



33-2021 ADDENDUM 2

PROFESSIONAL CONSULTING SERVICES FOR WATER SYSTEM REGULATORY RE-ASSESSMENT

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

ISSUED: March 2, 2021
BY: Rob Carroll, P.Eng
TELEPHONE NO. 204 986-8409

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20190115

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, March 5, 2021

PART E – SECURITY CLEARANCE

Revise: E1 to read:

- E1.1 Each individual proposed to perform Services under this Contract within facilities associated with the water supply, treatment, and distribution system including but not limited to the sites listed in D11.2. shall be required to obtain a Global Sanctions & Politically Exposed Persons Check and a Police Information Check as detailed below.
- E1.1.1 The Global Sanctions & Politically Exposed Persons Check must be obtained through Sterling BackCheck.
- (a) A Sterling BackCheck account must be setup seventy-two (72) hours prior to individual security clearances to allow sufficient time for activation of the contracting company's account. If the contracting company has an existing City of Winnipeg Sterling Backcheck vendor account, they may skip to (d) below.
 - (b) An authorized individual of the contracting company must complete the Sterling Backcheck Setup Form. Click on the link below, complete the form, and hit submit. ******(This form is to be completed by the company, not by the employee requiring the security clearances).
<https://forms.sterlingbackcheck.com/partners/platform2-en.php?&partner=winnipegcity>
 - (c) Within forty-eight (48) hours of completing the Sterling Backcheck Setup Form, the authorized individual of the contracting company will receive a username and password for Sterling Backcheck. It will appear in their inbox as a "Welcome to Sterling Backcheck" e-mail. Upon receipt, the authorized individual of the contracting company will be asked to login to the Sterling Backcheck website to set their security questions and password. Once completed, individual security clearance requests can be submitted.
 - (d) In order to run a Global Sanctions & Politically Exposed Persons Check and/or a Police Information Check, follow the steps below:
 - (i) click on the sub-tab labelled "Order eConsent";
 - (ii) fill out the required information about the employee proposed to perform Services under this Contract within City facilities (the person that requires the security clearances);
 - (iii) select your location under the "Order Information" section and enter the organization's phone number, if required;

- (iv) select the required individual service(s) in the dropdown menu under the “Select Services” section. If both the Global Sanctions & Politically Exposed Persons Check and the Police Information Check are required, select the Sterling Backcheck Package One (with electronic identity verification). Once selected, both the Global Sanctions & Politically Exposed Persons Check and the Police Information Check should have a grey check mark beside them;
 - (v) Scroll down to the bottom and click the blue “Submit” button. The employee proposed to perform Services under this Contract within City facilities will be invited to complete their security clearance;
 - (vi) The employee will receive the invitation and must click on the link and complete their Global Sanctions & Politically Exposed Persons Check and/or Police Information Check;
 - (vii) The results of the Global Sanctions & Politically Exposed Persons Check and/or Police Information Check will go directly to the City of Winnipeg and to the authorized individual of the contracting company within twenty-four (24) hours; and
 - (viii) contact Ron Risley at 204-986-3758 if you have any questions regarding the Global Sanctions & Politically Exposed Persons Check.
- (e) Any questions related to the Sterling BackCheck process can be directed to Linda Ferens at 204-999-0912 or by email at: linda.ferens@sterlingcheck.com OR managedsupport@sterlingcheck.com

E1.1.2 The Police Information Check must be obtained from one of the following:

- (a) Sterling BackCheck;
 - (i) see E1.1.1(a) thru (e) for instructions on how to set up an account and submit individuals for security checks; or
- (b) a police service having jurisdiction at his/her place of residence;
 - (i) the original Police Information Check (Form P-612) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner;
 - (ii) the applicant shall provide the original Police Information Check (Form P-612) to the Contract Administrator; or
- (c) Commissionaires (Manitoba Division);
 - (i) forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>
 - (ii) the applicant shall provide the original Police Information Check to the Contract Administrator; or
- (d) FASTCHECK Criminal Record & Fingerprint Specialists;
 - (i) forms to be completed can be found on the website at: <https://myfastcheck.com>
 - (ii) the applicant shall provide the original Police Information Check to the Contract Administrator.

E1.2 Any individual for whom a Global Sanctions & Politically Exposed Persons Check and/or a Police Information Check is not provided will not be permitted to perform any Services.

E1.3 Individuals for whom a Global Sanctions & Politically Exposed Persons Check indicates “CLEAR” and a Police Information Check demonstrates no previous convictions or pending charges will be permitted to perform Services as specified in PART B - .

E1.4 Individuals for whom a Global Sanctions & Politically Exposed Persons Check does not indicate “CLEAR” and/or a Police Information Check demonstrates previous convictions or pending charges may not be permitted to perform any Services as specified in PART B - .

- (a) Previous convictions or pending charges may be investigated and a determination will be made by the City as to whether the individual will be permitted to perform any Services.
- (b) Convictions or pending charges that may preclude an individual from performing any Services include but are not limited to:
 - (i) convictions or pending charges related to property offences; and/or
 - (ii) convictions or pending charges related to crimes against another person.

- (c) Where additional investigation related to a Global Sanctions & Politically Exposed Persons Check or a Police Information Check is required by the City, no extension to critical stages, Substantial Performance, or Total Performance, as applicable, will be provided.
- (d) Additional investigation by the City may take upwards of six (6) weeks.

- E1.5 Prior to the award of Contract, and during the term of the Contract, if additional or replacement individuals are proposed to perform Services within City facilities, the Contractor shall supply the Contract Administrator with a Global Sanctions & Politically Exposed Persons Check and a Police Information Check satisfactory to the City obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Services.
- E1.6 Any Global Sanctions & Politically Exposed Persons Check and Police Information Check determined to be satisfactory to the City will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- E1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Global Sanctions & Politically Exposed Persons Check and/or a Police Information Check. Any individual who fails to provide a Global Sanctions & Politically Exposed Persons Check and/or a Police Information Check satisfactory to the City as a result of a repeated records search will not be permitted to continue to perform any Services as specified in PART B - .