

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St., / 11, rue Laurier  
Place du Portage, Phase III**

**Core 0A1/Noyau 0A1**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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: Travaux Publics et Services  
Gouvernementaux 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 annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> ERP FUNCTIONAL ANALYSTS 2011/2012	
<b>Solicitation No. - N° de l'invitation</b> EP549-122420/A	<b>Date</b> 2012-03-26
<b>Client Reference No. - N° de référence du client</b> 20122420	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-626-24056	
<b>File No. - N° de dossier</b> 626el.EP549-122420	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-17</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dubé, Jonah	<b>Buyer Id - Id de l'acheteur</b> 626el
<b>Telephone No. - N° de téléphone</b> (819) 956-0712 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 3RD FL. 975 ST JOSEPH GATINEAU Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services - EL Division/Services  
professionnels en informatique - division EL

4C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**BID SOLICITATION**

**FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR  
TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
FOR THE DEPARTEMENT OF PUBLIC WORKS AND GOVERNMENT  
SERVICES**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION</b>	.....
1.1 Introduction	.....
1.2 Summary	.....
1.3 Communications Notification	.....
<b>PART 2 - BIDDER INSTRUCTIONS</b>	.....
2.1 Standard Instructions, Clauses and Conditions	.....
2.2 Submission of Bids	.....
2.3 Enquiries - Bid Solicitation	.....
2.4 Applicable Laws	.....
2.5 Improvement of Requirement During Solicitation Period	.....
2.6 Volumetric Data	.....
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b>	.....
3.1 Bid Preparation Instructions	.....
3.2 Section I: Technical Bid	.....
3.3 Section II: Financial Bid	.....
3.4 Section III: Certifications	.....
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b>	.....
4.1 Evaluation Procedures	.....

**4.2 Technical Evaluation .....****4.3 Financial Evaluation .....****4.4 Basis of Selection .....****PART 5 - CERTIFICATIONS .....****5.1 Certifications Precedent to Contract Award .....****5.2 Federal Contractors Program for Employment Equity - Certification .....****5.3 Former Public Servant Certification .....****5.4 Status and Availability of Resources .....****5.5 Education and Experience .....****5.6 Certification of Language - English Essential .....****PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....****6.1 Security Requirement .....****6.2 Financial Capability .....****PART 7 - RESULTING CONTRACT CLAUSES .....****7.1 Requirement .....****7.2 Task Authorization .....****7.3 Minimum Work Guarantee .....****7.4 Standard Clauses and Conditions .....****7.5 Security Requirement .....****7.6 Contract Period .....****7.7 Authorities .....****7.8 Payment .....****7.9 Invoicing Instructions .....**

<b>7.10 Certifications</b>	.....
<b>7.11 Applicable Laws</b>	.....
<b>7.12 Priority of Documents</b>	.....
<b>7.13 Foreign Nationals (Canadian Contractor)</b>	.....
<b>7.14 Foreign Nationals (Foreign Contractor)</b>	.....
<b>7.15 Insurance Requirements</b>	.....
<b>7.16 Limitation of Liability - Information Management/Information Technology</b>	.....
<b>7.17 Joint Venture Contractor</b>	.....
<b>7.18 Professional Services - General</b>	.....
<b>7.19 Safeguarding Electronic Media</b>	.....
<b>7.20 Representations and Warranties</b>	.....
<b>7.21 Access to Canada's Property and Facilities</b>	.....
<b>7.22 Contractor's Identification Protocol Responsibility</b>	.....

#### List of Annexes to the Resulting Contract:

Annex A	Basis of Payment
Annex B	Statement of Work
	Appendix A to Annex B - Task Authorization Procedures
	Appendix B to Annex B - Task Authorization Form
	Appendix C to Annex B - Task Authorization Resource Technical Evaluation Criteria and Response Table
	Appendix D to Annex B - Task Authorization Certifications
Annex C	Security Requirements Check List
Annex D	Insurance Requirements

#### List of Attachments to Part 3 (Bid Preparation Instructions):

Attachment 1	Bid Submission Form
Attachment 2	Bidder's Response Templates for the Technical Evaluation
Attachment 3	Bidder's Response Template for Firm All Inclusive Per Diem Rates

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to bid solicitation EP549-112420/A. It is divided into seven parts plus annexes and attachments as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Basis of Payment; the Statement of Work and its appendices; the Security Requirements Check List; and the Insurance Requirements.

The attachments include the Bid Submission Form; the Bidder's Response Templates for the Technical Evaluation; and the Bidder's Response Template for Firm All Inclusive Per Diem Rates.

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of Public Works and Government Services (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract for one year plus two one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/index-eng.html>) Website
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP); the North American Free Trade Agreement (NAFTA); the Canada-Chile Free Trade Agreement (CCFTA); the Agreement on Internal Trade (AIT); the Canada-Peru Free Trade Agreement (CPFTA); The Canada-Columbia Free Trade Agreement; and the Canada-Panama Free Trade Agreement if it is in force.

- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/D series of Supply Arrangements (SAs) are eligible to compete. The TBIPS Supply Arrangement EN578-055605/D is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (f) The following Categories of Personnel are required on an "as and when requested" basis in accordance with Annex "B" of the TBIPS SA.

<b>TBIPS ID</b>	<b>CATEGORY OF PERSONNEL</b>	<b>LEVEL OF EXPERTISE</b>	<b>TOTAL ESTIMATED # OF RESOURCES REQUIRED (PER YEAR)</b>
<b>APPLICATION SERVICES CLASS</b>			
A.2	ERP Functional Analyst	2	2
A.2	ERP Functional Analyst	3	1

### 1.3 Communications Notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) 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 issued by Public Works and Government Services Canada (PWGSC).
- (b) 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.
- (c) The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 5.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
  - (i) Delete: sixty (60) days
  - (ii) Insert: 180 days

### 2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- (b) A Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

**Note to Bidders:** Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

## 2.5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 2.6 Volumetric Data

The Total Estimated # of Resources Required (per year) data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage will be consistent with this data. It is provided purely for information purposes.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) Canada requests that Bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (4 hard copies and 1 soft copy on CD or DVD)
- (ii) Section II: Financial Bid (2 hard copies)
- (iii) Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (c) **Green Procurement:** 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 which can be found at:  
<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>

To assist Canada in reaching its objectives, bidders are encouraged to :

- (i) use paper containing fibre certified as originating from a sustainably- managed forest and/or containing minimum 30% recycled content; and
  - (ii) 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.
- (d) Multiple bids from the same Bidder (or a bid from a Bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each Bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any Bidder submits more than one bid (or an affiliate also submits a bid), either on its own or as part of a joint venture, Canada will choose in its discretion which bid to consider. Supply Arrangement (SA) Holder's who wish to submit their proposal as a joint venture must have already been qualified under the SA # EN578-055605/D as a joint venture.

### 3.2 Section I: Technical Bid

- 
- (a) The technical bid consists of the following:
- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 1 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
  - (ii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 2, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference to additional documentation within the bid" columns of Attachment 2, where bidders are requested to indicate where in their bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
  - (iii) **Customer Reference Contact Information:** When requested by Canada, the Bidder must provide customer references who must each confirm, the facts identified in the Bidder's bid. For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
  - (iv) **Proposed Resources:** The technical bid must include résumés for the resources identified in the bid solicitation. The technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
    - (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
    - (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
    - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
    - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant date(s) (month and year) for the experience claimed (i.e., the start date and end date).
- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as this bid solicitation, will not be considered "demonstrated" for evaluation purposes. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.
- (v) **Security Clearance:** Bidders must submit the following security information for each of the proposed resources with their bids on or before this bid solicitation's closing date.

SECURITY INFORMATION	BIDDER TO INSERT DATA
Name of individual as it appears on the security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with Attachment 3. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, all prices must be firm, all inclusive prices. The Bidder's proposed firm per diem rates for the Initial Contract Period of the resulting contract(s) must not exceed those rates set out in Annex "C" to Part C - Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their firm per diem rates. The rates quoted for any option period must not be lower than the corresponding rates quoted for the Initial Contract Period of the resulting contract. Failure to abide with this condition will result in a bid being considered non-responsive.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

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or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

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

Bidders must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

**ATTACHMENT 1****BID SUBMISSION FORM**

<b>BID SUBMISSION FORM</b>		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	

<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>	On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i> :	
If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;	
(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) submit a valid Certificate number confirming its adherence to the FCP-EE.	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;	
Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.	(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR	
For joint ventures, be sure to provide this information for each of the members of the joint venture.	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
<b>Number of FTEs</b> [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]		
<b>Security Clearance Level of Bidder</b> <i>[include both the level and the date it was granted]</i>		
On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
<b>Signature of Authorized Representative of Bidder</b>		

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

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Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

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## **ATTACHMENT 2**

### **BIDDER'S RESPONSE TEMPLATES FOR THE TECHNICAL EVALUATION**

*(see attached hereto)*

**ATTACHMENT 3****BIDDER'S RESPONSE TEMPLATES FOR FIRM ALL INCLUSIVE PER DIEM RATES**

FOR THE INITIAL CONTRACT PERIOD (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$

FOR OPTION PERIOD 1 (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$

FOR OPTION PERIOD 2 (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$



## 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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:** Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The mandatory evaluation criteria are described in Attachment 2.
- (b) **Point-Rated Technical Criteria:** Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Bids that do not obtain the required pass marks for the point-rated technical criteria specified in this bid solicitation will be considered non-responsive and be disqualified. The rated evaluation criteria are described in Attachment 2.
- (c) **Joint Venture Experience:** In accordance with Attachment 2, except where expressly provided otherwise, at least one member of a joint venture Bidder must meet any given mandatory and rated requirement of this solicitation. Joint venture members cannot pool their abilities to satisfy any single mandatory and rated requirement of this solicitation. Wherever substantiation of a mandatory and rated requirement is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. Any Bidder with questions regarding the way in which a joint venture proposal will be evaluated should raise such questions through the Enquiries process as early as possible during the solicitation period.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance services, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the

joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive or in the case of a rated requirement no points would be allocated.

- (d) **Reference Checks:** If reference checks are requested, Canada will conduct the reference check in writing by e-mail (unless the contact at the reference is only available by telephone). A Bidder will not be responsive to a mandatory requirement nor will it be awarded any points unless the response is received to an e-mail reference check request within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. The mandatory requirement will not be considered met nor will points be awarded if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will the mandatory requirement be met or points be awarded if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Crown references will be accepted.

#### 4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s) to calculate the Total Financial Score.
- (b) There are two financial evaluation methods possible for this requirement. Method 1 will be used if 3 or more bids are determined to be responsive (see 4.3 (c)), and Method 2 will be used if fewer than 3 bids are determined to be responsive (see 4.3 (d)).
- (c) **Method 1:** The following financial evaluation method will be used if 3 or more bids are determined to be responsive:
- (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BANDS FOR EACH PERIOD AND EACH CATEGORY OF PERSONNEL:** The Contracting Authority will establish, for each period and each Category of Personnel, the median band limits based on the firm per diem rates proposed by the responsive bids. For each period and each Category of Personnel, the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses the lower median rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median.
- (ii) **STEP 2 - POINT ALLOCATION:** Points will be allocated for each period and each Category of Personnel as follow:
- (A) If a firm per diem rate for any given period and Category of Personnel is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Category of Personnel, the Bidder who proposed such rate will be allocated 0 points for that period and Category of Personnel.
- (B) If a firm per diem rate for any given period and Category of Personnel is within the established upper and lower median band limits for that period and Category of Personnel, the Bidder who proposed such rate will obtain points for that period and Category of Personnel based on the following calculation, which will be rounded to two decimal places:
- Lowest proposed firm per diem rate

within the median band limits \_\_\_\_\_ x Points  
 Bidder's proposed firm per diem rate Assigned (see Table 1)

- (C) If a firm per diem rate for any given period and Category of Personnel is within the established median band limits for that period and Category of Personnel and is the lowest proposed firm per diem rate, the Bidder who proposed such rate will be allocated the applicable points assigned at Table 1 for that period and Category of Personnel.

TABLE 1						
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	POINTS ASSIGNED			TOTAL
			INITIAL CONTRACT PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	
TECHNOLOGY SERVICES CLASS						
A.2	ERP Functional Analyst	2	60	30	20	110
A.2	ERP Functional Analyst	3	30	15	10	55
MAXIMUM FINANCIAL POINTS						165

- (iii) **STEP 3 - TOTAL FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Category of Personnel will be added together and rounded to two decimal places to produce the Total Financial Score. Bidders will find below an example of a financial evaluation using method 1.

Refer to Table 2 below for an example of a financial evaluation using method 1.

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD 1							
Category of Personnel	Points Assigned	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
<b>TOTAL</b>	300						
STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BANDS FOR EACH PERIOD AND EACH CATEGORY OF PERSONNEL							
(Median 1) For the Programmer Category of Personnel, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.							
(Median 2) For the Programmer Category of Personnel, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.							
(Median 3) For the Business Analyst Category of Personnel, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.							
(Median 4) For the Business Analyst Category of Personnel, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.							

(Median 5) For the Project Manager Category of Personnel, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.

(Median 6) For the Project Manager Category of Personnel, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.

## STEP 2 - POINT ALLOCATION

### Bidder 1:

Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)  
 Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)  
 Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)  
 Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)  
 Project Manager Year 1 = 0 points (outside the lower and higher median band limits)  
 Project Manager Year 2 = 22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)

### Bidder 2:

Programmer Year 1 = 71 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)  
 Programmer Year 2 = 67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)  
 Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)  
 Business Analyst Year 2 = 48 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)  
 Project Manager Year 1 = 23 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)  
 Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

### Bidder 3:

Programmer Year 1 = 67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)  
 Programmer Year 2 = 67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)  
 Business Analyst Year 1 = 46 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)  
 Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)  
 Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)  
 Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

## STEP 3 - TOTAL FINANCIAL SCORE

### Bidder 1

75 + 75 + 50 + 50 + 0 + 22 = Total Financial Score of 272 points out of a possible 300 points

### Bidder 2

71 + 67 + 50 + 48 + 23 + 25 = Total Financial Score of 284 points out of a possible 300 points

### Bidder 3

67 + 67 + 46 + 0 + 25 + 25 = Total Financial Score of 230 points out of a possible 300 points
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- (d) **Method 2:** The following financial evaluation method will be used if fewer than 3 bids are determined to be responsive:

- (i) **STEP 1 - POINT ALLOCATION:** Points will be allocated to the Bidder, for each period and each Category of Personnel, using the following calculation which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Points Assigned at Table 1 above}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable points assigned at Table 1 above.

- (ii) **STEP 2 - TOTAL FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Category of Personnel, will be added together and rounded to two decimal places, to produce the Total Financial Score for each Bidder.

- (e) **Substantiation of Professional Services Rates:** In Canada's experience, Bidders will from time to time propose rates at the time of bidding for one or more Categories of Personnel that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bid, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for a specific Category of Resource). If Canada requests price support, it will be requested from all responsive Bidders proposing a rate that is at least 20% lower than the median rate bid by all responsive Bidders for the relevant Category or Categories of Personnel. Where Canada requests price support, the following information is required:

- (i) an invoice (referencing a contract serial number) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant Category of Personnel, where those services were provided in the National Capital Region for at least three months within the twelve months prior to the bid solicitation issuance date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), a signed contract or a letter of reference signed by the Bidder's client that includes at least 50% of the tasks listed in this bid solicitation's Statement of Work for the Category of Personnel being examined for an unreasonably low rate;
- (iii) in respect of each referenced contract, a resume for the resource that performed under that contract which shows that the resource would pass the Category of Personnel's mandatory criteria and achieve, if applicable, the required pass mark for the Category of Personnel's rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of the invoiced client for each of the resources invoiced, so Canada can verify any facts presented for the affected Category or Categories of Personnel.

Once Canada requests substantiation of the rates bid for any Category of Personnel, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. Where Canada determines that the information provided by the Bidder does not substantiate the unreasonably

low rates, the bid will be considered non-responsive and will receive no further consideration. Only the Firm Per Diem Rates of responsive bids will be considered.

#### 4.4 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. The total possible Final Technical Score is 60 while the total possible Final Financial Score is 40.
  - (i) Calculation of Final Technical Score: The Final Technical Score will be computed for each responsive bid by converting the Total Technical Score obtained for the point-rated technical criteria using the following formula, rounded to 2 decimal places:
 
$$\frac{\text{Total Technical Score}}{\text{Maximum Technical Points (102 pts.)}} \times 60 = \text{Final Technical Score}$$
  - (ii) Calculation of Final Financial Score: The Final Financial Score will be computed for each responsive bid by converting the Total Financial Score obtained for the financial evaluation using the following formula rounded to 2 decimal places:
 
$$\frac{\text{Total Financial Score}}{\text{Maximum Financial Points (165 pts.)}} \times 40 = \text{Final Financial Score}$$
  - (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
 
$$\text{Final Technical Score} + \text{Final Financial Score} = \text{Total Bidder Score}$$
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (d) In the event of identical Total Bidder Scores, then the bid with the highest Final Financial Score will become the top-ranked bidder.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### 5.2 Federal Contractors Program for Employment Equity - Certification

- (a) The Federal Contractors Program for Employment Equity (FCP) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity to the Labour Branch of HRSDC.
- (d) Each bidder is requested to indicate in its bid whether it is:
  - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time employees in Canada;
  - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
  - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of

\$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or

- (iv) subject to FCP-EE, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).
- (e) Further information on the FCP-EE is available on the following HRSDC Website: [http://www.hrsdc.gc.ca/eng/labour/equality/employment\\_equity/index.shtml](http://www.hrsdc.gc.ca/eng/labour/equality/employment_equity/index.shtml)

**Note to Bidders:** Bidders are requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

### 5.3 Former Public Servant Certification

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.
- (b) For the purposes of this clause,
  - (i) **"former public servant"** means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:
    - (A) an individual;
    - (B) an individual who has incorporated;
    - (C) a partnership made of former public servants; or
    - (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
  - (ii) **"lump sum payment period"** means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
  - (iii) **"pension"** means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
  - (i) name of former public servant;



- (ii) date of termination of employment or retirement from the Public Service.
- (d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:
  - (i) name of former public servant;
  - (ii) conditions of the lump sum payment incentive;
  - (iii) date of termination of employment;
  - (iv) amount of lump sum payment;
  - (v) rate of pay on which lump sum payment is based;
  - (vi) period of lump sum payment including start date, end date and number of weeks; and
  - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Note to Bidders:** Bidders are requested to provide the information required by this clause in their Bid Submission Form.

#### 5.4 Status and Availability of Resources

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of the proposed individual, the Bidder may propose a substitute who will be rated by the Project Authority and the rated score obtained must be equal or superior as the original resource being replaced. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.
- (b) If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### 5.5 Education and Experience

- (a) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and

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accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

- (b) All of the resources proposed must meet the minimum experience requirements detailed in the Supply Arrangement for the category of personnel for which they are being proposed. By submitting a bid, the SA Holder acknowledges that the Department of Public Works and Government Services Canada reserves the right to verify this certification prior to contract award or during contract performance and that untrue statements may result in the bid being declared non-responsive or any other action which the Minister may consider appropriate.

## **5.6 Certification of Language - English Essential**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, the individuals proposed in its bid are fluent in English. Fluent means that the proposed resource must be able to communicate orally and in writing without any assistance and with minimal errors.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses; and
  - (ii) the Bidder's proposed individuals must each meet the security requirement as indicated in Part 7 - Resulting Contract Clauses.
- (b) Canada will not delay the award of any contract to allow Bidders to obtain the required clearance.
- (c) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2011-05-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of Public Works and Government Services.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this contract.

### 7.2 Task Authorization

- (a) **Purpose of a TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using Appendix B to Annex B - Task Authorization Request and Acceptance Form (the "TA Form").
- (b) **TA Procedures:** The procedures for issuing, responding to, assessing and approving Task Authorizations are described in Appendix A to Annex B.
- (c) **Authority to Issue a TA:** Any TA with a value less than or equal to \$300,000.00 (including GST/HST) may be issued by the Project Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Project Authority's authority to issue TAs at any time.
- (d) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the TA unless Canada has issued a TA amendment authorizing the increased expenditure. 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 being incorporated into the Work.
- (e) **Task Authorization Quotations:** The Contractor is required to submit a responsive quotation in response to every TA Form issued to it by Canada. In addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default if during the Contract Period the Contractor in at least three instances has either not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA issued, including quoting the required number of resources that meet the

minimum experience and other requirements of the Categories of Personnel identified in the TA at pricing not exceeding the rates of Annex A.

- (f) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all TAs issued and approved by Canada to date, to document the Work performed under those TAs for administrative purposes.
- (g) **TA Reports:** The Contractor must submit to the Contracting Authority a TA report on a quarterly basis that identifies each TA issued during that quarter and its dollar value.
- (h) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

### 7.3 Minimum Work Guarantee

- (a) In this clause, "**Minimum Contract Value**" means 3% of the amount identified as the Total Estimated Cost on page 1 of the Contract when it is first awarded.
- (b) The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.
- (c) If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 7.4 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 (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

- (a) **General Conditions:**
  - (i) 2035 (2011-05-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

  - (i) 4002 (2010-08-16) - Software Development or Modification Services; and
  - (ii) 4006 (2010-08-16) - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

### 7.5 Security Requirement

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
  - (i) Security Requirements Check List EN578-055605, described in Annex C;
  - (ii) Industrial Security Manual (Latest Edition).

## 7.6 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends one year later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
  - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional 1-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## 7.7 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Jonah Dubé  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: 11 Laurier St., Gatineau, Québec  
 Telephone: 819-956-0712  
 E-mail address: jonah.dube@tpsgc-pwgsc.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.

(b) **Project Authority**

The Project Authority for the Contract is:

**Note to Bidders:** *The Project Authority will be identified at the time of contract award.*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 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.

(c) **Contractor's Representative**

**Note to Bidders:** *The Contractor's Representative and contact information will be identified at the time of contract award.*

**7.8 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex A, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Normal Working Hours:** The normal working hours shall be deemed to be seven and a half (7.5) hours, Monday to Friday, during which the Contractor is actually engaged in the performance of the Services.
- (iii) **Outside Normal Working Hours:** The Contractor's personnel must be available to work outside normal office hours during the duration of the Contract. The Contractor's personnel must be available to work on weekends and holidays.

The Project Authority will advise the Contractor as soon as possible of any overtime requirements. All outside normal office hours must be pre-approved by the Project Authority. All time worked will be compensated according to para. (i) above.

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- (iv) **Pre-Authorized Travel and Living Expenses:** Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work outside the National Capital Area, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit. The Contractor will be able to charge for time spent travelling at the per diem rates set out in the Contract.
- (v) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (vi) **Professional Services Rates:** In Canada's experience, Bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.
- (vii) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- (b) **Limitation of Expenditure**
- (i) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (A) when it is 75 percent committed, or
- (B) four (4) months before the contract expiry date, or



- (C) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

- (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**Note to Bidders:** *This clause will be completed at contract award.*

**(c) Method of Payments:**

**For Task Authorizations with a Maximum Price:** For each Task Authorization issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

**(d) Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

**(e) Payment Credits**

- (i) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract or the TA, the Contractor must credit to Canada an amount equal to the per diem rate of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (ii) **Termination for Failure to Meet This Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor 3 months' written notice of its intent, if any of the following apply:
  - (A) the total amount of credits for any given monthly billing cycle reach a level of 10% of the total billing for that month; or
  - (B) the corrective measures required of the Contractor described above are not met.

**(f) Price Protection - Most Favoured Customer**

- (i) To the best of the Contractor's knowledge, the prices it is charging to Canada under the Contract are not higher than the lowest prices/rates that it has charged any other

customer (including other Government of Canada entities) for a similar quality and quantity of goods and services in the year before the Contract was awarded.

- (ii) The Contractor also agrees that, if after the date of the Contract it reduces the prices it charges to other customers for a similar quality and quantity of goods and services, it will reduce the prices for all remaining deliveries under the Contract (with notice to the Contracting Authority).
  - (iii) At any time during the 6 years after making the final payment under the Contract or until all claims and disputes then outstanding are settled, whichever is later, Canada has the right to audit the Contractor's records to verify that it is receiving (or has received) these prices. Canada will give at least 2 weeks of notice before the audit.
  - (iv) During this audit, the Contractor must produce invoices and contracts for similar quality or quantity of goods or services sold to other customers from one year before the Contract was awarded until the end of the Contract Period. If the Contractor is required by law or by contract to keep another customer's information confidential, the Contractor may black out any information on the invoices or contracts that could reasonably reveal the identity of the customer (such as the customer's name and address), as long as the Contractor provides, together with the invoices and contracts, a certification from its Chief Financial Officer describing the profile of the customer (e.g., whether it is a public sector or private sector customer and the customer's size and service locations).
  - (v) In determining whether the goods and services sold to another customer were of similar quality, the terms and conditions of the contract under which those goods and services were delivered will be considered, if those terms and conditions are reasonably likely to have had a material effect on pricing.
  - (vi) If Canada's audit reveals that the Contractor charged lower prices for a similar quality and quantity of goods and services under any contract where deliveries were made in the year before the Contract was awarded, or that the Contractor delivered additional goods or services under the Contract after reducing its prices for other customers but without reducing the prices under the Contract, then the Contractor must pay to Canada the difference between the amount charged to Canada and the amount charged to the other customer, up to a maximum of 25% of the value of the Contract.
  - (vii) Canada acknowledges that this commitment does not apply to prices charged by any affiliates of the Contractor.
- (g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
  - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## 7.9 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Project Authority, and a copy to the Contracting Authority.

### 7.10 Certifications

Compliance with the certifications provided by the Contractor in its response to the bid solicitation or a TA Form is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid or TA response is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

### 7.11 Applicable Laws

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

**Note to Bidders:** This clause will be completed at contract award.

### 7.12 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2011-05-16), Higher Complexity - Services;
- (d) Annex B, Statement of Work, including its Appendices in the order that they appear;
- (e) Annex A, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations, including the required Appendices when applicable;
- (i) Supply Arrangement Number EN578-055605/XXX/EL (the "Supply Arrangement"); and

- (j) The Contractor's bid dated \_\_\_\_\_.

**Note to Bidders:** *The Contractor's bid date and Supply Arrangement Number will be completed with information provided in its bid.*

### 7.13 Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**Note to Bidders:** *Either clause 7.14 or 7.15, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### 7.14 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### 7.15 Insurance Requirements

- (a) The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (b) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (c) The Contractor must, if requested by the Contracting Authority, forward a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.16 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

- 
- (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
  - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
    - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
  - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
  - (c) **Third Party Claims:**
    - (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
    - (ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada

by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

### 7.17 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: **[all the joint venture members named in the Contractor's bid will be listed]**.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

### 7.18 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. Where in the Contract or a TA Form a specific individual is identified as required to perform the Work, the Contractor must make such person available to perform the work within 10 working days (unless otherwise specified) of the issuance of the Contract or the TA (whichever first contains instructions from Canada for that individual to report to the Work site). Where such a

specific individual is unavailable to perform the Work, Canada may elect to either (i) exercise its rights or remedies under the Contract or at law (including terminating the Contract for default), or (ii) Canada may require the Contractor to propose the replacement of the specific individual in accordance with the Article titled, "Replacement of Specific Individuals" in the General Conditions 2035. This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Client's operating environment. In respect of any given Category of Personnel, any replacement resource will be rated by the Project Authority and the score obtained must be equal or superior to the score obtained for that original resource.

- (b) If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Specific Individuals"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).
- (c) All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.
- (d) The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.
- (e) If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

#### **7.19 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.20 Representations and Warranties**

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to

perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

## **7.21 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

## **7.22 Contractor's Identification Protocol Responsibility**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as the Contractor Representatives) complies with the following self identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting whether internal or external to Canada's offices must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If the Contractor is, in Canada's determination, in breach of any obligation stated in this Article, upon written notice from Canada, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have 5 working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



**ANNEX A****BASIS OF PAYMENT**

In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, GST/HST extra.

FOR THE INITIAL CONTRACT PERIOD (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$

FOR OPTION PERIOD 1 (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$

FOR OPTION PERIOD 2 (1 YEAR)			
TBIPS ID	CATEGORY OF PERSONNEL	LEVEL	FIRM PER DIEM RATE
APPLICATION SERVICES CLASS			
A.2	ERP Functional Analyst	2	\$
A.2	ERP Functional Analyst	3	\$

## ANNEX B

### STATEMENT OF WORK

#### 1. REQUIREMENT

PWGSC requires Task-Based Informatics Professional Services (TBIPS). These professional services will be initiated through Task Authorizations (TAs), on an "as and when requested" basis.

#### 2. BACKGROUND

The SAP system (SIGMA) was implemented at Public Works and Government Services Canada (PWGSC) on April 1st, 2008. Since the implementation, the system's reporting requirements have been handled via the SAP and the Integrated Financial Management System (IFMS) report functions using custom reports and extracts. While significant progress has been made, the system requires an enhanced reporting and analytics toolset that can be implemented and used for the level of analysis, monitoring, control and reporting required supporting the expected level of strategic decision making. The growing demand for tactical and strategic reporting is requiring that SIGMA evolves from what is primarily an Online Transaction Processing (OLTP) system that was designed to facilitate and manage transactional applications in to an Online Analytical Processing (OLAP) system which will allow users to quickly use multi-dimensional analytical queries in a timely manner. March 31, 2011 marked the initial release of the SAP SIGMA Business Intelligence Solution, with additional releases scheduled over the next two years.

#### 3. OBJECTIVE

PWGSC has the objective to acquire the services of ERP Functional Analysts to provide advice, assistance and guidance to the SIGMA Business Intelligence (BI) team at the time of the implementation of the SAP Business Intelligence Solutions, the foundation for reporting and analytics and dashboards for business users of the financial, materiel and project information originating from the SIGMA SAP ECC6 system. Additional advice, assistance and guidance will be required as SIGMA BI implements a multi-tenant system, performs upgrades to its SAP NetWeaver platform, develops integrated planning functionality and integrates SAP BusinessObjects applications into its BI Solution.

#### 4. SCOPE

##### 4.1 Professional Services Resource Requirement

The Contractor must provide, on an "as and when requested" basis, professional services resources in the following TBIPS Categories of Personnel:

Category of Personnel	Level	Language Profile	Security Profile
ERP Functional Analyst	2	English	Reliability
ERP Functional Analyst	3	English	Reliability

##### 4.2 Summary of the Work

The scope for this initiative is:

- 4.2.1 Build a Business Intelligence Solution for end users to enable robust reporting and analytics to be performed on business and non-business financial, materiel and project information;
- 4.2.2 Deliver a suite of BI functionality, with a focus on the SAP BI presentation toolset, including queries, reports, dashboards, web intelligence and integrated planning;

- 4.2.3 Support and enable a group of end users to create, deploy and maintain their own specific analytical queries and reports;
- 4.2.4 Set up the infrastructure to enable the BI Solution to be scalable and expandable in future years;
- 4.2.5 Assist with an effective integration of a multi-tenants within the SIGMA BI Solution;
- 4.2.6 Take advantage of available Government of Canada (GC) licensing, whenever possible;
- 4.2.7 Ensure that the SIGMA BI Solution architecture and functionality meets Departmental objectives and requirements; and
- 4.2.8 Ensure that the BI Solution supports the MAF (Management Accountability Framework) as it applies to PWGSC.

## 5. TASKS

### 5.1 The ERP Functional Analysts Level 2 will, without being limited to:

- 5.1.1 Analyse functional requirements to identify data requirements and develop required BI functionality;
- 5.1.2 Assist the team members with the preparation of functional designs to ensure that they are complete and contain sufficient detail to support requirements;
- 5.1.3 Provide advice on SAP BI Solutions functionality, configuration, designs and data modeling, using SAP best practices;
- 5.1.4 Assist in the design and configuration of data structures (tables, attributes, hierarchies, variables, user exits, etc.), and any enhancements required for reporting;
- 5.1.5 Consult SIGMA ECC6 functional analysts, Subject Matter Experts and other stakeholders in the delivery of the BI Solution, as required;
- 5.1.6 Assist with the authorization and security designs;
- 5.1.7 Assist with the development and configuration of the end user functionality, as required, using the SAP BI Solutions toolset;
- 5.1.8 Perform testing, issue analysis and troubleshooting in all development environments, including migration and cut-over activities;
- 5.1.9 Undertake knowledge transfer activities for the SIGMA team members and end users, including on-the-job training and one-on-one coaching;
- 5.1.10 Assist the team members with the preparation and the conduct of User Acceptance Testing (UAT) or similar activities (including any test scripts);
- 5.1.11 Provide team member and end user support in the delivered functionality, as required;
- 5.1.12 Assist in business requirements gathering sessions; and
- 5.1.13 Prepare and update designs, functional specifications, technical specifications, testing documentation, knowledge transfer material and end user documentation, as required.

### 5.2 The ERP Functional Analyst Level 3 will, without being limited to:

- 5.2.1 Analyse business and project requirements to identify business information, business processes, decision flows as to provide expert advice and guidance in the development of the BI Solution functionality and requirements;
- 5.2.2 Provide expert advice, guidance and assistance to the team members with the preparation of functional designs to ensure that they are complete and contain sufficient detail to support requirements;
- 5.2.3 Provide expert advice on system architecture, SAP BI Solutions functionality, configuration, designs and data modeling, using SAP and industry best practices;
- 5.2.4 Provide expert advice on the design and configuration of data structures (tables, attributes, hierarchies, variables, user exits, etc.), and any enhancements required for reporting;
- 5.2.5 Consult SIGMA ECC6 functional analysts, Subject Matter Experts and other stakeholders in the delivery of the BI Solution, as required;

- 5.2.6 Provide advice and guidance with the authorization and security designs;
- 5.2.7 Assist and guide the development and configuration of the end user functionality, as required, using the SAP BI Solutions toolset;
- 5.2.8 Analyse and validate test results, analysis and development incidents in all system environments, including migration and cut-over activities, and provide expert-level recommendations and develop action plans, as required;
- 5.2.9 Guide and undertake knowledge transfer activities for the SIGMA team members and end users, including on-the-job training and one-on-one coaching;
- 5.2.10 Assist and guide the team members with the preparation and the conduct of User Acceptance Testing (UAT) or similar activities (including any test scripts);
- 5.2.11 Provide team member and end user support in the delivered functionality, as required;
- 5.2.12 Guide business requirements gathering sessions; and
- 5.2.13 Prepare and update BI Solution designs, data flowcharts, functional specifications, technical specifications, testing documentation, knowledge transfer material and end user documentation, as required.

## **6. DELIVERABLES**

- 6.1 The ERP Functional Analysts Level 2 will provide, without being limited to, the following deliverables to the Project Authority:
  - 6.1.1 New or enhanced BI functionality for in-scope SAP modules and applications, as per approved functional designs;
  - 6.1.2 Detailed functional and technical specifications, when required;
  - 6.1.3 Analysis and testing documentation for implementation issues, enhancements and new functionality, as required; and
  - 6.1.4 Knowledge transfer activities, with supporting documentation.
- 6.2 The ERP Functional Analyst Level 3 will provide, without being limited to, the following deliverables to the Project Authority:
  - 6.2.1 Detailed BI Solution designs, data flowcharts and functional specifications documentation, as required;
  - 6.2.2 New or enhanced BI functionality for in-scope SAP modules and applications to meet business requirements, as per approved designs and functional specifications;
  - 6.2.3 Analysis reports and testing documentation for implementation issues, enhancements and new functionality, with recommendations, as required; and
  - 6.2.4 Knowledge transfer activities, with supporting documentation.

## **7. REPORTING REQUIREMENTS**

The ERP Functional Analyst(s) will prepare a monthly status report to be presented to the Project Authority on the last working day of the month. This report will include, without being limited to:

- 7.1 Meetings attended and summary, as required;
- 7.2 Hours worked, including knowledge transfer activities; and
- 7.3 Updates on the achievements, tasks, objectives and deliverables.

## **8. LANGUAGE REQUIREMENTS**

The Contractor's resources must be fluent in the English language. All documents must be submitted in English unless otherwise stated by the Project Authority.

## **9. WORK LOCATION AND TRAVEL**

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

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Most of the Work will be performed within the NCA. Some travel inside and outside the NCA may be required. Travel within the NCA will not be reimbursed.

## **10. CLIENT SUPPORT**

PWGSC will provide the necessary office space, including workstation and computer.

## APPENDIX A TO ANNEX B

### TASK AUTHORIZATION (TA) PROCEDURES

#### 1. Task Authorization (TA) Initiation

Where a requirement for a specific task has been identified and a TA is to be provided to the Contractor, a Task Authorization (TA) Form (Appendix B to Annex B) will be prepared by the Project Authority and sent to the Contractor. A TA Form will contain the following information, if applicable:

- (a) a task number;
- (b) the date by which the Contractor's quotation must be received by the Project Authority;
- (c) the Categories of Personnel and the number required;
- (d) a detailed Statement of Work (SOW) for the task outlining the work activities to be performed and describing the deliverables (such as reports) to be submitted, including the required format and media;
- (e) the required start and completion dates;
- (f) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (g) the number of person-days of effort required;
- (h) whether the work performance will require off-site activities at a given location;
- (i) a description of any travel requirement, including the content and format of any required travel report;
- (j) whether performance of the work will require on-site activities;
- (k) the level of security clearance required of the Contractor's personnel;
- (l) the language profile required of the Contractor's personnel;
- (m) any funding sources against which the task will be tracked;
- (n) The maximum TA price payable to the Contractor for performing the task, indicating how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- (o) any other constraints that might affect the completion of the task.

#### 2. The Contractor's TA Quotation

- (a) Once it receives the TA Form, the Contractor must submit a quotation to the Project Authority, identifying its proposed resources and detailing the cost and time to complete the task(s). The quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within 2 working days of the request.

- (b) For each proposed resource, the Contractor's TA quotation must include the following, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:
- (i) A résumé and completed Appendix C to Annex B for the Category(ies) of Personnel and level(s) identified in the TA Form. The Contractor's quotation must demonstrate that each proposed resource meets the qualification requirements described in Appendix C to Annex B (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:
- (A) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (refer to Appendix D to Annex B).
- (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the date the Contractor submits its TA Quotation.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the date the Contractor submits its TA Quotation and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the Contract Period.
- (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date).
- (F) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.
- (ii) The following security information:

SECURITY INFORMATION	CONTRACTOR TO INSERT DATA
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

## (iii) Certifications at Appendix D to Annex B (as applicable).

- (c) The TA quotation must be signed and submitted to the Project Authority within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

3. **Assessment**

- (a) The qualifications and experience of the proposed resource(s) that have not been assessed prior to contract award will be assessed against the requirements set out in the TA Form to determine each proposed resource's compliance with the mandatory and point-rated technical evaluation criteria identified in Appendix C to Annex B.
- (b) Canada reserves the right to request references from the Contractor to conduct a reference check to verify the accuracy of the information provided. If references are requested, Canada will conduct the reference check in writing by e-mail (unless the contact at the reference is only available by telephone). A Contractor will not be responsive to a mandatory requirement nor will it be awarded any points unless the response is received to an e-mail reference check request within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. The mandatory requirement will not be considered met nor will points be awarded if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will the mandatory requirement be met or points be awarded if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Crown references will be accepted.
- (c) Only TA quotations that meet all of the mandatory evaluation criteria will be considered for assessment of the point-rated evaluation criteria. Each proposed resource must attain the required minimum score for the point-rated criteria for the applicable Category of Personnel. If the minimum score for any proposed resource is less than what is required, the Contractor's TA quotation will be found to be non-responsive.

4. **Acceptance**

- (a) Once the quotation been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. All TA Forms estimated at \$300,000.00 or less will be approved and signed by the Project Authority who will send a copy of the signed TA to the Contracting Authority. All TA Forms estimated at over \$300,000.00 will be signed by the Project Authority and the Contracting Authority.
- (b) The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a fully signed TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.



**APPENDIX B TO ANNEX B****TASK AUTHORIZATION REQUEST AND ACCEPTANCE FORM**

TASK AUTHORIZATION REQUEST AND ACCEPTANCE FORM				
Contractor:		Contract Number:		
Commitment Number:		Financial Coding:		
Task Number:		Date (dd/mm/yy):		
<b>TA Request</b> (for completion by the Project Authority)				
<b>1. Statement of Work:</b> (a) <u>Description of Work to be Performed</u> <div style="text-align: center;">[insert details]</div> (b) <u>Description of any Deliverable(s) required</u> <div style="text-align: center;">[insert details]</div>				
<b>2. Period of Services:</b>	From (dd/mm/yy):		To (dd/mm/yy):	
<b>3. Work Location:</b>				
<b>4. Travel Requirements:</b>	£Yes £No Specify:			
<b>5. Required Resources:</b>				
Category of Personnel and Level		Security Profile	Language Profile	Number of resources
ERP Functional Analyst - Level 2		RELIABILITY	English	
ERP Functional Analyst - Level 3		RELIABILITY	English	
<b>TA Quotation</b> (for completion by the Contractor)				
<b>6. Total Estimated Cost</b> [insert additional row as required]				
Category of Personnel	Name of Resource	Firm Per Diem Rate	Estimated # of Days	Total cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Estimated Cost				\$
GST/HST				\$
Total Estimated Cost				\$

Solicitation No. - N° de l'invitation

EP549-122420/A

Client Ref. No. - N° de réf. du client

20122420

Amd. No. - N° de la modif.

File No. - N° du dossier

626elEP549-122420

Buyer ID - Id de l'acheteur

626el

CCC No./N° CCC - FMS No/ N° VME

### TA Acceptance

(for completion by representatives of Canada and the Contractor)

#### 7. Signing Authorities

Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor:	Contractor (signature)	Date:
Project Authority:	PWGSC - FB (signature)	Date:
Contracting Authority:	PWGSC - AB (signature) <sup>1</sup>	Date:

<sup>1</sup> Signature required TAs valued at more than \$300,000.00, GST/HST included.

You are requested 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 services listed herein and in any attached sheets at the price set out thereof.

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20122420

626elEP549-122420

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## **APPENDIX C TO ANNEX B**

### **TASK AUTHORIZATION RESOURCE TECHNICAL EVALUATION CRITERIA AND RESPONSE TABLE**

*(see attached hereto)*

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## APPENDIX D TO ANNEX B

### TASK AUTHORIZATION CERTIFICATIONS

The certifications listed below should be completed and submitted with the Contractor's TA quotation. If any of these required certifications are not completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the TA quotation non-responsive.

Compliance with the certifications provided by the Contractor in its TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

#### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and is aware that the Department of Public Works and Government Services reserves the right to verify any information provided in this regard and that untrue statements may result in the TA quotation being declared non-responsive or in other action which the Minister may consider appropriate.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

#### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that the persons proposed in the TA quotation will be available to commence performance of the work within a reasonable time from the date of acceptance of the Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

#### 3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any person in fulfillment of this requirement who is not an employee of the Contractor, the Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's résumé to the Project Authority.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

#### 4. CERTIFICATION OF LANGUAGE - ENGLISH ESSENTIAL

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

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The Contractor certifies that the individuals proposed in the TA quotation are fluent in English. Fluent means that the proposed resource must be able to communicate orally and in writing without any assistance and with minimal errors.

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Print name of authorized individual & sign above

---

Date

Solicitation No. - N° de l'invitation

EP549-122420/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

Client Ref. No. - N° de réf. du client

20122420

File No. - N° du dossier

626elEP549-122420

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

*(See attached hereto)*

## ANNEX D

### INSURANCE REQUIREMENTS

#### (a) **Commercial General Liability (CGL) Insurance**

Commercial General Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$5 million** per accident or occurrence and in the annual aggregate.

#### (b) **CGL Endorsements**

The following endorsements must be incorporated into the conditions of the Contractor's Commercial General Liability insurance policy:

- (i) Additional Insured Endorsement: Canada is included as an additional insured, but only with respect to liabilities that may arise from the contractor's own negligence, in the performance of the contract.
- (ii) The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- (iii) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation;
- (iv) Cross Liability Endorsement: Without increasing the limit of liability, the policy will protect all insured parties to the full extent of coverage provided. Further, the policy will apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each;
- (v) Contractual Liability Endorsement: The policy will, on a blanket basis or by specific reference to threshold limits of the SO/SA Tiers, extend to assumed liabilities with respect to contractual insurance provisions;
- (vi) Contingent Employer's Liability Endorsement": To protect Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of their employees;
- (vii) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, will be included as additional insured.
- (viii) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide, without contestation, for expenses incurred in instances of minor accidental bodily injuries.
- (ix) Products and Completed Operations Broad Form (24 months): While not limited to, the endorsement should include service, assembly and repair activities as well as material, parts or equipment furnished in connection with the work performed by the Contractor or on it's behalf.
- (x) Personal Injury Broad Form: While not limited to, the endorsement should include coverage for Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- 
- (xi) Independent Contractors Liability Endorsement (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor; all subcontractors are included as Insured by the policy;
  - (xii) Non-Owned Automobile Endorsement: To protect the Contractor for liabilities arising by their use of vehicles owned by other parties including Canada.
  - (xiii) Where the Contractor is a Joint Venture, for the purposes of the Contract and any related documents (including insurance certificates), Canada requires that the Joint Venture Contractor identify itself by a single name. Upon request by Canada, a Joint Venture Contractor must specify the name of the Joint Venture to the Contracting Authority.

(c) **Errors and Omissions insurance**

Errors and Omissions Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$500K** per loss and in the annual aggregate, inclusive of defence costs.

If this is a claims made policy and the duration of the Contract exceeds the policy term; in the event of cancellation or non-renewal of the policy, an Extended Claims Reporting Endorsement, minimum twelve (12) months, must be secured by the Contractor.

(d) **Errors and Omissions Endorsements**

The following clauses must be incorporated into the conditions of the Contractor's Errors and Omissions Liability coverage:

- (i) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty-day written notice of policy cancellation.



## ATTACHMENT 2

### BIDDER'S RESPONSE TEMPLATES FOR THE TECHNICAL EVALUATION

#### 1. Resources To Be Evaluated

Canada will evaluate all estimated number of resources prior to contract award. The Bidder must include 3 up to date résumés, in accordance with the following table. The Bidder must not propose the same resource in more than one Category and level of Personnel.

TBIPS Category, Level	Estimated # of Resources	# of Résumé to be Proposed
ERP Functional Analyst, Level 2	2	2
ERP Functional Analyst, Level 3	1	1

#### 2. Mandatory Technical Evaluation Criteria

##### a) ERP Functional Analyst – Level 2

##### i) Criterion M.1a

REQUIREMENT		
<p>The Bidder must demonstrate that the proposed Level 2 ERP Functional Analyst has a minimum of 5 years of combined experience performing the following tasks in SAP Business Intelligence (BI):</p> <ol style="list-style-type: none"> <li>1. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>2. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
BIDDER'S RESPONSE		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI.		
Total combined number of years of experience developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI:		

ii) Criterion M.2a

REQUIREMENT		
<p>The Bidder must demonstrate that the proposed Level 2 ERP Functional Analyst has performed the following tasks in 2 SAP BI implementation projects:</p> <ol style="list-style-type: none"> <li>1. Gathering one or more functional requirements;</li> <li>2. Developing one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> <li>• An upgrade of an implemented SAP BI system from version 3.x to 7.x.</li> </ul> </li> </ol>		
BIDDER'S RESPONSE		
<p>SAP BI IMPLEMENTATION PROJECT #1</p> <p><input type="checkbox"/> Initial SAP BI solution implementation project</p> <p>OR</p> <p><input type="checkbox"/> SAP BI solution upgrade project</p>		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		

AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #2 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		

AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		

b) ERP Functional Analyst – Level 3

i) Criterion M.1b

REQUIREMENT		
<p>The Bidder must demonstrate that the proposed Level 3 ERP Functional Analyst has a minimum of 10 years of combined experience performing the following tasks in SAP Business Intelligence (BI):</p> <ol style="list-style-type: none"> <li>1. Developing one or more BI solutions;</li> <li>2. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>3. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
BIDDER'S RESPONSE		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience developing one or more BI solutions in SAP BI.		
AND		
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI.		
Total combined number of years of experience developing one or more BI solutions, developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI:		

ii) Criterion M.2b

REQUIREMENT		
<p>The Bidder must demonstrate that the proposed Level 3 ERP Functional Analyst has performed the following tasks in 3 SAP BI implementation projects:</p> <ol style="list-style-type: none"> <li>1. Scoping and gathering one or more functional requirements;</li> <li>2. Developing one or more data flowcharts and one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on architecture, functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> <li>• An upgrade of an implemented SAP BI system from version 3.x to 7.x.</li> </ul> </li> </ol>		
BIDDER'S RESPONSE		
<p>SAP BI IMPLEMENTATION PROJECT #1</p> <p><input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project</p>		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		

AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #2 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		

Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #3 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		

AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		

### 3. Point-Rated Technical Evaluation Criteria

#### a) ERP Functional Analyst – Level 2

##### i) Criterion R.1a

REQUIREMENT		
<p>The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has experience performing the following tasks in SAP Business Intelligence (BI), over and above the minimum requirement of criterion M.1a:</p> <ol style="list-style-type: none"> <li>1. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>2. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
BIDDER'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI, over and above the minimum requirement of criterion M.1a.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of		



criterion M.1a.		
Total combined number of years of experience developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1a.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
5 years or less = 0 points  More than 5 years to 6 years = 3 points  More than 6 years to 7 years = 6 points  More than 7 years to 8 years = 9 points  More than 8 years = 12 points	12 points	

ii) Criterion R.2a

REQUIREMENT
<p>The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has performed the following tasks in SAP BI implementation projects, over and above the minimum requirement of criterion M.2a:</p> <ol style="list-style-type: none"> <li>1. Gathering one or more functional requirements;</li> <li>2. Developing one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> <li>• An upgrade of an implemented SAP BI system from version 3.x to 7.x.</li> </ul> </li> </ol>
BIDDER'S RESPONSE
<p>SAP BI IMPLEMENTATION PROJECT #3</p> <p><input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project</p>

Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #4 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience gathering one or more functional requirements.		

AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #5 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		

AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
4 points per SAP BI implementation project	12 points	

iii) Criterion R.3a

<b>REQUIREMENT</b>		
The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>BIDDER'S RESPONSE</b>		
<b>SAP BUSINESSOBJECTS INTEGRATION PROJECT #1</b>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>SAP BUSINESSOBJECTS INTEGRATION PROJECT #2</b>		
Requested Experience	Substantiation of Technical Compliance	Reference to

		additional documentation within the bid
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
4 points per project	8 points	

iv) Criterion R.4a

<b>REQUIREMENT</b>		
The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has an SAP Netweaver Business Intelligence (BI) or Business Warehouse (BW) certification for version 7.0 or above.		
<b>BIDDER'S RESPONSE</b>		
Requested Certification	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Netweaver BI certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the bid	
OR		
Netweaver BW certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the bid	
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
<p>Bid does not include a copy of a Netweaver BI or BW certificate for version 7.0 or above = 0 points.</p> <p>Bid includes a copy of a Netweaver BI or BW certificate for version 7.0 or above = 5 points.</p>	5 points	

v) Criterion R.5a

<b>REQUIREMENT</b>
<p>The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has experience implementing or upgrading the following SAP modules:</p> <ol style="list-style-type: none"> <li>1. FI</li> <li>2. CO</li> </ol>

3. CATS 4. PS 5. SD 6. MM 7. PM 8. RE-FX 9. CRM		
<b>BIDDER'S RESPONSE</b>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the FI SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CO SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CATS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the SD SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the MM SAP module.		

AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the RE-FX SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CRM SAP module.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
1 point per module	4 points	

vi) Criterion R.6a

REQUIREMENT		
The Bidder should demonstrate that the proposed Level 2 ERP Functional Analyst has experience implementing and/or upgrading a BI solution under one or more Government of Canada SAP BI projects.		
BIDDER'S RESPONSE		
GOVERNMENT OF CANADA SAP BI PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
GOVERNMENT OF CANADA SAP BI PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within

		the bid
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
3 points per Government of Canada SAP BI project	6 points	

MAXIMUM TECHNICAL SCORE	47 points
MINIMUM REQUIRED SCORE	28 points
<b>Note: bids that do not meet the above minimum required score will not be evaluated further.</b>	

b) ERP Functional Analyst – Level 3

i) Criterion R.1b

<b>REQUIREMENT</b>		
The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has experience performing the following tasks in SAP Business Intelligence (BI), over and above the minimum requirement of criterion M.1b:		
1. Developing one or more BI solutions; 2. Developing one or more BI functionalities using SAP BI presentation tools; and 3. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.		
<b>BIDDER'S RESPONSE</b>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience developing one or more BI solutions in SAP BI, over and above the minimum requirement of criterion M.1b.		
<b>AND</b>		
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI, over and above the minimum requirement of criterion M.1b.		



<b>AND</b>		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1b.		
Total combined number of years of experience developing one or more BI solutions, developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1b:		
<b>EVALUATION GUIDELINES</b>		
<b>Point Allocation</b>	<b>Maximum Points</b>	<b>Score</b>
10 years or less = 0 points  More than 10 years to 11 years = 3 points  More than 11 years to 12 years = 6 points  More than 12 years = 9 points	9 points	

ii) Criterion R.2b

<b>REQUIREMENT</b>
<p>The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has performed the following tasks in SAP BI implementation projects, over and above the minimum requirement of criterion M.2b:</p> <ol style="list-style-type: none"> <li>1. Scoping and gathering one or more functional requirements;</li> <li>2. Developing one or more data flowcharts and one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on architecture, functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> </ul> </li> </ol>

- An upgrade of an implemented SAP BI system from version 3.x to 7.x.

#### **BIDDER'S RESPONSE**

##### **SAP BI IMPLEMENTATION PROJECT #4**

☐ Initial SAP BI solution implementation project

OR

☐ SAP BI solution upgrade project

Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		

SAP BI IMPLEMENTATION PROJECT #5 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #6 <input type="checkbox"/> Initial SAP BI solution implementation project		

OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score

4 points per SAP BI implementation project	12 points	
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iii) Criterion R.3b

REQUIREMENT		
The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
BIDDER'S RESPONSE		
SAP BUSINESSOBJECTS INTEGRATION PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
SAP BUSINESSOBJECTS INTEGRATION PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
3 points per project	6 points	

iv) Criterion R.4b

REQUIREMENT		
The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has an SAP Netweaver Business Intelligence (BI) or Business Warehouse (BW) certification for version 7.0 or above.		
BIDDER'S RESPONSE		
Requested Certification	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Netweaver BI certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the bid	

OR		
Netweaver BW certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the bid	
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
<p>Bid does not include a copy of a Netweaver BI or BW certificate for version 7.0 or above = 0 points.</p> <p>Bid includes a copy of a Netweaver BI or BW certificate for version 7.0 or above = 5 points.</p>	5 points	

v) Criterion R.5b

REQUIREMENT		
<p>The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has experience implementing or upgrading the following SAP modules:</p> <ol style="list-style-type: none"> <li>1. FI</li> <li>2. CO</li> <li>3. CATS</li> <li>4. PS</li> <li>5. SD</li> <li>6. MM</li> <li>7. PM</li> <li>8. RE-FX</li> <li>9. CRM</li> </ol>		
BIDDER'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
<p>Experience</p> <p><input type="checkbox"/> Implementing</p> <p>OR</p> <p><input type="checkbox"/> Upgrading the FI SAP module.</p>		
AND/OR		
<p>Experience</p> <p><input type="checkbox"/> Implementing</p> <p>OR</p> <p><input type="checkbox"/> Upgrading the CO SAP module.</p>		
AND/OR		
Experience		

<input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CATS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the SD SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the MM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the RE-FX SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CRM SAP module.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
1 point per module	5 points	

vi) Criterion R.6b

REQUIREMENT		
The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has experience implementing and/or upgrading a BI solution under one or more Government of Canada SAP BI projects.		
BIDDER'S RESPONSE		
GOVERNMENT OF CANADA SAP BI PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
GOVERNMENT OF CANADA SAP BI PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
3 points per Government of Canada SAP BI project	6 points	

vii) Criterion R.7b

REQUIREMENT
The Bidder should demonstrate that the proposed Level 3 ERP Functional Analyst has experience leading one or more initial SAP BI solution implementation projects through client engagement.  An initial SAP BI implementation project is a new system implementation, added to the SAP footprint already in place.
BIDDER'S RESPONSE
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #1



Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience delivering an SAP BI implementation project through client engagement		
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience delivering an SAP BI implementation project through client engagement		
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #3		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the bid
Experience delivering an SAP BI implementation project through client engagement		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
4 points per initial SAP BI solution implementation project.	12 points	
MAXIMUM TECHNICAL SCORE		55 points
MINIMUM REQUIRED SCORE		33 points
<b>Note: bids that do not meet the above minimum required score will not be evaluated further.</b>		

## APPENDIX C TO ANNEX B

### TASK AUTHORIZATION RESOURCE TECHNICAL EVALUATION CRITERIA AND RESPONSE TABLE

#### 1. Mandatory Technical Evaluation Criteria

##### a) ERP Functional Analyst – Level 2

##### i) Criterion M.1a

REQUIREMENT		
<p>The Contractor must demonstrate that the proposed Level 2 ERP Functional Analyst has a minimum of 5 years of combined experience performing the following tasks in SAP Business Intelligence (BI):</p> <ol style="list-style-type: none"> <li>1. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>2. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
CONTRACTOR'S RESPONSE		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI.		
Total combined number of years of experience developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI:		

##### ii) Criterion M.2a

REQUIREMENT
<p>The Contractor must demonstrate that the proposed Level 2 ERP Functional Analyst has performed the following tasks in 2 SAP BI implementation projects:</p> <ol style="list-style-type: none"> <li>1. Gathering one or more functional requirements;</li> <li>2. Developing one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on functionality, functional design, data modeling and testing.</li> </ol>

An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:

- a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and
- b) An SAP BI solution upgrade project is:
  - An integration of one or more SAP modules to an SAP BI system already implemented; OR
  - An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR
  - An upgrade of an implemented SAP BI system from version 3.x to 7.x.

**CONTRACTOR'S RESPONSE**

SAP BI IMPLEMENTATION PROJECT #1

- ☐ Initial SAP BI solution implementation project  
 OR  
☐ SAP BI solution upgrade project

Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		

AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #2 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		

b) ERP Functional Analyst – Level 3

i) Criterion M.1b

REQUIREMENT		
<p>The Contractor must demonstrate that the proposed Level 3 ERP Functional Analyst has a minimum of 10 years of combined experience performing the following tasks in SAP Business Intelligence (BI):</p> <ol style="list-style-type: none"> <li>1. Developing one or more BI solutions;</li> <li>2. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>3. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
CONTRACTOR'S RESPONSE		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience developing one or more BI solutions in SAP BI.		
AND		
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI.		
Total combined number of years of experience developing one or more BI solutions, developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI:		

ii) Criterion M.2b

REQUIREMENT
<p>The Contractor must demonstrate that the proposed Level 3 ERP Functional Analyst has performed the following tasks in 3 SAP BI implementation projects:</p> <ol style="list-style-type: none"> <li>1. Scoping and gathering one or more functional requirements;</li> <li>2. Developing one or more data flowcharts and one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on architecture, functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an</p>

SAP BI solution upgrade project, where:

- a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and
- b) An SAP BI solution upgrade project is:
  - An integration of one or more SAP modules to an SAP BI system already implemented; OR
  - An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR
  - An upgrade of an implemented SAP BI system from version 3.x to 7.x.

**CONTRACTOR'S RESPONSE**

**SAP BI IMPLEMENTATION PROJECT #1**

- ☐ Initial SAP BI solution implementation project  
OR  
☐ SAP BI solution upgrade project

Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		

AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #2 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		

Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #3 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Required Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		



AND		
Experience providing advice on testing.		

## 2. Point-Rated Technical Evaluation Criteria

### a) ERP Functional Analyst – Level 2

#### i) Criterion R.1a

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has experience performing the following tasks in SAP Business Intelligence (BI), over and above the minimum requirement of criterion M.1a:		
1. Developing one or more BI functionalities using SAP BI presentation tools; and 2. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.		
CONTRACTOR'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI, over and above the minimum requirement of criterion M.1a.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1a.		
Total combined number of years of experience developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1a.		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
5 years or less = 0 points	12 points	
More than 5 years to 6 years		

= 3 points		
More than 6 years to 7 years = 6 points		
More than 7 years to 8 years = 9 points		
More than 8 years = 12 points		

ii) Criterion R.2a

REQUIREMENT		
<p>The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has performed the following tasks in SAP BI implementation projects, over and above the minimum requirement of criterion M.2a:</p> <ol style="list-style-type: none"> <li>1. Gathering one or more functional requirements;</li> <li>2. Developing one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> <li>• An upgrade of an implemented SAP BI system from version 3.x to 7.x.</li> </ul> </li> </ol>		
CONTRACTOR'S RESPONSE		
<p>SAP BI IMPLEMENTATION PROJECT #3</p> <p><input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project</p>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one		

or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #4 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		

AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #5 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more functional designs.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on functionality.		

AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
4 points per SAP BI implementation project	12 points	

iii) Criterion R.3a

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
CONTRACTOR'S RESPONSE		
SAP BUSINESSOBJECTS INTEGRATION PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
SAP BUSINESSOBJECTS INTEGRATION PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
4 points per project	8 points	

iv) Criterion R.4a

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has an SAP Netweaver Business Intelligence (BI) or Business Warehouse (BW) certification for version 7.0 or above.		
CONTRACTOR'S RESPONSE		
Requested Certification	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Netweaver BI certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the TA quotation	
OR		
Netweaver BW certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the TA quotation	
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
TA quotation does not include a copy of a Netweaver BI or BW certificate for version 7.0 or above = 0 points.  TA quotation includes a copy of a Netweaver BI or BW certificate for version 7.0 or above = 5 points.	5 points	

v) Criterion R.5a

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has experience implementing or upgrading the following SAP modules:		
1. FI 2. CO 3. CATS 4. PS 5. SD 6. MM 7. PM 8. RE-FX 9. CRM		
CONTRACTOR'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience		

<input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the FI SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CO SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CATS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the SD SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the MM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR		

<input type="checkbox"/> Upgrading the RE-FX SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CRM SAP module.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
1 point per module	4 points	

vi) Criterion R.6a

<b>REQUIREMENT</b>		
The Contractor should demonstrate that the proposed Level 2 ERP Functional Analyst has experience implementing and/or upgrading a BI solution under one or more Government of Canada SAP BI projects.		
<b>CONTRACTOR'S RESPONSE</b>		
GOVERNMENT OF CANADA SAP BI PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
GOVERNMENT OF CANADA SAP BI PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
3 points per Government of	6 points	



Canada SAP BI project		
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MAXIMUM TECHNICAL SCORE	47 points
MINIMUM REQUIRED SCORE	28 points
<b>Note: TA quotations that do not meet the above minimum required score will not be evaluated further.</b>	

b) ERP Functional Analyst – Level 3

i) Criterion R.1b

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has experience performing the following tasks in SAP Business Intelligence (BI), over and above the minimum requirement of criterion M.1b:		
<ol style="list-style-type: none"> <li>1. Developing one or more BI solutions;</li> <li>2. Developing one or more BI functionalities using SAP BI presentation tools; and</li> <li>3. Configuring one or more BI functionalities using the SAP Business Warehouse (BW) Administrator Workbench.</li> </ol>		
CONTRACTOR'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience developing one or more BI solutions in SAP BI, over and above the minimum requirement of criterion M.1b.		
AND		
Experience developing one or more BI functionalities using SAP BI presentation tools in SAP BI, over and above the minimum requirement of criterion M.1b.		
AND		
Experience configuring one or more BI functionalities using the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1b.		
Total combined number of years of experience developing one or more BI solutions, developing one or more BI functionalities using SAP BI presentation tools and configuring one or more BI functionalities using		

the SAP BW Administrator Workbench in SAP BI, over and above the minimum requirement of criterion M.1b:		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
10 years or less = 0 points  More than 10 years to 11 years = 3 points  More than 11 years to 12 years = 6 points  More than 12 years = 9 points	9 points	

ii) Criterion R.2b

REQUIREMENT		
<p>The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has performed the following tasks in SAP BI implementation projects, over and above the minimum requirement of criterion M.2b:</p> <ol style="list-style-type: none"> <li>1. Scoping and gathering one or more functional requirements;</li> <li>2. Developing one or more data flowcharts and one or more functional designs;</li> <li>3. Developing and testing one or more reporting functionalities;</li> <li>4. Data modeling; and</li> <li>5. Providing advice on architecture, functionality, functional design, data modeling and testing.</li> </ol> <p>An SAP BI implementation project is defined as an initial SAP BI solution implementation or an SAP BI solution upgrade project, where:</p> <ol style="list-style-type: none"> <li>a) An initial SAP BI solution implementation is a new system implementation, added to the SAP footprint already in place; and</li> <li>b) An SAP BI solution upgrade project is: <ul style="list-style-type: none"> <li>• An integration of one or more SAP modules to an SAP BI system already implemented; OR</li> <li>• An addition of a new SAP BI Solutions application to an SAP BI system already implemented; OR</li> <li>• An upgrade of an implemented SAP BI system from version 3.x to 7.x.</li> </ul> </li> </ol>		
CONTRACTOR'S RESPONSE		
<p>SAP BI IMPLEMENTATION PROJECT #4</p> <p><input type="checkbox"/> Initial SAP BI solution implementation project</p> <p>OR</p> <p><input type="checkbox"/> SAP BI solution upgrade project</p>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		

AND		
Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #5 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		
AND		

Experience gathering one or more functional requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
SAP BI IMPLEMENTATION PROJECT #6 <input type="checkbox"/> Initial SAP BI solution implementation project OR <input type="checkbox"/> SAP BI solution upgrade project		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience scoping one or more functional requirements.		
AND		
Experience gathering one or more functional		

requirements.		
AND		
Experience developing one or more reporting functionalities.		
AND		
Experience testing one or more reporting functionalities.		
AND		
Experience in data modeling.		
AND		
Experience providing advice on architecture.		
AND		
Experience providing advice on functionality.		
AND		
Experience providing advice on functional design.		
AND		
Experience providing advice on data modeling.		
AND		
Experience providing advice on testing.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
4 points per SAP BI implementation project	12 points	

iii) Criterion R.3b

<b>REQUIREMENT</b>		
The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>CONTRACTOR'S RESPONSE</b>		
SAP BUSINESSOBJECTS INTEGRATION PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional

		documentation within the TA quotation
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>SAP BUSINESSOBJECTS INTEGRATION PROJECT #2</b>		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience integrating SAP BusinessObjects Enterprise Xi 3.1 with NetWeaver 7.0 or higher.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
3 points per project	6 points	

iv) Criterion R.4b

<b>REQUIREMENT</b>		
The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has an SAP Netweaver Business Intelligence (BI) or Business Warehouse (BW) certification for version 7.0 or above.		
<b>CONTRACTOR'S RESPONSE</b>		
Requested Certification	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Netweaver BI certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the TA quotation	
<b>OR</b>		
Netweaver BW certification, version 7.0 or above.	<input type="checkbox"/> Certificate provided with the TA quotation	
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
TA quotation does not include a copy of a Netweaver BI or BW certificate for version 7.0 or above = 0 points.	5 points	
TA quotation includes a copy		

of a Netweaver BI or BW certificate for version 7.0 or above = 5 points.		
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v) Criterion R.5b

REQUIREMENT		
<p>The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has experience implementing or upgrading the following SAP modules:</p> <ol style="list-style-type: none"> <li>1. FI</li> <li>2. CO</li> <li>3. CATS</li> <li>4. PS</li> <li>5. SD</li> <li>6. MM</li> <li>7. PM</li> <li>8. RE-FX</li> <li>9. CRM</li> </ol>		
CONTRACTOR'S RESPONSE		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the FI SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CO SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CATS SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PS SAP module.		
AND/OR		

Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the SD SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the MM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the PM SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the RE-FX SAP module.		
AND/OR		
Experience <input type="checkbox"/> Implementing OR <input type="checkbox"/> Upgrading the CRM SAP module.		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
1 point per module	5 points	

vi) Criterion R.6b

REQUIREMENT		
The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has experience implementing and/or upgrading a BI solution under one or more Government of Canada SAP BI projects.		
CONTRACTOR'S RESPONSE		
GOVERNMENT OF CANADA SAP BI PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within



		the TA quotation
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
GOVERNMENT OF CANADA SAP BI PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience <input type="checkbox"/> Implementing AND/OR <input type="checkbox"/> Upgrading a BI solution		
<b>EVALUATION GUIDELINES</b>		
Point Allocation	Maximum Points	Score
3 points per Government of Canada SAP BI project	6 points	

vii) Criterion R.7b

<b>REQUIREMENT</b>		
<p>The Contractor should demonstrate that the proposed Level 3 ERP Functional Analyst has experience leading one or more initial SAP BI solution implementation projects through client engagement.</p> <p>An initial SAP BI implementation project is a new system implementation, added to the SAP footprint already in place.</p>		
<b>CONTRACTOR'S RESPONSE</b>		
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #1		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience delivering an SAP BI implementation project through client engagement		
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #2		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience delivering an		

SAP BI implementation project through client engagement		
INITIAL SAP BI SOLUTION IMPLEMENTATION PROJECT #3		
Requested Experience	Substantiation of Technical Compliance	Reference to additional documentation within the TA quotation
Experience delivering an SAP BI implementation project through client engagement		
EVALUATION GUIDELINES		
Point Allocation	Maximum Points	Score
4 points per initial SAP BI solution implementation project.	12 points	
MAXIMUM TECHNICAL SCORE		55 points
MINIMUM REQUIRED SCORE		33 points
<b>Note: TA quotations that do not meet the above minimum required score will not be evaluated further.</b>		



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions
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 Standing Offer for the provision of Task Based Informatics Professional Services to the Government of Canada			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input 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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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 checked="" 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 checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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 ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	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?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



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

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Chamberlain, Tamara	A/Supply Team Leader		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-956-1442	819-956-2590	tamara.chamberlain@pwgsc.gc.ca	

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Gauthier, Simone	Security Official		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-934-0513	--	simone.gauthier@pwgsc.gc.ca	

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?

☐ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date