations and specified in the requirements -3 of SOR. Please notify the project authority prior to deliver and initiate work.

### **9.01 : B Block Gym.**

**RCMP T Division Depot.  
97, Lowry Place.  
Regina, Saskatchewan, Canada  
S4P 3J7**

### **9.02 PFT Building**

**RCMP T Division Depot.  
72, Hockin  
Regina, Saskatchewan, Canada  
S4P 3J7**



## 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.

Good must be consigned and delivered to the destination specified in the contract:  
Incoterms 2010 "DDP Delivery Duty Paid" at the RCMP T Division, Regina, Saskatchewan.

### FOR EVALUATION PURPOSES ONLY

The Bidder must insert their firm, all-inclusive unit prices (including delivery, Installation, ) for each item in Table 1 below (column B) and complete the extended price calculation (column C). Failure to complete the table in full will result in the bid being deemed non-responsive and given no further consideration.

Item	Description	Unit of Measure	Quantity (a)	Unit Price (b)	Total (a x b)
1	Multi-function Captains Chair Make: Model:	Each	1	\$	\$
2	Cable Cross-over Pulley Make: Model:	Each	1	\$	\$
3	Weight benches Make: Model:	Each	6	\$	\$
4	Decline bench Make: Model:	Each	1	\$	\$
5	Plate loaded leg press/ hack squat machine Make: Model:	Each	1	\$	\$
6	Rig Make: Model:	Each	1	\$	\$
7	Preacher curl bench Make: Model:	Each	1	\$	\$





<b>8</b>	Hip Thrust Bench Make: Model:	<b>Each</b>	<b>1</b>	\$	\$
<b>9</b>	Wheeled plate storage Make: Model:	<b>Each</b>	<b>3</b>	\$	\$
<b>10</b>	Smith Machine Make: Model:	<b>Each</b>	<b>1</b>	\$	\$
<b>11</b>	Plyometric boxes Make: Model:	<b>Each</b>	<b>36</b>	\$	\$
<b>12</b>	Kettlebell Rack Make: Model:	<b>Each</b>	<b>1</b>	\$	\$
<b>Total Price ( excluding GST)</b>					<b>\$</b>



**Annex: C – SRCL Checklist.**

**Attached.**



## Security Guide for SRCLs

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Delivery and set up of fitness equipment  
SRCL #: 2022-1111003

Prepared by:  
NWR Departmental Security Section  
Royal Canadian Mounted Police

DSS Physical Signature: \_\_\_\_\_  
Digitally signed by Godfrey, Tracy May, 000161061  
May, 000161061  
Date: 2022.10.12 15:51:39 -0600



## General Security Requirements

**Description of Work:** Contractors are required for the delivery and set up of fitness equipment into Police Fitness Test (PFT) unit. Work to be completed by March 31, 2023. Warranty included as per attached "Equipment Order" document.

**Security Clearance: Facility Access Level 2 with Escort**

**\*\*\*NWR DSS Internal Use ONLY\*\*\* Intake Diary Date for SRCL (Expiry): 2027-10-12**

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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.

**Physical Security**

1. **Storage:** Protected information/assets must be stored in a container acceptable to the RCMP DSS. The container must be located (at minimum) within an “Operations Zone”. As such, the contractor’s facility must have an area/room that meets the following criteria:

<b>Operations Zone</b>	
Definition	An area where access is limited to personnel who work there and to properly escorted visitors.  Note: The personnel working within the Operational Zone must: <ul style="list-style-type: none"> <li>• possess a valid RCMP Reliability Status (RRS), or</li> <li>• be escorted by an individual who possesses a valid RRS</li> </ul>
Perimeter	Must be indicated by a recognizable perimeter or a secure perimeter depending on project needs. For example, the controls may be a locked office or suite.
Monitoring	Monitored periodically by authorized employees. For example, users of the space working at the location are able to observe if there has been a breach of security.

Note: Refer to Appendix A for more information on the Security Zone concept.

2. **Discussions:** Where sensitive conversations are anticipated, Operations Zones must have a stand off from public spaces or be designed with acoustic speech privacy properties (where the user has a reasonable expectation that they will not be overheard). For example, private room/office and/or boardroom.
3. **Production:** The production (generation and/or modification) of Protected information or assets must occur in an area that meets the criteria of an Operations Zone.
4. **Destruction:** All drafts or misprints (damaged copies and/or left over copies) must be destroyed by the contractor. Protected information must be destroyed in accordance with the RCMP’s Security Manual. The equipment/system (i.e. shredder) used to destroy sensitive material is rated according to the degree of destruction. RCMP approved destruction equipment must be utilized.

Approved levels of destruction for Protected B include:

- Residue size must be less than 1 x 14.3 mm (particle cut).

Note:

- If the contractor is unable to meet the RCMP’s destruction requirements, all sensitive information/assets are to be returned to the RCMP for proper destruction.
- Any sensitive drafts/misprints awaiting disposal must be protected in the agreed upon manner until destroyed.

5. **Transport/Transmittal:** The physical exchange of sensitive information must follow the Contract. When a delivery service is used, it must offer proof of mailing, a record while in transit and of delivery.

Transport	Transport: to transfer sensitive information and assets from one person or place to another by someone with a need to know the information or need to access the asset.
Transmittal	Transmit: to transfer sensitive information and assets from one person or place to another by someone without a need to know the information or need to access the asset.

Note:

- For Transport of Protected “B” information (travel to/from neutral locations for meetings and/or interviews): In place of a single envelope, a briefcase or other container of equal or greater strength may be used. Double envelope/wrap to protect fragile contents or to keep bulky, heavy or large parcels intact.
- For Transmittal of Protected “B” information (Canada Post or registered courier): Address in a nonspecific manner. Add "To Be Opened Only By" because of the need-to-know or need-to-access principles when warranted.

## IT Security

### **Appropriate Control of Protected A and B Information**

#### **Transport/Transmittal**

1. If there is a requirement to send RCMP Protected A or Protected B information electronically, it must be sent using a FIPS 140-2 compliant portable storage device provided by the RCMP, with access restricted to RCMP security cleared contractor personnel only and the RCMP client. The FIPS 140-2 compliant portable storage device must be delivered by-hand or shipped by an approved courier to the contractor’s location. Sensitive RCMP information shall not be transmitted to or from any external email address.
2. The password for the portable storage device is to be provided verbally, either in person or by telephone to RCMP security cleared contractor personnel only.

3. IF electronic processing of Protected A or B RCMP information is required, the contractor must ensure the information is:
  - encrypted while at rest
  - encrypted while in transit; and
  - access controls are implemented.

Note: Advanced Encryption Standard (AES) Algorithm with key lengths of 128, 192 and 256 bits is approved for encrypting Protected A and B information.

### **Mobile Users**

1. Use only RCMP-issued equipment approved for mobile use.
2. Use an approved full-disk encryption method on laptop computers and encrypt sensitive information when not in use
3. Remove your credential/authentication token and keep it on your person, when the technology it is used with is left unattended.
4. Ensure that the laptop and/or storage media containing sensitive information are stored in an authorized security container if the information is not encrypted. See AM ch. XI.3., sec. H

### **Telephony**

5. All voice communication by any cellular or mobile telephone must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.
6. Use of RCMP supplied smartphones/cellphones are restricted to RCMP employees, authorized organizations and their agents working on behalf of the RCMP, and authorized organizations and their agents.
7. RCMP supplied smartphones/cellphones are only authorized to process up to and including Protected A information on the corporate workspace side for the purpose of RCMP business.
8. Only RCMP supplied external peripheral devices may be used externally with a RCMP supplied smartphone.

### **Printing, Scanning, and Photocopying**

9. If electronic RCMP Protected information has to be printed / scanned, the contractor must have additional/dedicated computer(s), printer(s)/scanners. This equipment must not be connected to the local area network nor the Internet. This computer(s) will require RCMP approved disk drive encryption.

### **Storing**

10. If required, backup of RCMP Protected A or B information is subject to the same security guidelines (encryption and access controls) as is the live information.

11. Electronic records must be destroyed according to ITSG-06 Clearing and Declassifying Electronic Data Storage Devices (refer to <https://www.cse-cst.gc.ca/en/node/270/html/10572> for further info). Protected information is to be cleared using the following options:

- Media containing PROTECTED government information can only be re-used after all data areas of the media have been alternatively overwritten with any character and its complement (e.g. binary 1s then binary 0s) for a minimum of three times.
- Media containing PROTECTED government information that are not overwritten to the satisfaction of the RCMP are to be destroyed in accordance with RCMP approved methods (approved metal-destruction facility, incineration, emery wheel or disk sander, dry disintegration, pulverizing or smelting).

12. All RCMP supplied storage devices used throughout the duration of this contract must be returned to the RCMP immediately upon contract termination.

#### **Personnel Security Requirements**

##### **RCMP Facility Access, Level I, II, III & IV**

For contractors who only require access to an RCMP facility and will not have access to protected or classified information, systems, assets and facilities. In this scenario, the RCMP wishes to conduct local law enforcement checks only. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to local law enforcement verification by the RCMP, prior to admittance to the facility or site. The RCMP reserves the right to deny access to any facility or site or part thereof to any contractor personnel, at any time.*

When the RCMP requires Facility Access Level 1 or 2; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Copy of Government issued, signature bearing photo Identification (Front and Back)

When the RCMP requires Facility Access Level 3 or 4; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60



3. Copy of Government issued, signature bearing photo Identification (Front and Back)
4. Two sets of fingerprints

The RCMP:

1. Will conduct local law enforcement checks.
2. is responsible for escorting requirements on its facilities or sites
3. Does not require organizational or personnel security clearances for suppliers and/or contractors providing services.
4. Will complete the PWGSC Requisition Form 9200 to indicate the security requirement with no SRCL.

#### **RCMP Reliability Status (RRS), Secret or Top Secret Clearance**

For contractors who require access to RCMP protected information, systems, assets and/or facilities. In this scenario, the RCMP wishes to conduct all checks required for obtaining an RRS. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.*

When the RCMP identifies a requirement for RRS or a security clearance; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Form 1020-1 (Security Interview)
4. Two pieces of Government issued, signature bearing, photo identification (Birth Certificate and Driver's licence)
5. Two sets of fingerprints
6. Working Visa (where applicable)
7. Two passport photographs

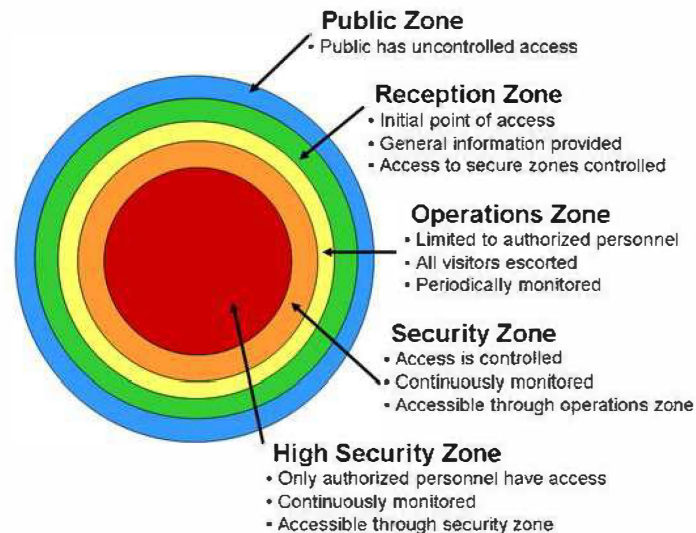
The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. is responsible for escorting requirements on its facilities or sites
3. will security screen any Key Senior Officials (KSOs) identified by CISD (requirement for Classified information)

## Appendix A – Security Zone Concept

The *Government Security Policy (Section 10.8 - Access Limitations)* stipulates that “departments must limit access to classified and protected information and other assets to those individuals who have a need to know the information and who have the appropriate security screening level”.

The *Operational Security Standard on Physical Security (Section 6.2 - Hierarchy of Zones)* states that “departments must ensure that access to and safeguards for protected and classified assets are based on a clearly discernable hierarchy of zones”.



**Public Zone** is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, or public corridors and elevator lobbies in multiple occupancy buildings.

**Reception Zone** is where the transition from a public zone to a restricted-access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces as places where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

**Operations Zone** is an area where access is limited to personnel who work there and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically. Examples: typical open office space, or typical electrical room.

**Security Zone** is an area to which access is limited to authorized personnel and to authorized and properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored continuously, i.e., 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

**High Security Zone** is an area to which access is limited to authorized, appropriately-screened personnel and authorized and properly-escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored continuously, i.e., 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. Example: an area where high-value assets are handled by selected personnel.

Access to the zones should be based on the concept of "need to know" and restricting access to protect employees and valuable assets. Refer to [RCMP Guide G1-026, Guide to the Application of Physical Security Zones](#) for more detailed information.



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>RCMP</b>	2. Branch or Directorate / Direction générale ou Direction Depot T division	
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 Contractors are required for the delivery and set up of fitness equipment into Police Fitness Test (PFT) unit. Work to be completed by March 31, 2023. Warranty included as per attached "Equipment Order" document. (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
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)	<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 checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison 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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input 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"/>



**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 / Non  Yes / 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 / Non  Yes / 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<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT       | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |

Special comments:  
Commentaires spéciaux : Facility Access Level 2 (FA-2) with escort

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 unscrined personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscrined personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

**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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) James Bradshaw		Title - Titre Facilitator	Signature 
Telephone No. - N° de téléphone 639-625-4537	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel james.bradshaw@rcmp-grc.gc.ca	Date 22-10-04
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre Hubrich, Deanna, 000145195	Signature Digitally signed by Hubrich, Deanna, 000145195 Date: 2022.10.12 16:12:19 -06'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Shailesh Rajgor		Title - Titre Procurement Officer	Signature 
Telephone No. - N° de téléphone 780-670-8554	Facsimile No. - N° de télécopieur N/A	E-mail address - Adresse courriel SHAILESHKUMAR.RAJGOR@RCMP-GRCGC.CA	Date Sept 19, 2023
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre Hubrich, Deanna, 00 0145195	Signature Digitally signed by Hubrich, Deanna, 000145195 Date: 2022.10.12 16:12:41 -06'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



## ANNEX: D

### Mandatory Criteria and Compliance Matrix.

#### ALL LISTED CRITERIA MUST BE ADDRESSED AND SUBMITTED WITH YOUR BID

**Instructions:**

Bidders must comply with the Mandatory Technical Criteria listed below in the tables and must indicate whether the product / service offered “ Met” or “ Not Met “

Bidders should comment / cross-reference the page number and highlights the specification in your technical data sheets or brochure to demonstrate and support your compliance for each of the Mandatory Technical Criteria.

By submitting, the information required in Annex: C Mandatory Technical Criteria, the bidder certifies the product they are offering meets the minimum technical requirements and Mandatory criteria.

**Table – 1 Multi-function Captains Chair**

Item	Specifications	Met	Not Met	Cross Reference on brochure / page numbers
1.1	Must have pull ups bar feature			
1.2	Must have tricep bar feature			
1.3	Must be steel frame			
1.4	Height must not exceed 8 feet (2.4m)			
1.5	Maximum of 84 inch (2.1m) height, 25 inch (0.64m) width and 42 inch (1.1m) length			

**Table - 2 Cable Cross-Over Pulley**

Item	Specifications.	Met	Not Met	Cross Reference on brochure / page numbers
2.1	Minimum of 160LBS weight stack			
2.2	Minimum 16 adjustments for pulley intervals			
2.3	Maximum of 110 inch (2.8m) length, 84 inch (2.1m) width, 96 inch (2.4m) height			
2.4	Must have 2 stations of pulleys			
2.5	Pulley height minimum of 76 inches (1.9m)			
2.6	Warranty Requirements: Must be, as a minimum, warranted ON SITE as follows: <ol style="list-style-type: none"> <li>1. 2 year warranty</li> <li>2. Lifetime warranty of frame</li> </ol>			



**Table - 3 Multi-use Benches**

Item	Specifications	Met.	Not Met	Cross Reference on brochure / page numbers
3.1	Unit must be industrial or commercial grade			
3.2	Unit must have molded feet for floor protection			
3.3	Adjustable from 180 to 90 degrees			
3.4	Unit must have an adjustable back rest to a minimum of five positions			
3.5	Unit must have minimum 11 gauge steel			
3.6	Unit must have electrostatic powder coat finish on the frame			
3.7	Maximum load: minimum of 400LBS			
3.8	Must have minimum of 30 degree angle			
3.9	Must be able to adjust angle without seat height change			
3.10	Height of bench must be 17.5 inch (44.5 cm) minimum to 19 inch (48.3 cm) maximum			
3.11	Maximum length 56 inches (1.4m) maximum width 26 inches (0.7m)			
3.12	Warranty must be a minimum, as follows: 1. 10 years on frame (excluding paint finish); 2. 2 years on component parts (bearing, spring pins, etc.) 3. 1 year on all pads, grips and other unspecified parts			

**Table – 4 Decline Bench**

Item	Specifications	Met	Not Met	Cross Reference on brochure / page numbers
4.1	Unit must be industrial or commercial grade			
4.2	Unit must have molded feet for floor protection			
4.3	Unit must have electrostatic powder coat finish on the frame			
4.4	Maximum load: minimum of 400LBS			
4.5	Must have decline feature			
4.6	Maximum length 56 inches (1.4m) maximum width 26 inches (0.7m)			
4.7	Warranty must be a minimum, as follows: 1. 10 years on frame (excluding paint finish); 2. 2 years on component parts (bearing, spring pins, etc.) 3. 1 year on all pads, grips and other unspecified parts			





**Table – 5 Plate loaded Leg Press/ Hack squat Machine**

Item	Specifications	Met.	Not Met	Cross Reference on brochure / page numbers
5.1	Must have adjustable bench for angle			
5.2	Minimum width 67 inches (1.7m), length 90 inches (2.3m), height 50 inches (1.3m). Maximum length 102 inches (2.6m), width 103 inches (2.6m), heights 74 inches (1.9m)			
5.3	Warranty must be a minimum, as follows: - 10 years on frame - 2 years on component parts			

**Table – 6 Preacher curl bench**

Item	Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
6.1	Must have adjustable seat			
6.2	Must be commercial grade			
6.3	Warranty must be a minimum, as follows: - Minimum 5 year on frame			

**Table - 7 Smith Machine**

Item	Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
7.1	Minimum length 88 inches (2.2m), width 41 inches (1.0m), height 92 inches (2.3m), maximum length 100 inches (2.5m), width 63 inches (1.6m), height 94 inches (2.4m)			
7.2	Warranty must be a minimum, as follows: - Minimum 5 year on frame			

**Table – 8 Hip Thrust Bench**

Item	Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
8.1	Must have Padded Cushion			
8.2	Must have steel frame			
8.3	Must have pegs for resistance bands			
8.4	Must have wheels for easy transport			
8.5	Warranty must be a minimum, as follows: - Minimum 5 year on frame			



**Table – 9 Wheeled Plate Storage**

Item	Specifications	Met	Not Met	Cross Reference on Brochure / Page numbers
9.1	Must be made of steel			
9.2	Must have wheels on all 4 corners			
9.3	Must have 3 vertical rows of pegs to hold bumper plates			
9.4	Must have 500mm between each row of pegs			
9.5	Must have a minimum of 317mm of loadable peg length			
9.6	Must have 4 barbell storage slots			
9.7	Must hold a minimum weight of 1700LBS (771 KG)			

**Table – 10 Rig**

Item	Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
10.1	Minimum lifting stations 3, maximum 4			
10.2	Maximum length 34 ft (10.4m)			
10.3	Maximum height 96 inches (2.4m), minimum 84 inches (2.1m)			
10.4	Front of rig to back minimum of 58 inches (1.5m) maximum 84 inches (2.1m)			
10.5	Must have 1 inch (2.54cm) diameter holes for attachments			
10.6	Must have pull ups bars or attachment options for pull ups			
10.7	Warranty must be a minimum, as follows: - Minimum 5 year on frame			



**Table – 11 Plyometric Boxes**

Item	Mandatory Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
11.1	Must have slip resistant stepping surface			
11.2	Must have wide base for stability			
11.3	Must be made of high-density foam and covered in vinyl			
11.4	Must have Velcro attachment to combine box for various heights			
11.5	Must have box heights of 6, 12 and 18 inches			
11.6	Warranty must be a minimum, as follows: - Minimum 5 year on frame			

**Table – 12 Kettlebell storage rack (delivery to B Block)**

Item	Mandatory Specifications	Met	Not Met	Cross Reference on Brochure / page numbers
12.1	Minimum of 2 shelves for storage			
12.2	Minimum 50 inches (1.3m) length, 8 inch (20.3cm) shelf width			
12.3	Warranty must be a minimum, as follows: - Minimum 5 year on frame			

**Contractor's Name/ Auth Representative** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_