

**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**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Electronic Information Technology Professional Srvc  
Div/Div des srv professionnels en technologie de  
l'information électronique  
11 Laurier St. / 11 rue Laurier  
Portage III 0A1 - 1  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> TBIPS	
<b>Solicitation No. - N° de l'invitation</b> EN578-055605/E	<b>Date</b> 2013-01-18
<b>Client Reference No. - N° de référence du client</b> EN578-055605	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$EI-003-25338
<b>File No. - N° de dossier</b> 003ei.EN578-055605	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Benoit(003ei), Real	<b>Buyer Id - Id de l'acheteur</b> 003ei
<b>Telephone No. - N° de téléphone</b> (819)934-4667 ( )	<b>FAX No. - N° de FAX</b> (819)956-7827
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 SUPPLY ARRANGEMENTS AND STANDING OFFERS FOR  
TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
FOR  
ALL FEDERAL GOVERNMENT DEPARTMENTS AND CROWN CORPORATIONS**

This is a request to solicit bids for Supply Arrangements (SA's) and Standing Offers (SO's) for the provision of Task-Based Informatics Professional Services (TBIPS) to all Federal Government departments and Crown Corporations as described in the *Financial Administration Act* (as amended from time to time), and to any other party for which the Department of Public Works and Government Services (PWGSC) may be authorized to act from time to time under section 16 of the PWGSC Act.

Suppliers capable of meeting the requirements of this solicitation are invited to submit a bid. This document also allows bidders who were issued a SO under the last refresh solicitation to update their rates and bidders who were issued an SO and/or SA under the last solicitation to submit bids against additional categories, tiers, levels of expertise, regions, and metropolitan areas. Only suppliers qualified for the relevant Region, Metropolitan Area, Tier, Category and Level of Expertise, at the time of individual requirements, will be eligible to provide the requested Services.

Changes affecting the TBIPS method of supply are being implemented through this solicitation. Suppliers are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference. By submitting a bid, bidders are acknowledging that they agree to the process described in this refresh bid solicitation. Suppliers who have questions or comments about this solicitation can direct them to the Standing Offer/Supply Arrangement Authority identified in this solicitation. The process for making enquiries is described in Component I. Bids cannot be revised after the bid submission date. Therefore it is very important for suppliers to ensure that they understand the requirements of this solicitation before submitting a bid.

**BID SOLICITATION FOR SUPPLY ARRANGEMENTS  
AND  
STANDING OFFERS  
FOR  
ALL FEDERAL GOVERNMENT DEPARTMENTS AND CROWN CORPORATIONS**

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## COMPONENT 1 - REQUEST FOR BIDS

### PART 1 - GENERAL INFORMATION

#### 1. INTRODUCTION

This bid solicitation has three components: a Request for Bids, a Standing Offer, and a Supply Arrangement.

##### (a) Component I - Request for Bids

The Request for Bids is divided into five parts plus attachments, as follows:

- Part 1: General Information: provides a general description of the requirement;
- Part 2: Bidder Instructions: provides the instructions applicable to the clauses and conditions of the request for bids;
- Part 3: Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid to address the evaluation criteria specified;
- Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the bid, the security requirement, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided; and

The Attachments include:

Attachment A	Bidder Profile / CPSS Supplier Module: Enrollment
Attachment B	Standing Offer Technical Evaluation
Attachment C	Supply Arrangement Technical Evaluation
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Attachment E	Certifications/ CPSS Supplier Module - DCC: Certifications
Attachment F	Technical Response Template/ CPSS Supplier Module - DCC
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Attachment H	Standard Instructions - Competitive Requirements - Request for Supply Arrangements and Standing Offers

##### (b) Component II - Supply Arrangement (SA)

The Supply Arrangement is divided into three parts plus annexes, as follows:

- Part 6A: Supply Arrangement: includes the Supply Arrangement with the applicable clauses and conditions;
- Part 6B: Bid Solicitation: includes the instructions for the bid solicitation process within the scope of the Supply Arrangement; and

Part 6C: Model Resulting Contract Clauses: includes general information for the conditions which will apply to any contract entered into pursuant to the Supply Arrangement.

The Annexes include:

Annex A	Requirements for Services
Annex B	Generic Security Requirement Check Lists
Annex C	Sample Quarterly Usage Report
Annex D	Client Satisfaction Form
Annex E	Qualified Categories

### (c) Component III - Standing Offer (SO)

The Standing Offer is divided into two parts plus annexes, as follows:

Part 7A Standing Offer: includes the Standing Offer from the Bidder and the applicable clauses and conditions; and

Part 7B Resulting Contract Clauses: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include:

Annex A SOSA	Requirements for Services
Annex B SOSA	Generic Security Requirement Check Lists
Annex C SOSA	Sample Quarterly Usage Report
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Annex E SO	Qualified Categories and Rates
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## 2. SUMMARY

2.1 This bid solicitation is a tender for bids to satisfy Canada's requirement for the provision of Task Based Informatics Professional Services (TBIPS) to locations throughout Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements (the "Services").

Each bid may result in either a Supply Arrangement, a Standing Offer, or both. All suppliers capable of meeting the requirements of this bid solicitation are invited to submit a bid for the Services containing either an arrangement for a Supply Arrangement, or an offer for a Standing Offer, or both.

### 2.2 Streams

The Services include the following Streams:

Stream 1	Application Services
Stream 2	Geomatics Services
Stream 3	IM/IT Services
Stream 4	Business Management Services
Stream 5	Project Management Services

Stream 6 Cyber Protection Services  
Stream 7 Telecommunications Services

Each Stream is further subdivided into single resource categories, or "Categories".

Bids will be evaluated on a Category and Stream basis. It is not necessary to bid for all Streams or for all Categories in a Stream to be issued an instrument. Therefore, if a bidder wishes to submit a bid for services in only one specific Stream, it may do so; however, if a minimum response is required to obtain a Category or a Stream, that minimum response must be provided in the bid.

### 2.3 Clients / Identified Users

Any resulting instruments may be used by any government department or Crown Corporation as described in the *Financial Administration Act* (as amended from time to time) or any other party for which the Department of Public Works and Government Services may be authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act (each a "Client" or "Identified User").

### 2.4 The Period of the Instruments

The Standing Offer and the Supply Arrangement have no defined end-dates and will remain valid until such time as Canada no longer considers them to be advantageous to use them. The period for awarding Call ups against the Standing offer and contracts under the Supply Arrangement begins on the date of issuance of the Standing Offer and the Supply Arrangement.

### 2.5 Bid Solicitation

It is intended that this bid solicitation follow the guidelines set out by PWGSC's Professional Services National Procurement Strategy; however those guidelines are not incorporated into this document. The bid solicitation documents contain all the requirements relating to this bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source is not relevant.

In as much as possible, PWGSC will issue a bid solicitation intended to replace the Supply Arrangements and Standing Offers for the Services on an annual basis, although PWGSC reserves the right to choose to proceed with a different procurement vehicle for the requirement if it considers such action appropriate. Each such recompetition (a "refresh bid solicitation") requires all bidders, including those who may have received instruments under the previous solicitation, to submit a bid in response to the refresh bid solicitation in order to continue to provide services under its resulting Standing Offers and Supply Arrangements. The terms and conditions of each refresh bid solicitation may add, modify or remove Categories/Streams, and may otherwise modify the requirements of the previous bid solicitation. As such, each refresh bid solicitation stands alone, separate and apart from any previous bid solicitation. While some aspects of a bidder's bid may incorporate by reference information already in the possession of Canada, all the requirements of a refresh bid solicitation must be met by each bidder by the refresh bid solicitation closing date.

Suppliers must submit offers for a Standing Offer in accordance with the terms of each refresh solicitation and no such offers may be submitted after the refresh closing date until the next refresh solicitation is solicited. However, suppliers may submit a bid for a Supply Arrangement at any time by responding to the most recent refresh terms and conditions posted on GETS.



Canada reserves the right to issue supply arrangements to bidders who qualify throughout the entire period of the Supply Arrangement. Evaluations of such arrangements will be processed on a quarterly basis, with targeted schedules identifying bid due dates for each quarterly evaluation cycle.

Refer to Component II, Part 4.2 for more information on the Supply Arrangement bid process schedule.

## 2.6 Trade Agreements

*This 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 Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA), Canada-Peru Free Trade Agreement (CPFTA), the Canada - Columbia Free Trade Agreement (CCoIFTA), and the Canada Panama Free Trade Agreement (CPanFTA) if it is in force.*

## 2.7 Designation as Set Aside

Part of this procurement may be designated by one or more Identified Users as set-aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). In these specific cases, (i) the procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses, and (ii) as per Article 1802 of the AIT, the AIT does not apply.

In order to be considered as an Aboriginal Business under the PSAB, Bidders must complete the Aboriginal Business certification contained in the Data Collection Component of the CPSS.

## 3. SECURITY REQUIREMENT

There is a security requirement associated with this bid solicitation. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, Part 6A - Supply Arrangement and Part 7A, Standing Offer.

## 4. DEBRIEFINGS

After issuance of all of the Standing Offers and all Supply Arrangements resulting from the bid solicitation, and also after each subsequent Supply Arrangement quarterly calendar year evaluation for which a bidder has submitted a bid, a bidder will be notified in writing regarding the outcome of their bid evaluation. Bidders should make a request for any additional debriefing to the Offer/Arrangement Authority within 15 working days of receipt of such written notification. The debriefing will be in writing.

## 5. KEY TERMS

**5.1 Task Based Informatics Professional Services or TBIPS** refers to services related to a particular activity or initiative required to address a specific Information Technology (IT) need, which are usually associated with a specified set of responsibilities. The tasks involved are finite work assignments which require one or more resources to complete. A task involves a specific start date, a specific end date, and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project. Tasks may require highly specialized work to be performed requiring a rare or unique skill or knowledge for a short period of time.

5.2 A **new Bidder** refers to a bidder that was not awarded a SO and/or SA under TBIPS refresh solicitation EN578-055605/D.

5.3 An **existing or current SO and/or SA Holder** refers to a bidder that was awarded a SO and/or SA under the TBIPS solicitation EN578-055605/D.

5.4 The **Centralized Professional Services System** or **CPSS** is a web-based system created as part of PWGSC's Professional Services National Procurement Strategy to support a single portal for professional services. It contains information on methods of supply which will include TBIPS, and reflects standardized business rules. CPSS is comprised of a **Supplier Module**, a **Client Module** and a **Maintenance Module**. The Client Module is used by Government of Canada personnel to process procurement functions. The Maintenance Module is used to administer CPSS and the methods of supply it contains. The Supplier Module allows a supplier through a Main Supplier Contact (as defined below) to:

- (i) create and manage **Contacts** (Contacts are supplier personnel who, using credentials received in response to actions by the Main Supplier Contact are able to input data for the supplier into the Data Collection Component, and view data displayed in the Client Module for use by Government of Canada personnel);
- (ii) input and submit data as part of a solicitation process;
- (iii) track the progress/status of data input against bid solicitation(s) and retrieve the data for use in other solicitations;
- (iv) modify an arrangement as permitted by a solicitation's terms; and
- (v) view information pertaining to that supplier and edit certain elements of that supplier's profile.

5.5 The **Data Collection Component** or **DCC** of the CPSS Supplier Module replaces the concept of "Response Templates" that have been used in other professional services solicitations for TBIPS. The DCC will display information on methods of supply in a "dashboard" format, providing both information that has been submitted by a supplier and information on upcoming and closed solicitations for professional services.

5.6 Each supplier must enroll and identify a **Main Supplier Contact** or **MSC**. The MSC will receive credentials that enable the MSC to access the Supplier Module, as defined in Article 5.4 above. Enrollment is conducted on-line and can be initiated by a supplier at any time, with a typical response time of minutes to receive credentials, where all the necessary information is received by Canada. Instructions for enrollment in the CPSS Supplier Module and other support on the use of the DCC are available at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

When participating in any solicitation process that involves the use of the DCC, suppliers are responsible for the input of accurate data. Suppliers must also safeguard the credentials released to the MSC and supplier's Contacts that enable access to the Supplier Module. Canada will not delay or cancel any solicitation or Call-up process due to a supplier's inability to access, modify or validate such credentials, or because of any claim that such credentials were used without proper authorization.

While suppliers normally have the option to submit their tender to Canada in writing directly, by mail or by other means, due to the unique nature of this solicitation, certain aspects of a bidder's bid must be submitted only by electronic transmission, (see Part 3 - Bid Preparation Instructions). Therefore, in order to respond to this bid solicitation, a supplier must enroll in the CPSS Supplier

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Buyer ID - Id de l'acheteur

003ei

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File No. - N° du dossier

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Module and input data in the DCC, as described above. Should a supplier have questions or concerns regarding enrollment or any other aspect of the electronic transmission of data through the DCC, the supplier is encouraged to submit these questions or concerns as early as possible in the bid solicitation period, in accordance with the Article titled "Enquiries - Request for Bids".

## PART 2 - BIDDER INSTRUCTIONS

### 1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation (including its Attachments) and accept the clauses and conditions of the Standing Offer, Supply Arrangement and resulting contract(s).

#### 1.1 SACC MANUAL CLAUSES

- (a) M0019T(2007-05-25) Firm Price and/or Rates
- (b) M0222T(2010-01-11) Evaluation of Price **(note to buyer: use for SO only)**

#### 1.2 STANDARD INSTRUCTIONS APPLY TO BID SOLICITATION

Standard Instructions - Competitive Requirements - Request for Supply Arrangements and Standing Offers, included at Attachment H, form part of this bid solicitation.

#### 1.3 BID PARTICIPATION

Although this solicitation may result in a Bidder receiving a Standing Offer, a Supply Arrangement, or both, a Bidder's bid must contain its response to all the requirements of this bid solicitation. The bid may include an offer for an Standing Offer and/or an arrangement for a Supply Arrangement in some or all Tiers, Regions, Metropolitan areas, Streams and/or Categories; however, a Bidder may not submit a second bid for the same Tier, Region, Metropolitan areas, Streams and/or Categories.

One legal entity may participate in the submission of: (i) one bid from the legal entity alone, or (ii) one bid from the legal entity and one bid submitted in a joint venture, or (iii) two bids submitted in joint venture. More than two bids generated from the same legal entity is not permitted in response to this solicitation. If a legal entity participates in more than two bids, Canada will choose in its discretion which two bids to consider. If a legal entity chooses to participate in two bids, each bid must be a physically separate document, clearly marked as a separate bid. Each bid will be evaluated independently without regard to other bids submitted and, therefore, every bid submitted must be complete.

### 2. SUBMISSION OF BIDS

While suppliers normally have the option to submit their tender to Canada in writing directly, by mail, or by other means, due to the unique nature of this solicitation, bids must be submitted only in the following manner:

- (i) physically to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page one of the bid solicitation for the elements of the bid that must or may be submitted in Print; and

(ii) electronically through the Data Collection Component of CPSS by the date and time as indicated on page one of the bid solicitation for the bid elements that must or may be submitted by electronic transmission.

Refer to the "Submission Grid" in Part 3 for detailed submission information.

### **3. ENQUIRIES - REQUEST FOR BIDS**

All enquiries must be submitted in writing to the Offer/Arrangement Authority no later than fifteen (15) calendar days before the bid solicitation closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that bidders 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.

### **4. APPLICABLE LAWS**

A Standing Offer and any contract resulting from the Standing Offer, as well as a Supply Arrangement and any contract awarded under it, must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada.

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. BID PREPARATION INSTRUCTIONS

**1.1** Canada requires that bidders provide their bid in hard copy and as an electronic submission as identified in the Submission Grid below. Specifically, bidders must provide as follows:

**Section I Technical Bid:** To the PWGSC Bid Receiving Unit, one Print copy of the Technical Bid as detailed in Attachment B and Attachment C, except where identified in the Submission Grid (below) as being required to be submitted through the Data Collection Component (DCC) of the Supplier's Module of the CPSS.

**Section II Financial Bid:** Through the DCC of the Supplier's Module of the CPSS, the entire Financial Bid for the RFSO. Only information submitted through the DCC will be considered for the Financial Bid.

**Section III Certifications:** For the Certifications as detailed in Component 1, Part 5 and Attachment E, a Print copy of the Certification or submission through the DCC, as specified in the Submission Grid (below).

Where information is required to be submitted in both Print copy and via the DCC, if there is a discrepancy between information received via the Data Collection Component and the Print (hard) copy, the Print copy will take precedence.

**1.2** 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, see the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, where hard copies are required, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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.

### 1.3 The Data Collection Component of the Supplier's Module of the CPSS

Bidders must submit their financial bids and most of their technical bids as specified in this Part 3 through the Data Collection Component of the Supplier's Module of CPSS.

To access the Data Collection Component:

1. Access the following CPSS link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>
2. Enroll or login to the system. Bidders must contact CPSS directly for enrollment questions or assistance.
3. Access this solicitation's Data Collection Component through the "Dashboard"
4. Enter all the required data into the Data Collection Component
5. Print the required parts of the Data Collection Component and submit with the hard copy of the bid by the closing date, time, and location indicated on page one (1) of this solicitation. The Data Collection Component allows bidders to re-submit the electronic copy of the bid, replacing that bidder's previous electronic copy of the bid up until the closing date and time of this bid solicitation.

## 1.4 Submission Grid

The purpose of the following grid is to assist Bidders with their bid preparation and bid submission. As the status and circumstances of each bidder is unique, it is the responsibility of each bidder to read all documents related to this solicitation, and to ensure that all mandatory criteria, Certifications, and elements required for bid validity are met in their bid submission. Where in the Submission Grid the symbol "&" is used, it means that the Bidder must submit the information requested through both methods.

### The following terms are used below:

**TEMS** refers to the Telecommunications Stream of the TEMS SA,

**CPSA** refers to the Cyber Protection SA.

**DCC:** indicates that the Bidder must input information, as applicable, into the "Data Collection Component: Suppliers' Module of CPSS".

**Print:** Indicates that Bidder must print and sign the certification and submit it with the hard copy of the bid to the Bid Receiving Unit by the submission due date.

**ADD:** Indicates that additional documentation is required to be submitted with the hard copy of the Bid to the Bid Receiving Unit by the submission due date.

### SUBMISSION GRID

Column A	Column B	Column C	Column D	Column E	Column F	Column G
	<b>New TBIPS Bidder</b> (Bidder is not a current TBIPS Holder)	<b>Existing TBIPS Holder:</b> The Bidder is NOT changing the Technical Offer already on file from the previous TBIPS Solicitation	<b>Existing TBIPS Holder:</b> The Bidder IS applying for additional Tier(s) and/or, Category(ies), or is otherwise modifying their Technical Offer already on file from the previous TBIPS Solicitation	<b>CPSA and/or TEMS Holders</b> (The Bidder is NOT a current TBIPS Holder)	<b>Current TBIPS Holder who is also a CPSC and/or TEMS Holder:</b> The Bidder is NOT applying for additional Tier(s) and/or Category(ies), etc.	<b>Current TBIPS Holder who is also a CPSC and/or TEMS Holder:</b> The Bidder IS applying for additional Tier(s) and/or, Category(ies), or is otherwise modifying their Technical Offer already on file from the previous TBIPS Solicitation
Section I Technical Bid						
Region & Metropolitan Area selection	DCC	DCC	DCC	DCC	DCC	DCC
Mandatory M.1 (certification)	DCC & Print	Grandfather Cert.	Grandfather Cert. or DCC	DCC & Print	Grandfather Cert.	Grandfather Cert.
Mandatory M.2	DCC & ADD	Grandfather Cert.	Grandfather Cert.	DCC & ADD	Grandfather Cert.	Grandfather Cert.
Mandatory M.3	DCC & ADD (if applying for Tier 2)	Grandfather Cert.	Grandfather Cert. & ADD (if applying for Tier 2)	DCC & ADD (if applying for Tier 2)	Grandfather Cert.	Grandfather Cert. & ADD (if applying for Tier 2)
Mandatory M.4	DCC & ADD	Grandfather Cert.	DCC & ADD (if applying for additional Tier)	DCC & ADD	Grandfather Cert.	Grandfather Cert. & ADD (if applying for additional Tier)

Mandatory M.5	DCC	DCC & Grandfather Cert.	DCC & Grandfather Cert.	DCC	DCC & Grandfather Cert.	DCC & Grandfather Cert.
Does the migration process apply for M.5? (refer to M.5(8) of Attachments B & C)	N/A	N/A	N/A	Yes	Yes	Yes
Mandatory M.6	DCC	Grandfather Cert.	DCC & Grandfather Cert.	DCC	DCC & Grandfather Cert.	DCC & Grandfather Cert.
<b>Section II Financial Bid</b>						
Financial Offer (*for the RFSO only)	DCC	DCC	DCC	DCC	DCC	DCC
<b>Section III Certifications</b>						
Bidder's Statement	DCC & Print (Attachment E)	DCC & Print (Attachment E)	DCC & Print (Attachment E)	DCC & Print (Attachment E)	DCC & Print (Attachment E)	DCC & Print (Attachment E)
Grandfather Certification	N/A	DCC & Print (Attachment E)	DCC & Print (Attachment E)	N/A	DCC & Print (Attachment E)	DCC & Print (Attachment E)
FCP EE Certification	DCC	Grandfather Cert.	Grandfather Cert. or DCC	DCC	Grandfather Cert.	Grandfather Cert. or DCC
Work Force Reduction Program Certification	DCC	Grandfather Cert.	Grandfather Cert. or DCC	DCC	Grandfather Cert.	Grandfather Cert. or DCC
Former Public Servant Certification	DCC	Grandfather Cert.	Grandfather Cert. or DCC	DCC	Grandfather Cert.	Grandfather Cert. or DCC
Aboriginal Business Certification	DCC	Grandfather Cert.	Grandfather Cert. or DCC	DCC	Grandfather Cert.	Grandfather Cert. or DCC
Code of Conduct Certification	DCC	Grandfather Cert.	Grandfather Cert. or DCC	DCC	Grandfather Cert.	Grandfather Cert. or DCC

## SECTION I: TECHNICAL BID

Bidders must identify in their bid the Categories, Stream(s), Regions, Metropolitan area(s) and Tier(s) [if applicable] for which they wish to be considered.

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

This bid solicitation will award offers and arrangements based upon an evaluation that does not assess the personnel that may be provided by the bidder after the award of a Standing Offer or Supply Arrangement. As it does not require the submission of individual resources, resumes are not requested and should not be submitted with a Bidder's bid.

## SECTION II: FINANCIAL BID

A financial bid must be submitted for a bid containing an offer for a Standing Offer.

Bidders must submit their financial bid through the Data Collection Component, in accordance with this solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown



Solicitation No. - N° de l'invitation

EN578-055605/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

003ei

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EN578-055605

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separately, if applicable. Unless otherwise indicated, Bidders must include a firm, all inclusive rate quoted in Canadian dollars in each cell requiring an entry in the Data Collection Component .

A financial bid must be completed for each Region and Metropolitan Area (if applicable) for which the Bidder is proposing to offer a Category of Work.

### **SECTION III: CERTIFICATIONS**

Bidders must provide all of the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and RFSO financial evaluation criteria. There are several steps in the evaluation methodology, 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 Canada will evaluate the bids. 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) If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two working days (or a longer period if specified in writing by the Offer/Arrangement Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid or a part thereof being declared non-responsive, unless the Offer/Arrangement Authority grants an extension in his or her sole discretion.
- (d) As a result of PWGSC's Professional Services National Procurement Strategy, the Cyber Protection Supply Arrangement (CPSA) and the Telecommunications Stream of the TEMS SA are scheduled to be sunset once the evaluations of this refresh bid solicitation have been completed. Information concerning the migration of the Cyber Protection Supply Arrangement (CPSA) and the Telecommunications Services Stream of the Technical, Engineering and Maintenance Services (TEMS) Supply Arrangement as new Streams of services into TBIPS is specified in Attachment B and Attachment C of this bid solicitation.

#### 1.1. TECHNICAL EVALUATION

The technical evaluation criteria for the provision of the Services under the Standing Offer are included in Attachment B, Standing Offer Technical Evaluation.

The technical evaluation criteria for the provision of the Services under the Supply Arrangement are included in Attachment C, Supply Arrangement Technical Evaluation.

#### 1.2 FINANCIAL EVALUATION

The financial evaluation criteria for the provision of the Services under the Standing Offer are included in Attachment D, Standing Offer Financial Evaluation. No financial evaluation of bids is required to be issued a Supply Arrangement.

### 2. BASIS OF SELECTION

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 applicable to the offer and/or arrangement will be considered non-responsive for that offer and/or arrangement. The evaluation steps are as follows:

**Step 1 – Technical Evaluation:** Each bid will be reviewed to determine if it contains an offer for a Standing Offer that meets the mandatory requirements set out in Attachment B, Standing Offer Technical Evaluation, and to determine whether it contains an arrangement for a Supply Arrangement that meets the mandatory requirements of Attachment C, Supply Arrangement Technical Evaluation.

Within each bid, an offer must comply with the requirements of the bid solicitation and meet all mandatory requirements of Attachment B to be declared responsive to the requirement for a Standing Offer.

Within each bid, an arrangement must comply with the requirements of the bid solicitation and meet all mandatory requirements of Attachment C to be declared responsive to the requirement for a Supply Arrangement.

**Step 2 – Financial Evaluation (Standing Offer Only):** Each offer meeting the mandatory requirements for the Standing Offer technical evaluation will be evaluated in accordance with the financial requirements identified in Attachment D, Standing Offer Financial Evaluation.

**Step 3 -- Selection and Issuance of Supply Arrangements and Standing Offers:**

Each technically and financially responsive offer will be recommended for issuance of a Standing Offer on the terms stated in Component III.

Each technically responsive arrangement will be recommended for the issuance of a Supply Arrangement on the terms stated in Component II.

Where an Aboriginal Bidder qualifies for both an Aboriginal and Non-Aboriginal Standing Offer, only one Standing Offer will be awarded.

Where an Aboriginal Bidder qualifies for both an Aboriginal and Non-Aboriginal Supply Arrangement, only one Supply Arrangement will be awarded.

### **3. SECURITY REQUIREMENT**

- 3.1 Before issuance of a Standing Offer or a Supply Arrangement the Bidder must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement or Part 7A - Standing Offer, as applicable.
- 3.2 Canada will not delay the issuance of any Standing Offer or Supply Arrangement to allow bidders to obtain the required clearance. However in respect of a Supply Arrangement, should a Bidder receive its required clearance while all other requirements of the bid solicitation have been met and its bid is still valid, Canada will consider awarding a Supply Arrangement to that Bidder.
- 3.3 Bidders who have not yet received their DOS clearance from CISD by the date that the Offer/Arrangement Authority has issued any Standing Offer as a result of this solicitation will be considered non-responsive to this bid solicitation's requirements for the issuance of a Standing Offer.
- 3.4 Bidders may request that the Offer/Arrangement Authority consider security sponsorship of their candidacy to upgrade it to the next security level that is above the bidder's current security level

or to seek initial DOS clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after bid closing by sending the request via email to the attention of the Offer/Arrangement Authority.

- 3.4 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

#### 4. FINANCIAL VIABILITY

1. The Bidder must be financially viable to fulfill this requirement. To determine the Bidder's financial viability, the Offer/Arrangement Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Offer/Arrangement Authority within fifteen (15) working days of the request or as specified by the Offer/Arrangement Authority in the notice:
  - (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
  - (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Offer/Arrangement Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Offer/Arrangement Authority requests this information.
  - (c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
    - (i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
    - (ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Offer/Arrangement Authority requests this information.
  - (d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
2. If the Bidder is a joint venture, the financial information required by the Offer/Arrangement Authority must be provided by each member of the joint venture.
3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (d) above required by the Offer/Arrangement Authority must also be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Bidder, and the financial viability of a parent cannot be substituted for the financial viability of the Bidder itself.

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4. **Financial Information Already Provided to Public Works and**

**Government Services Canada (PWGSC):** The Bidder is not required to resubmit any financial information requested by the Offer/Arrangement Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

- (a) the Bidder identifies to the Offer/Arrangement Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- (b) the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Offer/Arrangement Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial viability assessment of the Bidder. The Bidder also understands that, if it is issued a Supply Arrangement, a complete financial capability review of the Supply Arrangement Holder may also be conducted at the time individual bid solicitations are issued under the Supply Arrangement.

6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

7. Before the issuance of a Standing Offer or Supply Arrangement, a bidder must not be bankrupt, under the protection of any bankruptcy legislation, or have had its activities rendered inoperable for a period of one month or more. If this requirement is not met at the time of issuance of any Standing Offer or Supply Arrangement under this bid solicitation, a bidder's bid will be considered non-responsive.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be issued a Standing Offer or a Supply Arrangement. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period before the issuance of a Standing Offer or a Supply Arrangement, and after such issuance. The Standing Offer/Supply Arrangement Authority will have the right to ask for additional information to verify a bidder's compliance with the certifications before such issuance. 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 Offer/Arrangement Authority for additional information will also render the bid non-responsive.

### 1. Certifications to be submitted with the hard copy of the Bid:

The following certifications must be signed and submitted with the hard copy of the bid to the Bid Receiving Unit by the date, time, and location indicated on page one of this solicitation.

- (i) the Grandfather Certification (existing SO/SA Holders only) - see Attachment E of this bid solicitation; and
- (ii) the Bidder's Statement (All bidders) - see Attachment E of this bid solicitation.

### 2. CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER OR SUPPLY ARRANGEMENT

The following certifications should be provided through the Data Collection Component, but may be submitted afterwards either electronically or in hard copy. If any of these required certifications is not completed and submitted as requested, the Standing Offer/Supply Arrangement Authority will so inform the Bidder and provide a time frame within which to meet the requirement. Failure to comply with the request of the Offer/Arrangement Authority and meet the requirement within that time period will render the bid non-responsive.

#### (i) Federal Contractors Program for Employment Equity Certification (FCP EE)

Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts 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 less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

d.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

#### Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, 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 the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

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 Contracts 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 less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier 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.

3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d.( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

#### (ii) Former Public Servant Certification

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause, "former public servant" is any 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. A former public servant may be:

- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"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 size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, 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 Canada Pension Plan Act, R.S., 1985, c.C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- i. name of former public servant;
- ii. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, 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;
- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees 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.

### (iii) Aboriginal Business Certification

Bidders seeking to qualify for an Aboriginal Standing Offer/Supply Arrangement must complete the certification in the Data Collection Component of CPSS. Bidders must complete the required information and should include them in their Bids. Bidders may also satisfy the requirement by reproducing the documents in another way, provided the wording of the document is not changed.

<b>ABORIGINAL BUSINESS CERTIFICATION</b> <b>(MANDATORY FOR OFFERORS SEEKING QUALIFICATION FOR ABORIGINAL SO/SA)</b>					
<p>PLEASE COMPLETE ONLY ONE OF THE TWO (2) STATEMENTS BELOW</p> <p>I, _____ (<i>Insert Name of duly authorized representative of business</i>), want to be considered as an Aboriginal and Non-Aboriginal Offeror. [      ]</p> <p>I, _____ (<i>Insert Name of duly authorized representative of business</i>), want to be considered as a Aboriginal Offeror only. [      ]</p>					
<p><b>1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW</b></p> <p>(a) I, _____ (<i>Insert Name of duly authorized representative of business</i>)</p> <p style="padding-left: 40px;">hereby certify that _____ (<i>Insert name of Offeror</i>) meets, and will continue to meet throughout the duration of the Aboriginal Standing Offer/Supply Arrangement, the requirements for this program as set out in this Annex "E" to Part A entitled "Requirements for the Set-Aside Program for Aboriginal Business", which document I have read and understand.</p> <p>(b) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract awarded under any resulting Aboriginal Standing Offer/Supply Arrangement will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Aboriginal Business."</p> <p>(c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;"> <b>PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW</b> </th> </tr> </thead> <tbody> <tr> <td style="width: 30%; padding: 5px;"> <p>2. [      ]</p> </td> <td style="padding: 5px;"> <p>The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,</p> </td> </tr> </tbody> </table>		<b>PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW</b>		<p>2. [      ]</p>	<p>The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,</p>
<b>PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW</b>					
<p>2. [      ]</p>	<p>The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,</p>				

OR [    ]	The aforementioned business is a joint venture between two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business
3. [    ] OR [    ]	The Aboriginal business or businesses have: fewer than six full-time employees six or more full-time employees
4.	The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.
5.	It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the Program; and/or termination of any contract awarded pursuant to the Aboriginal SO/SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.

#### REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

##### Who is eligible?

An **Aboriginal business**, which can be:

- a band as defined by the Indian Act
- a sole proprietorship

or

- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

**OR**

A **joint venture** consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

**Are there any other requirements attached to bidders in the Set-Aside Program for Aboriginal Business? - Yes.**

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- In respect of a contract, (goods, service or construction), on which a bidder is making a proposal which involves subcontracting, the bidder must certify in its bid that at least thirty-three percent of the value of the work performed under the contract will be performed by an Aboriginal business. *Value of the work performed* is considered to be the total value of the contract less any materials directly purchased by the contractor for the performance of the contract. Therefore, the bidder must notify and, where applicable, bind the subcontractor in writing with respect to the requirements that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor or subcontractors.
  - The bidder's contract with a subcontractor must also, where applicable, include a provision in which the subcontractor agrees to provide the bidder with information, substantiating its compliance with the Program, and authorize the bidder to have an audit performed by Canada to examine the subcontractor's records to verify the information provided. Failure by the bidder to exact or enforce such a provision will be considered to be a breach of contract and subject to the civil consequences referred to in this document.
  - As part of its bid, the bidder must complete the *Certification of Requirements for the Set-Aside Program for Aboriginal Business* (certification) stating that it:
    - meets the requirements for the Program and will continue to do so throughout the duration of the contract;
    - will, upon request, provide evidence that it meets the eligibility criteria;
    - is willing to be audited regarding the certification; and
    - acknowledges that if it is found NOT to meet the eligibility criteria, the bidder will be subject to one or more of the civil consequences set out in the certification and the contract.

### **How must the business prove that it meets the requirements?**

It is not necessary to provide evidence of eligibility at the time the bid is submitted. However, the business should have evidence of eligibility ready in case it is audited.

The civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the program; and/or termination of the contract. In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the business.

### **What evidence may be required from the business?**

#### **Ownership and control**

**Evidence of ownership and control of an Aboriginal business or joint venture** may include incorporation documents, shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.

Ownership of an Aboriginal business refers to "beneficial ownership" i.e. who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business. (See the end of this annex for a list of the factors which may be considered by Canada.)

## Employment and employees

Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least thirty-three percent of the full-time employees are Aboriginal, the business must, upon request by Canada, immediately provide a completed *Owner/Employee Certification* form, below, for each full-time employee who is Aboriginal.

### Owner/Employee Certification Form

#### SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

- I, \_\_\_\_\_ (*name of the owner and/or full-time employee*), am an owner and/or full-time employee of \_\_\_\_\_ (*name of business*), and an Aboriginal person, as described in the document "Requirements for the Set-Aside Program for Aboriginal Business".
- I certify that the above statement is true and consent to its verification upon the request of Canada.

\_\_\_\_\_  
(Signature of the Owner and/or employee)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Date)

**Evidence as to whether an employee is or is not full-time and evidence as to the number of full-time employees** may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Customs and Revenue Agency purposes as well as information related to pension and other benefit plans.

**A full-time employee**, for the purpose of this program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of bid submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program.

Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The *Owner/Employee Certification* to be completed by each owner and full-time employee who is Aboriginal will state that the person meets the eligibility criteria and that the information supplied is true and complete. This certification will provide the person's consent to the verification of the information submitted.

### Subcontracts

**Evidence of the proportion of work done by subcontractors** may include contracts between the contractor and subcontractors, invoices, and paid cheques.

**Evidence that a subcontractor is an Aboriginal business** where this is required to meet the minimum Aboriginal content of the contract, is the same as evidence that a prime contractor is an Aboriginal business.

### Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?

***An Aboriginal person is an Indian, Metis or Inuit who is ordinarily a resident in Canada.***

**Evidence of being an Aboriginal person** will consist of such proof as:

- Indian registration in Canada
- membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada

- acceptance as an Aboriginal person by an established Aboriginal community in Canada
- enrolment or entitlement to be enrolled pursuant to a comprehensive land claim agreement
- membership or entitlement to membership in a group with an accepted comprehensive claim

**Evidence of being resident in Canada** includes a provincial or territorial driver's license, a lease or other appropriate document.

For further information on the Set-Aside Program for Aboriginal Business, contact the Access to Federal Procurement Directorate in the Department of Indian and Northern Affairs at (819) 997-8383 or (819) 997-8746 or fax (819) 994-0445.

### **Factors to Satisfy Whether Aboriginal Persons Have True and Effective Control of an Aboriginal Business.**

Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:

- Capital Stock and Equity Accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options;
- Dividend policy and payments;
- Existence of Stock Options to employees;
- Different treatment of Equity transactions for Corporations, Partnerships, Joint Ventures,
- Community organizations, Cooperatives, etc.;
- Examination of Charter Documents, i.e., corporate charter, partnership agreement, financial structure;
- Concentration of ownership or managerial control in partners, stockholders, officers trustees and directors based definition of duties;
- Principal occupations and employer of the officers and directors to determine who they represent, i.e. banker, vested ownerships;
- Minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction;
- Executive and employee compensation records for indication of level of efforts associated with position;
- Nature of the business in comparison with the type of contract being negotiated;
- Cash management practices, i.e., payment of dividends - preferred dividends in arrears;
- Tax returns to identify ownership and business history;
- Goodwill contribution/contributed asset valuation to examine and ascertain the Fair Market value of non cash capital contributions;
- Contracts with owners, officers and employees to be fair and reasonable;
- Stockholder authority, i.e. appointments of officers, directors, auditors;
- Trust agreements made between parties to influence ownership and control decisions;

- Partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios;
- Litigation proceedings over ownership;
- Transfer pricing from non-Aboriginal joint venturer;
- Payment of management or administrative fees;
- Guarantees made by the Aboriginal business;
- Collateral agreements.

#### **(iv) Code of Conduct Certification**

1. Bidders must comply with the Code of Conduct for Procurement. In addition to the Code of Conduct for Procurement, bidders must

- a) respond to bid solicitations in an honest, fair and comprehensive manner,
- b) accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitations and resulting contracts,
- c) submit bids and enter into contracts only if they will fulfill all obligations of the Contract.

2. Bidders further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be awarded a contract. Canada will declare non-responsive any bid in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after contract award, that the Bidder made a false declaration, Canada will have the right to terminate the Contract for default. The Bidder will be required to diligently maintain up-to-date the information herein requested. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies, and subsidiaries, whether partly or wholly-owned, as well as individuals, and directors, are Bidder's affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. a third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

4. Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide with their bid or promptly thereafter the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals

mentioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5. The Bidder must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation. The Bidder must also, when so requested, provide Canada with the corresponding Consent Forms.

6. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

7. By submitting a bid, the Bidder certifies that neither the Bidder nor any of the Bidder's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Contract if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting a bid, the Bidder certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a contract arising from this bid solicitation. In addition, the Bidder certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Bidder nor any of the Bidder's affiliates has ever been convicted of an offence under any of the following provisions:

a. paragraph 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or

b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or

c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or

d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act, or

e. section 239 (False or deceptive statements) of the Income Tax Act, or

f. section 327 (False or deceptive statements) of the Excise Tax Act, or

g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or

h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Bidder must provide with its bid or promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive.

10. Bidders understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph herein above, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph herein above, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public interest for reasons which include, but are not limited to:

- Only one person is capable of performing the contract;
- Emergency;
- National security;
- Health and safety;
- Economic harm;

Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

## 2. SET-ASIDE FOR ABORIGINAL BUSINESS

### Set-aside for Aboriginal Business

1. This procurement also covers businesses to be set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual

2. The Supplier:

i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.

ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.

iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Supplier must check the applicable box below:

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

OR

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

4. The Supplier must check the applicable box below:

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

OR

ii. ( ) The Aboriginal business has six or more full-time employees.

5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.

6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.



Solicitation No. - N° de l'invitation

EN578-055605/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

003ei

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

EN578-055605

File No. - N° du dossier

003eiEN578-055605

CCC No./N° CCC - FMS No/ N° VME

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If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

## COMPONENT II - SUPPLY ARRANGEMENT, MODEL BID SOLICITATION AND RESULTING CONTRACT CLAUSES

### 6A SUPPLY ARRANGEMENT (SA)

#### 1. ARRANGEMENT

The Supply Arrangement includes only those Services described in the "Requirements for Services" at Annex A, which are also identified at Annex E SA "Qualified Categories".

**Task Based Informatics Professional Services** or "TBIPS" refers to services related to a particular activity or initiative required to address a specific Information Technology (IT) need, which are usually associated with a specified set of responsibilities. The tasks involved are finite work assignments which require one or more resources to complete. A task involves a specific start date, a specific end date, and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project. Tasks may require highly specialized work to be performed requiring a rare or unique skill or knowledge for a short period of time.

#### 2. SECURITY REQUIREMENT

(a) The Supplier must hold, at minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) as specified below, in order to remain a Supplier. The Supply Arrangement Authority may verify the Supplier's security clearance with the CISD of PWGSC at any time during the period of the Supply Arrangement.

(b) The requirements to be procured under this Supply Arrangement are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual bid solicitation. Samples of possible SRCL's are accessible through the link <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>, but other SRCL's may be used. Each bid solicitation will identify the SRCL that will apply to any resulting contract.

(c) In the case of a joint venture, for any given resulting contract the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the joint venture. For example, a joint venture with five (5) members is comprised of four (4) members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organizational Screening (DOS). The highest corporate security level for which the joint venture would be considered under a bid solicitation run this Supply Arrangement would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Supply Arrangement Authority and obtained a valid FSC at the Secret level as issued by CISD.

#### 3. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 GENERAL CONDITIONS

2020 (2012-11-19) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### 3.2 SUPPLY ARRANGEMENT REPORTING

- (a) The Supplier must compile and maintain records on its provision of services to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisitions Card. The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Supply Arrangement Authority.
- (b) The Quarterly periods are defined as follows:

Quarter	Period to be Covered	Due on or before
1 <sup>st</sup>	April 1 to June 30	July 15
2 <sup>nd</sup>	July 1 to September 30	October 15
3 <sup>rd</sup>	October 1 to December 31	January 15
4 <sup>th</sup>	January 1 to March 31	April 15

- (c) Electronic reports must be completed and forwarded to the Supply Arrangement Authority no later than 15 calendar days after the end of the quarterly period at the following e-mail address:

RapportsMDAI.IMOSReports@tpwgsc-pwgsc.gc.ca with the email subject line of:  
<SA Holder's Name>TBIPS Quarterly Usage Report<\_20\_>.

Each quarterly usage report (QUR) must be submitted using the following link:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/utlstnusg-rpt-eng.html>

- (d) All data fields of the report must be completed as requested. A separate row of the spreadsheet is to be filled in for each Category identified in Annex A of this Supply Arrangement. If some data is not available, the reason must be indicated in the report. If no Services are provided during a given period, the Supplier must still provide a "NIL" report by filling in the column applicable to that Category, Region, and Metropolitan area.
- (e) Failure to provide fully completed reports in accordance with the above instructions may result in the suspension or cancellation of the Supply Arrangement and/or the application of a vendor performance corrective measure.

## 4. TERM OF SUPPLY ARRANGEMENT

### 4.1 PERIOD OF THE SUPPLY ARRANGEMENT

The period for awarding contracts under the SA begins on \_\_\_\_\_ and ends 18 months later.

### 4.2 REQUEST FOR SUPPLY ARRANGEMENT (RFSA) BID SOLICITATIONS

It is intended that this bid solicitation will follow the guidelines set out by PWGSC's Professional Services National Procurement Strategy; however those guidelines are not incorporated into this document. The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source is not relevant.

In as much as possible, PWGSC will issue a bid solicitation intended to replace the Supply Arrangements for the Services on an annual basis, although PWGSC reserves the right to choose to proceed with a different procurement vehicle for the requirement if it considers such action appropriate. Each such recompetition (a "refresh bid solicitation") requires all bidders, including those who may have received instruments under the previous solicitation, to submit a bid in response to the bid solicitation in order to continue to provide services under its resulting Supply Arrangement. The terms and conditions of each refresh bid solicitation may add, modify or remove Categories/Streams, and may otherwise modify the requirements of the previous bid solicitation. As such, each refresh bid solicitation stands alone, separate and apart from any previous bid solicitation. While some aspects of a bidder's bid may incorporate by reference information already in the possession of Canada, all the requirements of a solicitation must be met by each bidder by the submission due date.

Suppliers may submit a bid for a Supply Arrangement at any time by responding to the refresh bid solicitation's terms and conditions. Canada reserves the right to issue supply arrangements to bidders who qualify throughout the entire period of the Supply Arrangement.

Evaluations of arrangements will start on a quarterly basis. Canada will endeavor to evaluate in each quarter those submissions received by the beginning of such quarter as identified below. This schedule may require a revision due to operational requirements and in which case suppliers will be advised.

	<b>Submission Period</b>	<b>Submission Due Date (14:00 at Bid Receiving Unit)</b>	<b>Evaluation Start Date</b>	<b>Estimated Award Date (subject to change)</b>
<b>Refresh Bid Solicitation Schedule</b>	January, 2013 to February 2013	February 28, 2013	March 1st, 2013	June 30, 2013
<b>Refresh Bid Solicitation Schedule</b>	July 2013 to March 31, 2014	March 31, 2014	April 1st, 2014	June 2014
<b>Quarterly Evaluation Schedule</b>	July 1, 2013 to September 30, 2013	September 30, 2013	October 1st, 2013	December 2013
<b>Quarterly Evaluation Schedule</b>	October 1, 2013 to December 27, 2013	December 27, 2013	January 1st, 2014	March 2014
<b>Quarterly Evaluation Schedule</b>	January 1, 2014 to March 31, 2014	March 31, 2014	April 1st, 2014	June 2014
<b>Refresh Bid</b>	April 1,	March 31, 2015	April 1st,	June 2015

<b>Solicitation Schedule</b>	2014 to March 31, 2015		2015	
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A supplier may choose to submit a quarterly bid containing an entirely new arrangement, or may propose to modify its arrangement by adding or removing Categories. Participation in a quarterly evaluation is entirely optional and not required to maintain any TBIPS arrangement. However, all arrangements whether issued quarterly or as the result of a bid submitted on the bid closing date of a refresh bid solicitation will be replaced when a refresh bid solicitation occurs. Therefore, all bidders must submit a bid before the closing date of a refresh bid solicitation in order to continue to provide services under its resulting Supply Arrangement.

## 5. AUTHORITIES

### 5.1 SUPPLY ARRANGEMENT AUTHORITY

The Supply Arrangement Authority is:

Name: Manager of the Informatics Method of Supply (IMOS)  
 Department: Public Works and Government Services Canada  
 Branch: Acquisitions Branch  
 Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: Portage III - 0A1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5  
 Telephone: 1-866-930-4667  
 Facsimile: 819-956-7827  
 E-mail address: RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority (or its authorized representative) is responsible for the establishment of the Supply Arrangement, its administration and its revision, if applicable. Upon the issuance of a bid solicitation under the Supply Arrangement, that solicitation's Contracting Authority is responsible for any contractual issues relating to the contract solicited. Any changes to the Supply Arrangement must be authorized in writing by the Supply Arrangement Authority.

### 5.2 SUPPLIER'S REPRESENTATIVE

This individual is the central point of contact within the Supplier for all matters pertaining to this Supply Arrangement. The Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole responsibility to ensure that the information related to the Supplier Representative is correct. If a replacement or a new Supplier Representative is required, the Supplier will;

- (i) inform CPSS by e-mail at [sspc.cpss@tpsgc-pwgsc.gc.ca](mailto:sspc.cpss@tpsgc-pwgsc.gc.ca) , and
- (ii) inform the Supply Arrangement Authority by e-mail at [RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca](mailto:RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca).

Name:  
 Title:  
 Telephone:  
 Facsimile:  
 Address:  
 Email:

*[Note to Supplier: This information is as per your arrangement and is available to be viewed by Clients via the Centralized Professional Services System (CPSS) website]*

The Supplier may designate another individual to represent the Supplier for administrative and technical purposes under any contract resulting from this Supply Arrangement.

## 6. CLIENTS / IDENTIFIED USERS

The Identified Users (also called Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.

Canada may, at any time, withdraw authority from any of the Identified Users to use the Supply Arrangement.

## 7. PRIORITY OF DOCUMENTS

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

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2012-11-19), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex E SA, Qualified Categories ;
- (d) Annex A, Requirements for Services;
- (e) Annex B, Generic Security Requirement Check Lists;
- (f) Annex C, Sample Quarterly Usage Report Template;
- (g) Annex D, Client Satisfaction Form;
- (h) Annex F SA, Model Bid Solicitation;
- (i) Annex G SA, Model Resulting Contract TA Form; and
- (j) the Supplier's arrangement dated \_\_\_\_\_ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).

## 8. CERTIFICATIONS

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not

comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## 9. APPLICABLE LAWS

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada unless otherwise stipulated in the Supplier's arrangement or a resulting contract.

## 10. SUSPENSION OR CANCELLATION OF QUALIFICATION BY CANADA

In addition to the circumstances identified in 2020 09, Canada may, by sending written notice to the Supplier, suspend or cancel the Supply Arrangement where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this Supply Arrangement, or where the Supplier is in default in carrying out any of its obligations under this Supply Arrangement.

## 11. ABORIGINAL BUSINESS CERTIFICATION

- (a) Where an Aboriginal Business Certification has been provided, the Supplier warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- (b) If such a Certification has been provided, the Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Supplier must provide all reasonably required facilities for any audits.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract

## 12. DELIVERY REQUIREMENTS OUTSIDE A CLCSA

The Supply Arrangement is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

## 13. ENVIRONMENTAL CONSIDERATIONS

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Suppliers should:

- (a) Paper consumption

- Provide and transmit draft reports, final reports, other documents and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Identified User.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

(b) Travel requirements

- The Supplier is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors. <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx>
- Use of public/green transit where feasible.

#### 14. Travel and Living

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a Professional Services Supply Arrangement requirement. Accordingly, if any contract resulting from a solicitation let under this supply arrangement permits payment to a Contractor in its basis of payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at the following CPSS link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>

#### 15. Regions and Metropolitan Areas

The document titled "Definitions of the National Zone, Regions and Metropolitan Areas" at the following link are incorporated by reference into this supply arrangement, with the exception that for the purposes of this supply arrangement, the National Zone is to be considered as another Region: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzrma-eng.html>

The following Regions and Metropolitan areas may receive Services under this supply arrangement where a Supplier is qualified to do so:

<b>Regions:</b>	<b>Metropolitan Areas:</b>
National Zone	
Atlantic	Halifax, Moncton
Quebec	Montreal, Quebec City
Ontario	Toronto
Western	Calgary, Edmonton, Saskatoon, Winnipeg
Pacific	Vancouver, Victoria
National Capital	National Capital Region



## 6B. BID SOLICITATION

### 1. BID SOLICITATION DOCUMENTS

Canada will use the bid solicitation template 2T-HIGH1 available in the Standard Acquisition Clauses and Conditions Manual at (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>), as the basis for issuing bid solicitations under this Supply Arrangement (SA) and as provided in 6C below. Each bid solicitation will contain at a minimum the following:

- (a) security requirements (if applicable);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements, or 2004, Standard Instruction - Goods or Services - Non-competitive Requirements;
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid submission closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) financial capability (if applicable);
- (h) certifications; and
- (i) conditions of the resulting contract.

### 2. BID SOLICITATION PROCESS

#### 2.1 General:

Bids will be solicited for specific requirements within the scope of the SA from qualified Suppliers who have been issued a SA.

A bid solicitation will be posted on the Government Electronic Tendering Service (GETS) (or as applicable with a GoC web-based electronic procurement tool) or will be e-mailed directly to supplier, depending on the selection methodology selected.

Canada may consolidate requirements across Clients and award Contracts on a periodic basis to receive best or better pricing.

#### 2.2 Identification of Contract Authorities:

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Tier 1 Contract Limitations described below. All Tier 2 contracts and those contracts for Clients without authority to contract under Tier 1 will be managed by PWGSC or Shared Services Canada (SSC). The Supplier agrees only to perform individual contracts made by an authorized representative of Canada pursuant to this SA that do not exceed the applicable Contract Authority value limitations.

	Requirement Value (GST/HST included)	Contracting Authority
Tier 1	Requirements up to and including \$2M	Client/ PWGSC
Tier 2	Requirements greater than \$2M	PWGSC / SSC

2.3 **Tier 1 Requirement Limitations:** Clients may award contracts to Suppliers qualified in the applicable Categor(ies) only in accordance with the following:

(i) **Requirement Valued below \$25,000 (GST/HST included):** Clients may direct a contract to an eligible Supplier in accordance with the Government Contracts Regulations.

(ii) **Requirement Valued at or below NAFTA Threshold (GST/HST included):** Clients are encouraged to use the Professional Services (PS) On-line application, or its replacement method of supply to be called "ProServices". Information relating to PS Online/ProServices can be found at the following website:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html>

Alternatively, Clients may issue a contract using this SA to a Supplier satisfying the requirement particulars as set out in a bid solicitation in accordance with the following: a minimum of two Suppliers must be invited to submit a proposal via e-mail, with the Client (Identified User):

- (a) selecting by name two Suppliers from the CPSS Client Module, or
- (b) selecting by name one Supplier from the CPSS Client Module with the second Supplier randomly selected by the CPSS Client Module, or
- (c) not selecting any Supplier by name in which case, the CPSS Client Module will randomly select two Suppliers.

(iii) **Requirement Valued Above NAFTA Threshold (GST/HST included):**

Clients may issue a contract to a Supplier satisfying the requirement particulars as set out in the bid solicitation in accordance with the following: a minimum of fifteen Suppliers must be invited via e-mail to submit a proposal, with the Client:

- (a) selecting by name ten Suppliers from the CPSS Client Module, with the following five randomly selected by the CPSS Client Module, or
- (b) selecting more than ten Suppliers from the Client Module, in which case five additional Suppliers will be randomly selected by the CPSS Client Module, or
- (c) selecting less than ten Suppliers from the Client Module, in which case the CPSS Client Module will randomly select a number of Suppliers that, in addition to the Suppliers selected by the Client, will total fifteen.

Note: If the number of Suppliers that meet the requirement is less than fifteen, all Suppliers will be automatically selected.

(iv) **No Limit to Invitation Process:** Once the minimum of Suppliers has been selected as per (ii) or (iii) above, at any time during the course of the procurement process the Client may choose to invite additional Suppliers using the CPSS Client Module. There is no limit to the maximum number of Suppliers that may be invited to submit a proposal under Tier 1; however, excepting the circumstances of 2.5 below, Suppliers may not submit a proposal in response to a solicitation unless they have been invited to do so. However, should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five days before the published bid closing date, and an invitation will be made to that SA Holder unless it would not be consistent with the efficient operation of the procurement system. In no circumstance will such an invitation require Canada to extend a bid closing date. Where additional invitations are made during the solicitation process, they may not be reflected in a bid solicitation amendment.

**(v) Minimum Period to submit proposal:** At a minimum, each Tier 1 bid solicitation issued will provide Suppliers with the following minimum number of calendar days to submit their proposal, which time may be extended based upon a requirement's complexity:

- (a) Requirements less than or equal to the NAFTA threshold = five calendar days; and
- (b) Requirements greater than the NAFTA threshold up to and including \$2M = fifteen calendar days.

**2.4 Tier 2 Requirements:** Tier 2 requirements will be managed by a PWGSC Procurement Representative on behalf of the Client, or SSC on its own behalf in accordance with the following:

- (i) **Tier 2 Invitation of Suppliers:** Canada will invite through GETS all qualified Tier 2 Suppliers to submit a proposal in response to a bid solicitation.
- (ii) **Minimum Period to Submit Proposal:** At a minimum, each Tier 2 bid solicitation will provide qualified Suppliers with twenty calendar days to submit their proposal, which may be extended based on a requirement's complexity.
- (iii) **Category Not Offered Under Tier 1:** For Tier 1 requirements where no Supply Arrangement for a specific Category and/or Level exists, where a Tier 2 SA exists for that Category and Level, PWGSC may act as the Contracting Authority and invite qualified Tier 2 Suppliers to submit a proposal in accordance with the processes stated in 2.3 above.

**2.5 All Invited to Bid:**

For a requirement in either Tier, all Suppliers qualified in each relevant Category, Region and Metropolitan Area will be invited by e-mail or GETS to bid where:

- (i) a bid solicitation may result in multiple contracts, or
- (ii) any supplier has been provided with a request for information in respect of services that in whole or in part appear in the requirement to be solicited under this SA.

Solicitation No. - N° de l'invitation

EN578-055605/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

003ei

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

EN578-055605

003eiEN578-055605

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## **6C. MODEL RESULTING CONTRACT CLAUSES**

These model resulting contract clauses contain samples of the terms that will form the basis for any future resulting contracts under the Task-Based Informatics Professional Services (TBIPS) Supply Arrangement method of supply.

To the extent possible, these Articles are written as they will appear in any future TBIPS Supply Arrangement resulting contracts, however, individual resulting contract clauses may be modified to suit individual Client requirements. For example, the term of the resulting contract and the basis of payment clauses may all be tailored to individual Client requirements.

It is a mandatory requirement of this TBIPS SOSA Refresh bid solicitation that the bidder accepts in their entirety these Articles as they appear in this Part 6C, to be used in bid solicitations resulting from the TBIPS Supply Arrangement as indicated below.

## 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 \_\_\_\_\_.
- (c) *[Applies instead of the above definition of Client if required by the RFP]* Under the Contract, the "Client" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract period, and those other organizations for whom SSC's services are optional at any point during the Contract period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.
- (d) **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. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (e) **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. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 *[Applies if required by the RFP]* Task Authorization

- (a) **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

***[The following allocation ranking examples, or other examples not printed here, may be used where more than one contract is awarded for a requirement.]***

- (b) *[Example 1 - Ranking Established through Bid Solicitation]* **Allocation of Task Authorizations:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
  - (i) All rankings refer to the results achieved by the respective contractors as a result of the evaluation of their bids in response to the bid solicitation which resulted in the award of this Contract.

*If this Example is used one of the following two Sub-examples may be chosen for use.*

- (ii) *[Sub-example A - Professional Services Rankings determined for each TA - only one resource requested in each TA, using highest technical score or lowest firm per diem rate]* For each TA, the contractor that obtained the highest technical score [or lowest firm per diem rate] under the bid solicitation evaluation process for the resource required to perform the TA will be ranked first. The next-ranked contractor is the contractor with the next-highest technical score [or next-lowest firm per diem rate] for that resource, with all contractors awarded a contract under the bid solicitation ranked consecutively in accordance with their relative technical score [or relative firm per diem rate] for the required resource.
  - (iii) *[Sub-example B - Professional Services Multiple resources may be requested in a single TA, based on lowest cumulative rate]* For each TA, if it will involve multiple contractor resources, the contractor with the lowest cumulative sum of all firm per diem rates, as set out in its contract, for the resources required under the TA will be ranked first (the second ranked will be the contractor with the next lowest cumulative sum, etc.). If the draft TA involves only a single contractor resource, the contractor with the lowest firm per diem rate, as set out in its Contract, for the resource required under the TA will be ranked first (the second ranked will be the next lowest, etc.).
  - (iv) Canada will send the first draft TA to the first-ranked contractor, who will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority. If the first-ranked contractor either fails to respond on time or confirms in writing that it refuses or is unable to perform the task, the draft TA will then be forwarded to the next-ranked contractor.
  - (v) The process of sending out the draft TA to the next-ranked contractor will continue until Canada either cancels the requirement for the task or the TA has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
  - (vi) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.
- (b) *[Example 2 - Rotational Allocation Based on Remaining Funding]* **Allocation of Task Authorizations:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations [based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts]. [optional wording indicated in square brackets]
  - (ii) Canada will use a rotational method to allocate the Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.
  - (iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.
  - (iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

- (v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding.
  - (vi) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.
  - (vii) Once the Task Authorization is validly issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.
  - (viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with \$2M, \$1M and \$750,000 in funding for Task Authorizations respectively, and \$200,000 is added to the first contract, then \$100,000 will be added to the second contract and \$75,000 will be added to the third).
- (c) **[Example 3 - Ranking Established through Bid Solicitation] Allocation of Task Authorizations:**
- (i) More than one Contract has been awarded for this requirement. The Contractors will be issued TAs with a combined dollar value that is in proportion to the percentage values determined in the Fund Allocation Formula. For example, based on the example and numbers used in the Fund Allocation Formula, Contractor X would be issued TAs with a combined total dollar value of approximately 52.24% of the combined total dollar value of all the issued Tas. (Gail's comment - Allocation of funds could also be based on Price per Rated Point, Total Score or Total Bid Price.)

Contractor	Price per Rated Point	Fund Allocation Formula	Total Funds
X	\$3,500	$\$3,500/\$6,700 \times 100 = 52.24$	\$3,134,400.00
Y	\$3,200	$\$3,200/\$6,700 \times 100 = 47.76$	\$2,865,600.00
<b>Total</b>	<b>\$6,700</b>		<b>\$6,000,000.00</b>

- (ii) Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values in the Fund Allocation Formula. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TAs. Should a Contractor refuse a TA under the Contract, the next Contractor, under the same allocation process, will be offered the TA. The dollar value of the refused TA will be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to one or more of the other contractors in that same Stream. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply.

- (d) **[Applies if required by the RFP] Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex \_\_\_\_.

(e) **Form and Content of Task Authorization:**

- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex \_\_\_\_.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information, if applicable:
  - (A) the task number;
  - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (C) the details of any financial coding to be used;
  - (D) the categories of resources and the number required;
  - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate 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
  - (M) any other constraints that might affect the completion of the task.

- (f) **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within \_\_\_\_ working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

***[One of the following options, or other examples not printed here, may be used.]***

- (g) **[Option A: Simple TA Contract (Technical Authority issues all Tas)] Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signature(s):

- (N) for any TA with a value less than or equal to \$\_\_\_\_\_ (including GST/HST), the TA must be signed by the Technical Authority; and



- (B) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

(h) **[Option B: Complex TA Contract] Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signatures:

- (A) for any TA with a value less than or equal to \$\_\_\_\_\_ (including GST/HST), the TA must be signed by:
- (1) the Technical Authority; and
  - (2) a representative from \_\_\_\_\_ [e.g., for SSC, Contract Management and Administrative Services Directorate of Shared Services Canada]; and
- (B) for any TA with a value greater than this amount, a TA must include the following signatures:
- (1) the Technical Authority; and
  - (2) a representative from \_\_\_\_\_ [e.g., for SSC, Contract Management and Administrative Services Directorate of Shared Services Canada]; and
  - (3) the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

(i) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below [or instead of "below", this article may refer to an Annex detailing the requirements]. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- (ii) The quarterly periods are defined as follows:
- (A) April 1 to June 30;
  - (B) July 1 to September 30;
  - (C) October 1 to December 31; and
  - (D) January 1 to March 31.

The data must be submitted to the Contracting Authority no later than \_\_\_\_ *[insert 10 or other number of days as required by the RFP]* calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended) *[Note: the content of these reports may be revised as required by the RFP]*:
  - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  - (B) a title or a brief description of the task;
  - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
  - (D) the total estimated cost specified in the TA (GST or HST extra);
  - (E) the total amount (GST or HST extra) expended to date;
  - (F) the start and completion date; and
  - (G) the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TAs (as amended) *[Note: the content of the reports may be revised as required by the RFP or this subparagraph may be deleted]*:
  - (A) the amount (GST or HST extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
  - (B) the total amount, GST or HST extra, expended to date against all validly issued TA's.
- (j) *[Applies if required by the RFP]* **Administration of Task Authorization Process for DND:** The administration of the Task Authorization process will be carried out by \_\_\_\_ *[insert: the applicable Department of National Defence designation, e.g., D MAR P 4-6-8]*. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.
- (k) *[Applies if required by the RFP]* **Refusal of Task Authorizations:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex \_\_\_\_\_. *[The following wording may be added if required by the RFP]* Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).
- (l) *[Applies if required by the RFP]* **Pre-Cleared Resources:**  
The Contractor must:
  - (i) ensure that the specific individuals named in Annex \_\_\_\_\_ of this Contract or acceptable alternatives remain available in appropriate quantities for work under the Task Authorizations to be issued in accordance with this Contract, and must also ensure that these individuals maintain any professional qualifications and security levels associated with the corresponding resource categories of the bid solicitation for which they are available; and

- (ii) avoid delays associated with the Contract's security requirements by initiating the assessment and security clearance of additional resources by Canada within \_\_\_\_\_ [number to be inserted as required by the RFP] business days of Contract award and on an ongoing basis during the Contract Period, in the quantities specified for each resource category in the Annex. Each such resource must meet the minimum qualifications applicable to the resource category for which they are available, as well as the security requirements identified in the Contract. If accepted by Canada, the Contract will be amended to list each such resource by name.

The resources identified in the Contract must be maintained and available in the quantities specified throughout the Contract Period. There is no limit to the number of resources that the Contractor may submit for consideration and assessment on an ongoing basis; however, the submission of alternatives does not relieve the Contractor from its obligation to provide, for a given task, specific individuals agreed to be provided to Canada in a validly issued TA or elsewhere as required by the terms of this Contract.

- (m) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

### 7.3 [Applies if required by the RFP] Minimum Work Guarantee

- (a) In this clause,
  - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding GST/HST); and
  - (ii) **"Minimum Contract Value"** means \_\_\_\_\_ % [% to be specified in the RFP but not less than 5%] of the Maximum Contract Value on the date the contract is first issued.
- (b) 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that 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 total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within \_\_\_\_\_ [number of days to be specified in the RFP] business days of Contract award.

### 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:**

2035 (\_\_\_\_\_) (insert date), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of *Section 41* – Code of Conduct and Certifications, of General Conditions 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) *[Applies if required by the RFP]*4002 (\_\_\_\_)(*insert date*), Supplemental General Conditions - Software Development or Modification Services;
- (ii) *[Applies if required by the RFP]*4006 (\_\_\_\_)(*insert date*), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (iii) *[Applies if required by the RFP]*4007 (\_\_\_\_)(*insert date*), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (iv) *[Applies if required by the RFP]*4008 (\_\_\_\_)(*insert date*), Supplemental General Conditions - Personal Information;

apply to and form part of the Contract.

**7.5 *[Applies if required by the RFP]*Security Requirement**

**[Option 1]**

The following Security Requirement (SRCL and related clausings), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.

*The applicable TBIPS SA clauses will be specified and the related Security Requirement Check List (SRCL) will be attached as an Annex.]*

#### [Option 2]

The following Security Requirement (SRCL and related clausings), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.

*The applicable TBIPS SA clauses will be specified and the related Security Requirement Check List (SRCL) will be attached as an Annex.]*

Additionally, resources may be assessed for Reliability Status by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit

- (i) the current level of security clearance granted or approved by CISD/PWGSC; and
- (ii) a completed signed TBS 330-23 Form - Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

#### [Option 3]

There is no PWGSC Security Requirement applicable to this Contract, however there is a Technical Authority Security Requirement. The Technical Authority may conduct its own local law enforcement checks, may conduct a security interview and fingerprinting session, may enforce an escorting requirement on its facilities or sites, and may deny access to a facility or site based on the results of any of these actions.

Additionally, resources may be assessed for Reliability Status by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit a completed signed TBS 330-23 Form - Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

### 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 \_\_\_ year(s) later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

- (b) *[Applies if required by the RFP]* **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to \_\_\_ additional \_\_\_-year period(s) 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.

*[Blanks above to be specified in the RFP]*

## 7.7 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

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

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) Technical Authority

The Technical Authority for the Contract is:

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

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

### (c) Contractor's Representative *[Fill in or delete as applicable]*

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

## 7.8 Payment

### (a) Basis of Payment

*[One or more of the basis of payment options below will be specified in the RFP]*

- (i) **[Option 1] Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued

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 \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$\_\_\_\_\_

- (ii) **[Option 2] Professional Services provided with a Maximum Price:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price in the Contract, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$\_\_\_\_\_

- (iii) **[Option 3] Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex \_\_\_\_, GST/HST extra.

Estimated Cost: \$\_\_\_\_\_

- (iv) **[Option 4] Professional Services provided with a Firm Price:** For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract (based on the firm, all-inclusive per diem rates set out in Annex \_\_\_\_, GST/HST extra.

Estimated Cost: \$\_\_\_\_\_

- (v) **[Option 5] Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$\_\_\_\_\_

- (vi) **[One of the two options below , or other wording, will apply if required by the RFP]**

**[Option 1] 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 in accordance with the clause titled "Travel and Living" of the Supply Arrangement which is also available at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>

All payments are subject to government audit.

Estimated Cost: \$\_\_\_\_\_

**[Option 2] Pre-Authorized Travel and Living Expenses**

Canada will not pay any travel or living expenses associated with performing the Work.

- (vii) **GST/HST:** Estimated Cost: \$\_\_\_\_\_

- (viii) **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.

- (ix) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories 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 does not respond or refuses 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 or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

- (x) **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** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable GST or HST. With respect to the amount set out on page one of the Contract, Customs duties are \_\_\_\_ (As required by the RFP, will insert "included", "excluded" or "subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
  - (i) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
    - (A) it is 75 percent committed, or
    - (B) 4 months before the Contract expiry date, or
    - (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
 whichever comes first.
  - (ii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

*[One or more of the method of payment options below will be specified in the RFP]*

(c) **[Option 1] Method of Payment - Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada; and
- (c) the Work performed has been accepted by Canada.

(d) **[Option 2] Method of Payment - Monthly Payment**



Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) all such documents have been verified by Canada; and
  - (c) the Work performed has been accepted by Canada.
- (e) **[Option 3] Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly 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.
- (f) **[Option 4] Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:
- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) all such documents have been verified by Canada;
  - (iii) the Work delivered has been accepted by Canada.
- (g) **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.
- (h) **[Applies if required by the RFP] Payment Credits**
- (i) **Failure to Provide Resource:**
    - (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of ten days.
    - (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any twelve-month period, 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 five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
    - (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor three months' written notice of its intent, if :

- (1) the total amount of credits for a given monthly billing cycle reach a level of ten percent of the total billing for that month; or
- (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
  - (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
  - (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
  - (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
  - (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (i) **[Applies if required by the RFP] 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 the Contract is issued 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 six 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 two 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
- (i) ***[Applies if required by the RFP]* 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, and must show all applicable Task Authorization numbers.
- (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.

*[One of the following two Options will be chosen]*

- (d) ***[Option 1]*** The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.
- (e) ***[Option 2]*** The Contractor must provide the original and two copies of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

## 7.10 Certifications

- (a) Compliance with the certifications provided by the Contractor in its bid or any 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.

(b) *[Applies if required by the RFP]* **SACC Manual Clauses**

(i) *[insert SACC clause ID number]* (\_\_\_\_)(*insert date*), *[insert SACC clause title]*

**7.11** *[Applies if required by the RFP]* **Copyright In Material**

In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.

Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

**7.12 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario or as indicated in the Bidder's Supply Arrangement.

**7.13 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) *[Applies if required by the RFP]*4002 (*insert date*), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) *[Applies if required by the RFP]*4006 (*insert date*), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
  - OR
  - [Applies if required by the RFP]*4007 (*insert date*), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information; *[if 4006 is included, 4007 CANNOT be, and vice versa]*
  - (iii) *[Applies if required by the RFP]*008 (*insert date*), Supplemental General Conditions - Personal Information.
- (c) General Conditions 2035 (*insert date*);
- (d) Annex X, Statement of Work - *[Applies if required by the RFP]*Annex A including its Appendices as follows:

- (i) Appendix A to Annex A - Tasking Assessment Procedure;
- (ii) Appendix B to Annex A - Task Authorization (TA) Form;
- (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
- (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex X, Basis of Payment;
- (f) *[Applies if required by the RFP]*; Annex X, Security Requirements Check List
- (g) *[Applies if required by the RFP]*; the signed Task Authorizations including any required Certifications;
- (h) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*).

**7.14 Foreign Nationals (Canadian Contractor)** *[This clause or the one that follows will apply]*

SACC Manual clause A2000C (\_\_\_\_\_) (*insert date*) Foreign Nationals (Canadian Contractor)

**7.15 Foreign Nationals (Foreign Contractor)**

SACC Manual clause A2001C (\_\_\_\_\_) (*insert date*) Foreign Nationals (Foreign Contractor)

**7.16 Insurance Requirements** *[One of the following Options will be chosen]*

(a) *[Option 1]*

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

(b) *[Option 2]*

(A) **Compliance with Insurance Requirements**

1 The Contractor must comply with the insurance requirements specified in this Article. 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.

2 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.

3 The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, 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.

(B) **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- n. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

**(C) Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

(c) *[Option 3 - For certain requirements other Insurance Articles may be used]*

**7.17 *[Applies if required by the RFP]* Controlled Goods Program**

SACC Manual Clause A9131C (\_\_\_\_)(insert date) Controlled Goods Program

**7.18 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).

**7.19 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is [redacted] and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (i) [redacted] 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.*

## 7.20 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor 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 Technical Authority within ten 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.
- (c) In General Conditions 2035, Article 08 is deleted and the following applies instead:
- (i) If a specific individual is identified in the Contract to perform the Work, the Contractor must provide his or her services within ten working days of the first day of the individual's required services as required by the Contract or a validly executed Task Authorization, unless the Contractor is unable to do so due to the sickness, death, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of the individual.
  - (ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, within five working days of the departure of an existing resource (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) the Contractor must provide to the Contracting Authority:
    - (A) the name, qualifications and experience of a proposed replacement immediately available for work; and
    - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
  - (iii) Where Canada becomes aware that an individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:
    - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default, or
    - (B) require the Contractor propose a replacement acceptable to Canada to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
  - (iv) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

- (v) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

## 7.21 *[Applies if required by the RFP]* Professional Services for Pre-Existing Software

- (a) **Pre-Existing Software:** The "Pre-Existing Software" consists of the computer programs listed in Annex \_\_\_\_\_, which are either proprietary to Canada or licensed to Canada by a third party, in respect of which Canada requires certain professional services.
- (b) **Software Services:** During the Contract Period, the Contractor must provide the Client with the following "Services for Pre-Existing Software" as and when requested by Canada through a Task Authorization:
- (i) accessing, downloading, storing, installing, loading, processing, configuring and implementing any additional software code related to the Pre-Existing Software (such as new releases, versions, patches, and bug fixes), as soon as it becomes available; *[will be revised as applicable in the RFP]*
  - (ii) keeping track of the software publisher's software releases for the purpose of configuration control; and
  - (iii) *[if there are any other obligations in addition to those above, they will be set out here.]*
- (c) **No Software Development:** The Contractor is not required to develop, program or provide additional software code related to the Pre-Existing Software as part of the Work performed under the Contract.
- (d) **Providing Training related to Pre-Existing Software:**
- (i) The Contractor must provide *[RFP will describe type - e.g., classroom, online]* training in the use of the Pre-Existing Software on an "as-and-when-requested" basis during the Contract Period when a Task Authorization for training is issued in accordance with the Contract.
  - (ii) Canada may issue a Task Authorization whenever it has at least \_\_\_\_ people who require training. *[RFP will describe here any requirements relating to class size, etc.; alternatively this paragraph may be deleted]*
  - (iii) The training must be provided at various locations across Canada *[or RFP may insert other location(s)]*, as requested in the Task Authorization.
  - (iv) The training must be available within 15 working days of the Task Authorization being issued.
  - (v) The training, including both the instruction and the course materials, must be provided in \_\_\_\_\_ *[RFP will specify language requirements].*
  - (vi) Before providing any training, at least 10 working days in advance of the first training session, the Contractor must submit the course syllabus and schedule, the training materials, and the names and qualifications of the instructors to the Technical Authority for approval.
- (e) **Title:** Except as otherwise specifically provided in these Articles of Agreement, title to the Pre-Existing Software will be unaffected by the performance of the Services for Pre-Existing Software and, to the extent that the Pre-Existing Software is subject to a license for use from a third party, its use will remain subject to the conditions of Canada's license.
- (f) **Access:** Canada will provide to the Contractor any information regarding any passwords, authorization codes or similar information that might be necessary to perform the Software Services, provided that in doing so Canada is not in default of any obligations regarding the use of the Pre-Existing Software. The Contractor agrees that it is a term of the Contract that it will not disclose or distribute any part of the Pre-Existing Software to any other person or entity or otherwise violate the proprietary rights of the owner of the Pre-Existing Software.

**7.22 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

**7.23 [Applies if required by the RFP] Reporting Requirements**

The Contractor must provide the following reports to the Contracting Authority at the following times:

*[The RFP will describe reporting obligations, any requirements relating to format, and the deadlines for submitting the reports]*

**7.24 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract *[RFP may add: and the 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 *[RFP may add: 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.

**7.25 [Applies if required by the RFP] 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 Technical 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.

**7.26 [Applies if required by the RFP] Government Property**

Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

*[RFP will list items or refer to an Annex or the SOW if there is a long list]*

**7.27 [Applies if required by the RFP] Implementation**

- (a) **Finalization of Draft Implementation Plan:** Within ten working days of the Contract being awarded, Canada will provide any comments it has regarding the draft implementation plan submitted by the Contractor as part of its bid. The Contractor must update the implementation plan to reflect Canada's comments within five working days and resubmit it to Canada for approval.
- (b) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for

ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than      working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

**7.28 [Applies if required by the RFP] Transition Services at End of Contract Period**

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

**7.29 [Applies if required by the RFP] Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as 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 Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty 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 X**

### **STATEMENT OF WORK**

## ANNEX X

### BASIS OF PAYMENT

#### INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract to )		
Resource Category	Level of Expertise	Firm Per Diem Rate
	Level #2	\$
	Level #3	\$

#### OPTION PERIODS:

Option Period 1 (XX-XX-201X to XX-XX-201X)		
Resource Category	Level of Expertise	Firm Per Diem Rate
	Level #2	\$
	Level #3	\$

Option Period 2 (XX-XX-201X to XX-XX-201X)		
Resource Category	Level of Expertise	Firm Per Diem Rate
	Level #2	\$
	Level #3	\$

Option Period 3 (XX-XX-201X to XX-XX-201X)		
Resource Category	Level of Expertise	Firm Per Diem Rate
	Level #2	\$
	Level #3	\$

**ANNEX X**

**[APPLIES IF REQUIRED BY THE RFP] SECURITY REQUIREMENTS CHECK LIST**

**[APPLIES IF REQUIRED BY THE RFP]****APPENDIX A TO ANNEX A  
TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations"., Once a draft TA Form is received the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada 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.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés 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 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 A, 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 before the date the draft TA was first issued to the Contractor.
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, the certification must be current, valid and issued by the entity specified in this Contract or if the entity is not specified an accredited or otherwise recognized body, institution or entity.
  - (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 technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (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, the



duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criteria met unless the response is received 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 Contractor by e-mail, to allow the Contractor 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 Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. *[RFP will be modified if there are no rated requirements, but only mandatory requirements.]* Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

[Applies if required by the RFP]

**APPENDIX B TO ANNEX A**

<b>TASK AUTHORIZATION (TA) FORM</b>				
<b>CONTRACTOR</b>		<b>CONTRACT NUMBER:</b>		
<b>COMMITMENT #</b>		<b>FINANCIAL CODING:</b>		
<b>TASK NUMBER (AMENDMENT):</b>		<b>ISSUE DATE:</b>	<b>RESPONSE REQUIRED BY:</b>	
<b>1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)</b>				
SEE ATTACHED FOR STATEMENT OF WORK AND CERTIFICATIONS REQUIRED.				
<b>2. PERIOD OF SERVICES:</b>	<b>FROM (DATE):</b>	<b>TO (DATE):</b>		
<b>3. WORK LOCATION:</b>				
<b>4. TRAVEL REQUIREMENTS:</b>				
<b>5. LANGUAGE REQUIREMENTS:</b>				
<b>6. OTHER CONDITIONS/CONSTRAINTS:</b>				
<b>7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR PERSONNEL:</b>				
<b>8. CONTRACTOR'S RESPONSE:</b>				
<b>CATEGORY AND NAME OF PROPOSED RESOURCE</b>	<b>PWGSC SECURITY FILE NUMBER</b>	<b>PER DIEM RATE</b>	<b>ESTIMATED # OF DAYS</b>	<b>TOTAL COST</b>
	<b>ESTIMATED COST</b>			
	<b>GST/HST</b>			
	<b>TOTAL LABOUR COST</b>			
	<b>TOTAL TRAVEL &amp; LIVING COST</b>			
<b>FIRM PRICE OR MAXIMUM TA PRICE</b>				
<b>CONTRACTOR'S SIGNATURE</b>				
Name, Title and Signature of Individual Authorized to Sign on behalf of <b>Contractor</b> (type or print)		Signature: _____  Date: _____		
<b>7. APPROVAL - SIGNING AUTHORITY</b>				

<b>TASK AUTHORIZATION (TA) FORM</b>			
<b>CONTRACTOR</b>		<b>CONTRACT NUMBER:</b>	
<b>COMMITMENT #</b>		<b>FINANCIAL CODING:</b>	
<b>TASK NUMBER (AMENDMENT):</b>		<b>ISSUE DATE:</b>	<b>RESPONSE REQUIRED BY:</b>
<p style="text-align: center;"><b>Signatures (Client)</b></p> <p>Name, Title and Signature of Individual Authorized to sign:</p>  <p>Technical Authority: _____</p> <p>Date: _____</p>		<p style="text-align: center;"><b>Signatures (PWGSC)</b></p>  <p>Contracting Authority 1: _____</p> <p>Date: _____</p>	
<sup>1</sup> Signature required for projects valued at \$250,000 [Value may be revised in an RFP]. or more, GST 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.			

*[Applies if required by the RFP]*

## **APPENDIX C TO ANNEX A RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

### **2.0 Mandatory Resource Assessment Criteria:**

### **3.0 Point Rated Resource Assessment Criteria:**

*[Applies if required by the RFP]*

## **APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE**

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

*[All or some of the following may be included as required by the RFP]*

### **1. CERTIFICATION OF EDUCATION AND EXPERIENCE**

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

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

\_\_\_\_\_  
Date

### **2. CERTIFICATION OF AVAILABILITY OF PERSONNEL**

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid 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 individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

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

\_\_\_\_\_  
Date

**4. CERTIFICATION OF LANGUAGE - [RFP may specify English or Bilingual or French, and will specify one of the following three options]**

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

*[Option 1 - Unilingual English]* fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

*[Option 2 - Bilingual]* fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

*[Option 3 - Unilingual French]* fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

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

\_\_\_\_\_  
Date

**COMPONENT III - STANDING OFFER AND RESULTING CONTRACT CLAUSES****7A. STANDING OFFER (SO)****1. OFFER**

The Standing Offer Holder (Offeror) offers to fulfill the requirement to provide only those Services identified at Annex A "Requirement For Services" which are also identified at Annex E SO "Qualified Categories."

**Task Based Informatics Professional Services** or "TBIPS" refers to services related to a particular activity or initiative required to address a specific Information Technology (IT) need, which are usually associated with a specified set of responsibilities. The tasks involved are finite work assignments which require one or more resources to complete. A task involves a specific start date, a specific end date, and set deliverables. Tasks are usually not large projects, although they may be subsets of a larger project. Tasks may require highly specialized work to be performed requiring a rare or unique skill or knowledge for a short period of time.

**2. SECURITY REQUIREMENT**

(a) The Offeror must hold, at minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) as specified below, in order to remain an Offeror. The Standing Offer Authority may verify the Offeror's security clearance with the CISD of PWGSC at any time during the period of the Standing Offer.

(b) The requirements to be procured under this Standing Offer are subject to the requirements identified in the Security Requirement Article identified in each individual Call-up. The possible SRCL's are provided in Annex B to this Standing Offer.

(c) In the case of a joint venture, for any given Call-up the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the joint venture. For example, a joint venture with five (5) members is comprised of four (4) members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organizational Screening (DOS). The highest corporate security level for which the joint venture would be considered under this Standing Offer would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Standing Offer Authority and obtained a valid FSC at the Secret level as issued by CISD.

**3. STANDARD CLAUSES AND CONDITIONS**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

**3.1 GENERAL CONDITIONS**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

**3.2 STANDING OFFERS REPORTING**

(a) The Offeror must compile and maintain records on its provision of services to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisitions Card. The data must be submitted

on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority.

(b) The Quarterly periods are defined as follows:

Quarter	Period to be Covered	Due on or before
1 <sup>st</sup>	April 1 to June 30	July 15
2 <sup>nd</sup>	July 1 to September 30	October 15
3 <sup>rd</sup>	October 1 to December 31	January 15
4 <sup>th</sup>	January 1 to March 31	April 15

(c) Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of the quarterly period at the following e-mail address: [RapportsMDAI.IMOSReports@tpwgc-pwgsc.gc.ca](mailto:RapportsMDAI.IMOSReports@tpwgc-pwgsc.gc.ca) with the email subject line of: <SO Holder's Name>TBIPS Quarterly Usage Report<Q\_20\_>.

Each quarterly usage report (QUR) must be submitted using the following link:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/utlstnuscg-rpt-eng.html>

(d) All data fields of the report must be completed as requested. A separate row of the spreadsheet is to be filled in for each Category identified in Annex A of this Standing Offer. If some data is not available, the reason must be indicated in the report. If no Services are provided during a given period, the Offeror must still provide a "NIL" report by filling in the column applicable to that Category, Level, Region and Metropolitan area.

(e) Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and / or the application of a vendor performance corrective measure.

#### **4. TERM OF STANDING OFFER**

##### **4.1 PERIOD OF THE STANDING OFFER**

The period for making Call-ups against the Standing Offer begins on \_\_\_\_\_ (insert date) and ends 18 months later.

##### **4.2 REQUEST FOR STANDING OFFER (RFSO) BID SOLICITATIONS**

It is intended that this bid solicitation will follow the guidelines set out by PWGSC's Professional Services National Procurement Strategy; however those guidelines are not incorporated into this document. The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source is not relevant.

In as much as possible, PWGSC will issue a bid solicitation intended to replace the Standing Offers for the Services on an annual basis, although PWGSC reserves the right to choose to proceed with a different procurement vehicle for the requirement if it considers such action appropriate. Each such recompetition (a "refresh bid solicitation") requires all bidders, including those who may have received instruments under the previous solicitation, to submit a bid in response to the bid solicitation in order to continue to provide services under its resulting Standing Offers. The terms and conditions of each refresh bid solicitation may add, modify or remove



Categories/Streams, and may otherwise modify the requirements of the previous bid solicitation. As such, each refresh bid solicitation stands alone, separate and apart from any previous bid solicitation. While some aspects of a bidder's bid may incorporate by reference information already in the possession of Canada, all the requirements of a solicitation must be met by each bidder by the closing date.

Suppliers may submit a bid for a Standing Offer by responding to the refresh bid solicitation in accordance with its terms on or before its closing date. Given that the standing offers issued are the result of an open tendering process under the trade agreements, Canada is not able to entertain requests by suppliers for the qualification for offers at times other than those provided by the refresh bid solicitation process.

	<b>Submission Period</b>	<b>Closing Date (14:00 at Bid Receiving Unit)</b>	<b>Evaluation Start Date</b>	<b>Estimated Award Date (subject to change)</b>
<b>Refresh Bid Solicitation Schedule</b>	January, 2013 to February, 2013	February 28, 2013	March 1st, 2013	June 30, 2013
<b>Refresh Bid Solicitation Schedule</b>	July 1st, 2013 to March 31, 2014	March 31, 2014	April 1st, 2014	June 2014
<b>Refresh Bid Solicitation Schedule</b>	April 1st, 2014 to March 31, 2015	March 31, 2015	April 1st, 2015	June 2015

All bidders must submit a bid before the closing date of a refresh bid solicitation in order to continue to provide services under its resulting Standing Offers.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Manager of the Informatics Method of Supply (IMOS)  
 Department: Public Works and Government Services Canada  
 Branch: Acquisitions Branch  
 Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: Portage III - 0A1, 11 Laurier Street, Gatineau, Quebec, K1A 0S5  
 Telephone: 1-866-930-4667  
 Facsimile: 819-956-7827  
 E-mail address: RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca

The Standing Offer Authority (or its authorized representative) is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a Call-up, the Contracting Authority is responsible for any contractual issues relating to an individual Call-up made against the Standing Offer. Any changes to the Standing Offer must be authorized in writing by the Standing Offer Authority.

## 5.2 OFFEROR'S REPRESENTATIVE

This individual is the central point of contact within the Offeror for all matters pertaining to this Standing Offer. The Offeror confirms that this individual has the authority to bind it. It is the Offeror's sole responsibility to ensure that the information related to the Offeror Representative is correct. If a replacement or a new Offeror's Representative is required, the Offeror will;

(1) inform CPSS by e-mail at [sspc.cpss@tpsgc-pwgsc.gc.ca](mailto:sspc.cpss@tpsgc-pwgsc.gc.ca) , and

(ii) inform the Standing Offer Authority by e-mail at [RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca](mailto:RCNMDAI.-NCRIMOS@tpsgc-pwgsc.gc.ca).

Name:

Title:

Telephone:

Facsimile:

Address:

Email:

*[Note to Offeror: This information is as per your offer and is available to be viewed by Clients via the Centralized Professional Services System (CPSS) website]*

The Offeror may designate another individual to represent the Offeror for administrative and technical purposes under any contract resulting from this Standing Offer.

## 6. CLIENTS / IDENTIFIED USERS

The Identified Users (also called Clients) include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.

At any time Canada may withdraw authority from any of the Identified Users to use the Standing Offer.

## 7. CALL-UP PROCEDURES

### (a) Multiple Offers Exist

Multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among all the Offerors in accordance with the processes described below within the specified monetary limitations. When accepted by Canada, each Call-up results in a separate contract between Canada and the Offeror.

### (b) Generation of Right of First Refusal List

The Offeror's rates per Category are attached at Annex E. Identified Users will use the Government of Canada's search engine to generate a right of first refusal list (List) for their requirement using the following search criteria: Regions, Metropolitan Areas, Security, Aboriginal Status, Category, Level of Expertise and number of resources. The List will rank Offerors meeting all the search criteria and possessing the necessary security clearance from the lowest cumulative price available for the requirement to the highest, in accordance with an offeror's per diem rates. The List will be available to the Identified User for Call-up issuance and may be revised over time to reflect changes in the status of any Offeror. The lowest cumulative price will

be calculated by adding together all the rates per Category for the number of resources, at the Level of Expertise of the required Categories.

Example: (If no level of effort is stipulated, use one day)

Identified User Requires:

P.9: Project Manager:	1 resource at Level 3
C.8 Network Security Analyst:	2 resources at Level 2
T.6 Telecommunication System Specialist:	3 resources at Level 1

Highest Ranking Offeror's Response:

P.9: Project Manager:	1 resource at Level 3 @ \$900 per day = \$900
C.8 Network Security Analyst:	2 resources at Level 2 @ \$400 per day = \$800
T.6 Telecommunication System Specialist:	3 resources at Level 1 @ \$500 per day = \$1500
Total Per Diem Rate:	\$900 + \$800 + \$1500 = <u>\$3200 is the Lowest Cumulative Price</u>

Second Highest Ranking Offeror's Response:

P.9: Project Manager:	1 resource at Level 3 @ \$ 800 per day = \$800
C.8 Network Security Analyst:	2 resources at Level 2 @ \$ 375 per day = \$750
T.6 Telecommunication System Specialist:	3 resources at Level 1 @ \$ 600 per day = \$1800
Total Per Diem Rate:	\$800+ \$750 + \$1800 = <u>\$3350</u>

(c) **Offeror Selection Methodology**

Clients may direct a contract at or below \$25,000 (GST / HST included) to Offerors qualified in the applicable Categor(ies) in accordance with the Government Contracts Regulations, irrespective of the ranking of Offerors on the List.

For contracts above \$25,000 (GST / HST included), where the Identified User wishes to issue a Call-up under this series of standing offers it must issue an Availability Confirmation Form (ACF Form) as per the model at Annex F, to either

(i) the first ranked Offeror on the List, or

(ii) up to a maximum of ten (10) at once of the highest ranked Offerors on the List (a Group Invitation). The Standing Offer Authority may increase or decrease the maximum number of Offerors permitted in any Group Invitation during the Standing Offer on thirty (30) days' notice in writing to all Offerors who received a Standing Offer.

If a Call-up is issued, it will be issued to the Offeror that meets the assessment criteria in the ACF Form and is the highest ranked Offeror on the List. An Offeror ranked lower on the List cannot be chosen where an Offeror ranked above it has not been invited to respond (no ranked Offeror may be skipped).

Amongst the Group Invitation Offerors, if the highest ranking Offeror is unable to meet the assessment criteria, the next highest ranked Offeror that responded that meets the criteria may be issued the Call-up. Where that Offeror is unable to meet the assessment criteria, the Call-up may be issued to the next highest ranking Group Invitation Offeror that meets the criteria, and this process of invitation may be repeated as required within the Offerors that responded to the ACF Form, in accordance with the rankings on the List, until a Call-up is issued. In the event of a tie in the results of an assessment within a Group Invitation, the Call-up may be issued to the Offeror of the Identified User's choice.

Where no Offeror responds, or no Offeror is issued a Call-up in accordance with the procedures outlined above due to none of them being able to meet the assessment criteria, the Identified User may issue a single ACF Form to the next highest ranked Offeror, or may issue another Group Invitation for the requirement to a group comprised of the highest ranked Offerors on the List who were not invited in the previous Group Invitation. This process may be repeated as

described above, proceeding sequentially down the list of ranked Offerors (no ranked Offerors may be skipped), until the Call-up is made.

(d) **Contents of the Availability Confirmation Form**

Each Availability Confirmation Form (ACF Form) will identify the requirements of the Identified User's requirement by describing the specific project, including:

- (a) The Contract Period, including any options;
- (b) The specific Category(ies) Level of Expertise, and the number of resource(s) required;
- (c) The estimated level of effort required;
- (d) a proposed basis of payment using either a firm price or a maximum price not to exceed a financial limitation, in accordance with the firm per diem rates attached at Annex E;
- (e) The location where the required Services will be delivered;
- (f) Travel and Living requirements (if applicable);
- (g) The level of security clearance(s) required to carry out the required Services;
- (h) The contact information for the Project Authority;
- (i) The assessment criteria, which may include the specific areas of the Education, Certification and/or experience required;
- (j) The particulars of the Statement of Work; and
- (k) the response due date.

The terms and conditions set out in the ACF Form and Resulting Call-up Clauses that form part of this Standing Offer apply to the Call-up. Individual ACF Forms may require that the Services be performed in one or the other or both of Canada's Official Languages.

(e) **Response Requirements**

By filling in the appropriate sections of the ACF Form, an Offeror will identify the resource(s) it is proposing to provide the Services. Offerors may respond in either official language, in accordance with the Official Languages Act and Regulations.

(i) **Contents of Response:** The response must be signed by the Offeror or by an authorized representative of the Offeror. Timely receipt and correct direction of the response is the sole responsibility of the Offeror. The response must include all information necessary to fulfill all the requirements specified in the ACF Form and clearly identify:

- (a) the resource(s) proposed for the required Categories of and Level of Expertise required, along with resume(s) setting out the proposed resource(s) qualifications (experience, education, certifications - as applicable) in accordance with Annex "A" Requirements for Services; and
- (b) information requested to satisfy the level of security clearance required to carry out the Services.

(ii) **Timing of Response:** Offerors must provide the response to the Identified User within two working days of the ACF Form's issuance (or within a longer period if identified in the Form). Failure to provide a response within the specified time frame will be interpreted as being unable to perform the Services.

(iii) **Offeror Certification:** By submitting and signing a response to an ACF Form, the Offeror certifies and warrants each of the following:

- (a) Every individual proposed will be available to perform the Work starting at the time specified in the ACF Form or agreed to with the Identified User.
- (b) If the Offeror has proposed any resource in fulfillment of the requirement who is not an employee of the Offeror, the Offeror 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 the requirement and to submit such person's resume to the Identified User. During the assessment of the proposed resource, the Offeror must upon the request of the Identified User provide a copy of such written permission, in relation to any or all non-employees proposed. If the Offeror fails to comply with such a request, the Offeror's response will be considered non-responsive.
- (c) It meets the insurance requirements described in this Standing Offer (if applicable).

(vi) **Offeror Acknowledgment:** By submitting and signing a response to an ACF Form, the Offeror acknowledges each of the following:

- (a) The Identified User has the right but is not obliged to:
  - i) seek clarification or verify any or all information provided by the Offeror with respect to the ACF Form, either independently or by making a request of the Offeror. Where requested the Offeror will respond to the clarification within two working days of a request by Canada or such longer period as is specified in writing;
  - ii) contact any or all of the references supplied, at the sole cost of the Offeror, to validate any information or data submitted by the Offeror. The reference will have a minimum of two working days or a longer period as specified in writing to provide the requested information to the Identified User. Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information taken as accurate.

In respect of (i) or (ii) above, if the Offeror does not provide the required information within the time limit requested, Canada may either allow additional time for the response, or consider the response not acceptable and proceed with the issuance of the ACF Form to another Offeror or Offerors in accordance with the Offeror Selection Methodology.

- (b) Canada will not delay the issuance of any Call-up to allow Offerors to obtain the required security clearance. It is the responsibility of Offerors to ensure that all information required concerning the security clearance necessary to fulfill the Call-up is provided in its response to the ACF Form.

(f) **Assessment of Proposed Resources**

The qualifications and experience of the proposed resource(s) will be assessed against the requirements set out in Annex "A" - Requirements for Services. The Identified User may request proof of successful completion of formal training, as well as reference information. Canada reserves the right to request references from an Offeror to conduct a reference check to verify the accuracy of the information provided. Should the reference(s) not confirm the required qualifications of the proposed resource(s) to perform the required services, Canada may consider the response not acceptable and

proceed with the issuance of the ACF Form to another Offeror or Offerors in accordance with the Offeror Selection Methodology.

Where the Offeror is requested to provide information regarding qualifications or experience of its proposed resources, Offerors should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. Experience gained during formal education will not be considered work experience. All requirements for work experience will be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services. The month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted once.

Where the Offeror is requested to provide information about the education or proof about the education of the proposed individual, the individual must have obtained its education from a recognized\* Canadian university, or college or high school, or the equivalent as established by a recognized\* Canadian academic credentials assessment service\*, if obtained outside Canada.

\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link:  
<http://www.cicic.ca/indexe.stm>

Where the Offeror is requested to provide proof of certification of the proposed resource, the Offeror must submit a copy of the certification received or proof that the resource have completed the certification program.

## **8. CALL-UP INSTRUMENT**

The Work will be authorized or confirmed by the Identified User using the PWGSC-TPSGC 942, Call-up Against a Standing Offer or other authorized PWGSC form.

## **9. LIMITATION OF CALL-UPS**

Individual Call-ups against the Standing Offer must not exceed \$250,000 (Goods and Services Tax or Harmonized Sales Tax included).

## **10. PRIORITY OF DOCUMENTS**

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

- a) the articles of the Standing Offer;
- b) the general conditions 2005 (2012-011-19) General Conditions - Standing Offers - Goods or Services;
- c) Annex E SO, Qualified Categories and Rates;
- (d) Annex A, Requirements for Services;
- (e) Annex B, Generic Security Requirement Check Lists;
- (f) Annex C, Sample Quarterly Usage Report;
- (g) Annex D, Client Satisfaction Form;
- (h) Annex F SO, Model Availability Confirmation Form; and

- (i) the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (insert date(s) of clarification(s) or amendment(s) if applicable).

## **11. CERTIFICATIONS**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. APPLICABLE LAWS**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of Ontario, Canada, unless otherwise stipulated in the Offeror's bid in response to the bid solicitation that resulted in this Standing Offer.

## **13. CONFIRMATION OF QUALIFICATION**

1. The Offeror must continue to meet all the qualification requirements related to the Standing Offer during the entire period of the Standing Offer. Any certification provided by the Offeror must be true on the date of the issuance of the Standing Offer and remain true throughout the period of the Standing Offer. The Offeror must immediately notify the Standing Offer Authority if it no longer meets any of the qualification requirements of the Standing Offer.

2. The Standing Offer Authority may require the Offeror to confirm its qualification at any time and provide evidence to support its confirmation. If the Offeror no longer meets any of the requirements for qualification, Canada may, at its option:

(a) suspend authority for the use of the Standing Offer until the Offeror has demonstrated, to the satisfaction of Canada, that it meets the requirements in respect of which it has been found deficient. During this time, no call ups will be made under the Standing Offer;

(b) suspend the Offeror's qualification under specific categories of the Standing Offer until the Offeror has demonstrated, to the satisfaction of Canada, that it meets the requirements in respect of which it has been found deficient. During this time, no call ups will be made under their Standing Offer for those categories;

(c) set aside the Standing Offer or the Offeror's qualification for specific categories, in which case, the Offeror will not be allowed to submit a new offer for consideration until the requirement is recomputed.

## **14. SUSPENSION OR SET ASIDE OF QUALIFICATION BY CANADA**

1 Canada may, by sending written notice to the Offeror, suspend or set aside the Standing Offer under any of the following circumstances:

- (a) the Offeror no longer meets any of the required qualifications of the Standing Offer as provided for in the section titled "Confirmation of Qualification",

- (b) the Offeror has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this Standing Offer;
- (c) the Offeror is in default in carrying out any of its obligations under any resulting contract and Canada has exercised its contractual right to terminate the contract for default;
- (d) the Offeror is in default in carrying out any of its obligations under this Standing Offer; or
- (e) Canada has imposed measures on the Offeror under the Vendor Performance Corrective Measures Policy (or such similar policy that may be in place from time to time).

2 Suspension or set aside of the Standing Offer will not affect the right of Canada to pursue other remedies or measures that may be available. It will not, on its own, affect any call up entered into before the issuance of the notice. The Standing Offer Authority will however remove the Offeror from the list of Offerors eligible to receive call ups under this Standing Offer. The Offeror will not be able to submit another offer, and the Offeror will not be allowed to submit a new offer for consideration until the requirement is recompleted.

## **15. ABORIGINAL BUSINESS CERTIFICATION**

- (a) Where an Aboriginal Business Certification has been provided, the Offeror warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- (b) If such a Certification has been provided, the Offeror must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Offeror must provide all reasonably required facilities for any audits.
- (c) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to any contract arising from this Standing Offer.

## **16. DELIVERY REQUIREMENTS OUTSIDE A CLCSA**

The Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

## **17. ENVIRONMENTAL CONSIDERATIONS**

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Offerors should:

- (a) Paper consumption



- Provide and transmit draft reports, final reports, other documents and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Identified User.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

(b) Travel requirements

- The Offeror is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors. <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx>
- Use of public/green transit where feasible.

## 18. Travel and Living .

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a Professional Services Standing Offer requirement. Accordingly, if any Call-up permits payment to a Contractor in its basis of payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at the following CPSS link:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>

## 19. Regions and Metropolitan Areas

The document titled "Definitions of the National Zone, Regions and Metropolitan Areas" at the following link are incorporated by reference into this standing offer, with the exception that for the purposes of this standing offer, the National Zone is to be considered another Region:

<Http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/dznrrm-dnzmra-eng.html>

<b>Regions:</b>	<b>Metropolitan Areas:</b>
National Zone	
Atlantic	Halifax, Moncton
Quebec	Montreal, Quebec City
Ontario	Toronto
Western	Calgary, Edmonton, Saskatoon, Winnipeg
Pacific	Vancouver, Victoria
National Capital	National Capital Region

**7B. RESULTING CONTRACT CLAUSES**

These model resulting contract clauses are the terms that will form the future resulting contracts under the Task-Based Informatics Professional Services (TBIPS) Standing Offer method of supply.

It is a mandatory requirement of this TBIPS SOSA Refresh bid solicitation that the bidder accepts in their entirety these Articles as they appear in this Part 7C, to be used in Call-ups resulting from the TBIPS Standing Offer as indicated below.

## Part 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the issuance of an Availability Confirmation Form (ACF).

### 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:** *[One of the following two definitions will be used]*

*[Option 1]* Under the Contract, the "**Client**" is \_\_\_\_\_ *[to be filled in as per the ACF]*.

*[Option 2]* Under the Contract, the "**Client**" is Shared Services Canada ("**SSC**"), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract period, and those other organizations for whom SSC's services are optional at any point during the Contract period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar 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. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (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 Standing Offer is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 *[Applies if required by the ACF]* Task Authorization

- (a) **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Form and Content of Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the PWGSC-TPSGC 572 Task Authorization Form or \_\_\_\_\_ DND 626 Task Authorization Form.

- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information, if applicable:
- (A) the task number;
  - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (C) the details of any financial coding to be used;
  - (D) the categories of resources and the number required;
  - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate 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
  - (M) any other constraints that might affect the completion of the task.
- (c) **Contractor's Response to Draft Task Authorization:** Within the number of working days specified in the draft TA the Contractor must provide to the Technical Authority the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (d) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signature(s):
- (N) for any TA with a value less than or equal to \$ 10 000 (including GST/HST), the TA must be signed by the Technical Authority; and
  - (B) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.
- (e) **[Applies if required by the ACF] Refusal of Task Authorizations:** The Contractor must submit a response to every draft TA sent to it by Canada and if it does not, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

- (f) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.
- (g) **Minimum Work Guarantee**
- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding GST/HST); and
- (ii) **"Minimum Contract Value"** means 5% of the Maximum Contract Value on the date the contract is first issued.
- (b) 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that 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 total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within 20 business days of Contract award.

### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of *Section 41* – Code of Conduct and Certifications, of General Conditions 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

4006 (2010-08-16) Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

**7.4 [Applies if required by the ACF] Security Requirement**

**[Option 1]**

The Security Requirement (SRCL and related clausings) applicable to this Contract is provided as attached at Annex C or as specified in the Availability Confirmation Form (ACF) via an SRCL Number.

**[Option 2]**

The Security Requirement (SRCL and related clausings) applicable to this contract is provided as attached at Annex C or as specified in the ACF via an SRCL Number.

Additionally, resources may be assessed for Reliability Status by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit

(i) the current level of security clearance granted or approved by CISC/PWGSC; and

(ii) a completed signed TBS 330-23 Form - Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

**[Option 3]**

There is no PWGSC Security Requirement applicable to this Contract, however there is a Technical Authority Security Requirement. However, the Technical Authority may conduct its own local law enforcement checks, may conduct a security interview and fingerprinting session, may enforce an escorting requirement on its facilities or sites, and may deny access to a facility or site based on the results of any of these actions.

Additionally, resources may be assessed for Reliability Status by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit a completed signed TBS 330-23 Form - Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

## 7.5 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 \_\_\_\_ year(s) later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **[Applies if required by the ACF] Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to \_\_\_\_ additional \_\_\_\_-year period(s) 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.

**[Blanks above to be specified in the ACF]**

## 7.6 Authorities

(a) **Contracting Authority** **[as identified in each ACF]**

The Contracting Authority for the Contract is:

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

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) **Technical Authority** **[To be provided at the time of Contract award]**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

(c) **Contractor's Representative** *[as identified in the Offeror's Response to the ACF]*

## 7.7 Payment

(a) **Basis of Payment**

*[One or more of the basis of payment options below will be specified in the ACF]*

(i) **[Option 1] Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued 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 \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ \_\_\_\_\_

(ii) **[Option 2] Professional Services provided with a Maximum Price:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price in the Contract, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ \_\_\_\_\_

(iii) **[Option 3] Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex \_\_\_\_, GST/HST extra.

Estimated Cost: \$ \_\_\_\_\_

(iv) **[Option 4] Professional Services provided with a Firm Price:** For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract (based on the firm, all-inclusive per diem rates set out in Annex \_\_\_\_, GST/HST extra.

Estimated Cost: \$ \_\_\_\_\_

(v) **[Option 5] Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex \_\_\_\_, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ \_\_\_\_\_

(vi) *[One of the two options below will apply as specified by the ACF]*



**[Option 1]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 and in accordance with the clause titled "Travel and Living" of the Standing Offer and which is also available at:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>.

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_

**[Option 2]Pre-Authorized Travel and Living Expenses**

Canada will not pay any travel or living expenses associated with performing the Work.

**(vii) GST/HST:** Estimated Cost: \$ \_\_\_\_\_

**(viii) Additional Charges:** The Contractor acknowledges that the Contract has been awarded as a result of a competed Standing Offer. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when Responding to an ACF for the Contract.

**(ix) Professional Services Rates:** If the Contractor does not respond or refuses 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 or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

**(x) 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** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable GST or HST. With respect to the amount set out on page one of the Contract, Customs duties are \_\_\_\_\_ (As required by the ACF, insert "included", "excluded" or "subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

**(i)** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (A) it is 75 percent committed, or
- (B) 2 weeks before the Contract expiry date, or
- (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

*[One or more of the method of payment options below will be specified in the ACF]*

(c) **[Option 1] Method of Payment - Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada; and
- (c) the Work performed has been accepted by Canada.

(d) **[Option 2] Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada; and
- (c) the Work performed has been accepted by Canada.

(e) **[Option 3] Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly 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.

(f) **[Option 4] Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada;
- (iii) the Work delivered has been accepted by Canada.

(g) **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.

(h) **[Applies if required by the ACF] Payment Credits**

- (i) **Failure to Provide Resource:**

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of ten days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any twelve-month period, 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 five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor three months' written notice of its intent, if :
- (1) the total amount of credits for a given monthly billing cycle reach a level of ten percent of the total billing for that month; or
  - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
  - (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
  - (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
  - (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
  - (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- (i) **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.

## 7.8 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, and must show all applicable Task Authorization numbers.
- (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 and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

## 7.9 Certifications

- (a) Compliance with the certifications provided by the Contractor in its ACF Response or any 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.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario or as indicated in the Bidder's Standing Offer.

## 7.11 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 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2012-11-19);
- (d) Annex A, Statement of Work as attached or as specified in the ACF that was let for this requirement;
- (e) Annex B, Basis of Payment as attached or as specified in the ACF that was let for this requirement;
- (f) Annex C, Security Requirements Check List as attached or as specified in the ACF that was let for this requirement;
- (g) *[Applies if required by the ACF]* the signed Task Authorizations including any required Certifications;
- (h) Standing Offer Number EN578-120158/xxx/EI (the "Standing Offer"); and

- (i) the Contractor's ACF Response dated \_\_\_\_\_ (*insert date of ACF Response*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*).

**7.12 Foreign Nationals (Canadian Contractor)** *[This clause or the one that follows will apply]*

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

**7.13 Foreign Nationals (Foreign Contractor)**

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

**7.14 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

**7.15 *[Applies if required by the ACF]* Controlled Goods Program**

SACC Manual Clause A9131C (2011-05-16) Controlled Goods Program applies to the Contract.

**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: *[list all the joint venture members named in the Contractor's Offer]*.
- (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 Offerors:** *This Article will be deleted if the offeror awarded the Call-up is not a joint venture. If the offeror is a joint venture this clause will be completed with the data provided in its ACF Response.*

#### 7.18 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor 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 Technical Authority within ten 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.
- (c) In General Conditions 2035, Article 08 is deleted and the following applies instead:
  - (i) If a specific individual is identified in the Contract to perform the Work, the Contractor must provide his or her services within ten working days of the first day of the individual's required services as required by the Contract or a validly executed Task Authorization, (whichever first contains instructions for that individual to commence Work) unless the Contractor is unable to do so due to the sickness, death, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of the individual.
  - (ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, within five working days of the departure of an existing resource (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) the Contractor must provide to the Contracting Authority:
    - (A) the name, qualifications and experience of a proposed replacement immediately available for work; and
    - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (iii) Where Canada becomes aware that an individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default, or
  - (B) require the Contractor propose a replacement acceptable to Canada to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

**7.19 [Applies if required by the ACF - the computer programs will be listed in an Annex to the ACF] Professional Services for Pre-Existing Software**

- (a) **Pre-Existing Software:** The "Pre-Existing Software" consists of the computer programs listed in Annex \_\_\_\_\_, which are either proprietary to Canada or licensed to Canada by a third party, in respect of which Canada requires certain professional services.
- (b) **No Software Development:** The Contractor is not required to develop, program or provide additional software code related to the Pre-Existing Software as part of the Work performed under the Contract.
- (c) **Title:** Except as otherwise specifically provided in these Articles of Agreement, title to the Pre-Existing Software will be unaffected by the performance of the Services for Pre-Existing Software and, to the extent that the Pre-Existing Software is subject to a license for use from a third party, its use will remain subject to the conditions of Canada's license.
- (d) **Access:** Canada will provide to the Contractor any information regarding any passwords, authorization codes or similar information that might be necessary to perform the Software Services, provided that in doing so Canada is not in default of any obligations regarding the use of the Pre-Existing Software. The Contractor agrees that it is a term of the Contract that it will not disclose or distribute any part of the Pre-Existing Software to any other person or entity or otherwise violate the proprietary rights of the owner of the Pre-Existing Software.

**7.20 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

**7.21 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its ACF Response that resulted in the award of the Contract and if applicable the issuance of Task Authorizations (TAs). The Contractor represents and warrants that all those statements are true and



acknowledges that Canada relied on those statements in awarding the Contract and if applicable 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.

## **7.22 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 Technical 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.

## **7.23 Transition Services at End of Contract Period**

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier, if such new contract is let. The Contractor agrees that there will be no charge for these services.

## **7.24 Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as 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 Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty 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**

### **STATEMENT OF WORK**

## ANNEX B

### BASIS OF PAYMENT

**CONTRACT PERIOD:**

[Insert or delete rows as required]			<b>Contract Period</b> [Date of Contract to YYYY-MM-DD]		
(A)	(B)	(C)	(D)	(E)	(F)
Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
<b>Total Estimated Cost:</b>					<b>\$ [TBD]</b>

**OPTIONAL CONTRACT PERIOD:** [if applicable, otherwise delete table]

[Insert or delete rows as required]			<b>Optional contract Period</b> [YYYY-MM-DD to YYYY-MM-DD]		
(A)	(B)	(C)	(D)	(E)	(F)
Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
<b>Total Estimated Cost:</b>					<b>\$ [TBD]</b>

**OPTIONAL CONTRACT PERIOD:** [if applicable, otherwise delete table]

[Insert or delete rows as required]			<b>Optional contract Period</b> [YYYY-MM-DD to YYYY-MM-DD]		
(A)	(B)	(C)	(D)	(E)	(F)
Category	Level of Expertise	Name of Proposed Consultant	Number of Days	Firm per diem rate	Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
<b>Total Estimated Cost:</b>					<b>\$ [TBD]</b>

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### SERVICES D’APPLICATION

<b>A.1 Architecte d’applications et de logiciels</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Élaborer des architectures techniques, des cadres et des stratégies, soit pour une organisation ou pour une partie majeure d’application, dans le but de se conformer aux exigences en matière d’opérations et d’applications.</li> <li>Identifier les politiques et les exigences qui font avancer une solution particulière.</li> <li>Analyser et évaluer des solutions ayant recours à une technologie alternative en vue de résoudre des problèmes opérationnels.</li> <li>Assurer l’intégration de tous les aspects des solutions technologiques.</li> <li>Surveiller les tendances de l’industrie en vue d’assurer que les solutions cadrent bien avec les orientations technologiques du gouvernement et de l’industrie.</li> <li>Analyser les besoins fonctionnels en vue d’identifier des flux d’information, de procédures et de décisions.</li> <li>Évaluer les procédures et méthodes en place, identifier et documenter le contenu, la structure et les sous-systèmes d’application de base de données, et élaborer des dictionnaires de données.</li> <li>Déterminer et documenter les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d’applications, avec les systèmes de l’extérieur et entre les nouveaux systèmes et les systèmes en place.</li> <li>Définir les sources d’entrées/sorties, y compris le plan détaillé de l’étape de conception technique, et faire approuver la proposition de système.</li> <li>Déterminer et documenter des normes particulières au système en ce qui concerne la programmation, la documentation et les essais, en couvrant les logithèques de programmes, les dictionnaires de données, les conventions de nomenclature, etc.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>ActiveX</li> <li>ADS</li> <li>ASP</li> <li>BPWin</li> <li>C++</li> <li>CICS</li> <li>Cold Fusion</li> <li>CORBA</li> <li>Crystal Reports</li> <li>Delphi</li> <li>EbXML</li> <li>ERWin</li> </ul>	<ul style="list-style-type: none"> <li>HML</li> <li>HTML</li> <li>IBM DB2</li> <li>IDMS</li> <li>Impromptu</li> <li>IMS</li> <li>Informix</li> <li>Ingres</li> <li>J2EE</li> <li>Java</li> <li>JavaScript</li> <li>JDBC</li> <li>JSP</li> </ul>	<ul style="list-style-type: none"> <li>MIL-STD-498</li> <li>MS Access</li> <li>MS SQL</li> <li>.NET</li> <li>Netron/CAP</li> <li>ODBC</li> <li>OLAP</li> <li>Oracle</li> <li>Oracle CASE</li> <li>Oracle Financials</li> <li>Perl</li> <li>PHP</li> <li>PL/SQL</li> </ul>	<ul style="list-style-type: none"> <li>PowerBuilder</li> <li>Rational Rose</li> <li>RPG</li> <li>RUP</li> <li>SAP</li> <li>SQL Server</li> <li>SQL*DBA</li> <li>SQL*Forms</li> <li>SQL*Menu</li> <li>SQL*Net</li> <li>SQL*Plus</li> <li>SQL*Report</li> <li>Sybase</li> </ul>	<ul style="list-style-type: none"> <li>TCP/IP</li> <li>Unisys DBII</li> <li>Unix</li> <li>Visual Basic</li> <li>Visual C++</li> <li>XML</li> </ul>



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<b>A.2 Analyste fonctionnel PGI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Élaborer et documenter les spécifications en ce qui concerne les besoins fonctionnels et opérationnels et les exigences des systèmes PGI.</li> <li>• Élaborer et documenter les besoins en ce qui concerne les écrans, les rapports et les interfaces.</li> <li>• Assurer des interfaces fonctionnelles, opérationnelles et des systèmes ou des interactions de capacité.</li> <li>• Faire la cueillette des données et les analyser en vue d'établir les exigences fonctionnelles d'un système ou d'un projet.</li> <li>• Concevoir des méthodes et des procédures relatives à des systèmes informatiques, et à des sous-systèmes de systèmes de plus grande envergure.</li> <li>• Élaborer des systèmes informatiques de petite envergure et des sous-systèmes de systèmes de plus grande envergure, en faire l'essai et les mettre en œuvre.</li> <li>• Produire des formulaires, des manuels, des programmes, des fichiers de données et des procédures.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• Impromptu	• Oracle	• SAP		
• JDEdwards	• PeopleSoft	• Syteline		

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<b>A.3 Analyste-Programmeur PGI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Élaborer les besoins détaillés, la programmation et l’élaboration des systèmes PGI.</li><li>• Faire l’essai des systèmes et les mettre en oeuvre.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Impromptu</li><li>• JDEdwards</li></ul>	<ul style="list-style-type: none"><li>• Oracle</li><li>• PeopleSoft</li></ul>	<ul style="list-style-type: none"><li>• SAP</li><li>• Syteline</li></ul>		

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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<b>A.4 Analyste de systèmes PGI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Élaborer des documents portant sur les exigences, la faisabilité, le coût, la conception et les spécifications pour les systèmes PGI.</li><li>• Mettre en oeuvre les systèmes PGI en vue d'appuyer des projets, des ministères, des organisations ou des entreprises.</li><li>• Traduire des exigences opérationnelles PGI en conception et spécifications de systèmes.</li><li>• Analyser et recommander des solutions possibles.</li><li>• Élaborer des spécifications techniques relatives à l'élaboration, à la conception et à la mise en oeuvre de systèmes PGI</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Impromptu</li><li>• JDEdwards</li></ul>	<ul style="list-style-type: none"><li>• Oracle</li><li>• PeopleSoft</li></ul>	<ul style="list-style-type: none"><li>• SAP</li><li>• Syteline</li></ul>		

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<b>A.5 Analyste technique PGI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Une connaissance approfondie des capacités techniques fournies par les services PGI.</li><li>• Élaborer ou aider à élaborer les exigences fonctionnelles et opérationnelles, l’étendue du projet, les prévisions d’effort et de durée.</li><li>• Traduire les exigences fonctionnelles et opérationnelles en exigences techniques.</li><li>• Elaborer et gérer les aspects techniques du logiciel d’application, les interfaces avec les utilisateurs, et les composants des tiers.</li><li>• Effectuer, gérer ou aider à faire les essais de système ou de l’unité.</li><li>• Déterminer les normes techniques pour le cadre technique.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• Impromptu	• Oracle	• SAP		
• JDEdwards	• PeopleSoft	• Syteline		

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<b>A.6 Programmeur / réalisateur de logiciel</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Élaborer et préparer des diagrammes de résolution de problèmes opérationnels, scientifiques et techniques à l’aide de systèmes informatiques d’envergure et de complexité importantes.</li> <li>Analyser les problèmes définis par les analystes et les concepteurs de systèmes en ce qui concerne des facteurs comme le style et la quantité d’information à transférer aux unités de stockage, la variété des articles à traiter, l’étendue du tri et la présentation des résultats finaux imprimés.</li> <li>Choisir et incorporer les programmes de logiciel disponibles.</li> <li>Concevoir des programmes détaillés, des ordinogrammes et des diagrammes précisant les calculs mathématiques et la séquence des opérations machine nécessaires à la copie et au traitement des données, et imprimer les résultats.</li> <li>Traduire des ordinogrammes en instructions machine codées et conférer avec le personnel technique lors de la planification des programmes.</li> <li>Vérifier l’exactitude et la complétude des programmes en préparant des échantillons de données et en les essayant à l’aide d’essais d’acceptation du système effectués par le personnel de service.</li> <li>Corriger les erreurs de programmation en révisant les instructions ou en changeant la séquence des opérations.</li> <li>Essayer les instructions et assembler les spécifications, les ordinogrammes, les diagrammes, les présentations, la programmation et les directives de fonctionnement en vue de documenter les applications pour modification ou consultation ultérieures.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>ActiveX</li> <li>ADS</li> <li>ASP</li> <li>BPWin</li> <li>C++</li> <li>CICS</li> <li>Cold Fusion</li> <li>CORBA</li> <li>Crystal Reports</li> <li>Delphi</li> <li>EbXML</li> <li>ERWin</li> </ul>	<ul style="list-style-type: none"> <li>HML</li> <li>HTML</li> <li>IBM DB2</li> <li>IDMS</li> <li>Impromptu</li> <li>IMS</li> <li>Informix</li> <li>Ingres</li> <li>J2EE</li> <li>Java</li> <li>JavaScript</li> <li>JDBC</li> <li>JSP</li> </ul>	<ul style="list-style-type: none"> <li>MIL-STD-498</li> <li>MS Access</li> <li>MS SQL</li> <li>.NET</li> <li>Netron/CAP</li> <li>ODBC</li> <li>OLAP</li> <li>Oracle</li> <li>Oracle CASE</li> <li>Oracle Financials</li> <li>Perl</li> <li>PHP</li> <li>PL/SQL</li> </ul>	<ul style="list-style-type: none"> <li>PowerBuilder</li> <li>Rational Rose</li> <li>RPG</li> <li>RUP</li> <li>SAP</li> <li>SQL Server</li> <li>SQL*DBA</li> <li>SQL*Forms</li> <li>SQL*Menu</li> <li>SQL*Net</li> <li>SQL*Plus</li> <li>SQL*Report</li> <li>Sybase</li> </ul>	<ul style="list-style-type: none"> <li>TCP/IP</li> <li>Unisys DBII</li> <li>Unix</li> <li>Visual Basic</li> <li>Visual C++</li> <li>XML</li> </ul>

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<b>A.7 Programmeur / Analyste</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience Niveau 2: 5-<10 années d’expérience Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Élaborer et modifier le code et le logiciel.</li> <li>Élaborer et modifier les écrans et les rapports.</li> <li>Faire la cueillette des données et les analyser dans le cadre d’étude visant à établir la faisabilité technique et la faisabilité financières de systèmes informatiques proposés et dans le cadre de l’élaboration de spécifications fonctionnelles et de conception de système.</li> <li>Concevoir des méthodes et des procédures relatives à des systèmes informatiques de petite envergure et à des sous-systèmes de systèmes de plus grande envergure.</li> <li>Élaborer des systèmes informatiques de petite envergure et des sous-systèmes de plus grande envergure, en faire l’essai et les mettre en œuvre.</li> <li>Produire des formulaires, des manuels, des programmes, des fichiers de données et des procédures pour des systèmes et/ou des applications.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>ActiveX</li> <li>ADS</li> <li>ASP</li> <li>BPWin</li> <li>C++</li> <li>CICS</li> <li>Cold Fusion</li> <li>CORBA</li> <li>Crystal Reports</li> <li>Delphi</li> <li>EbXML</li> <li>ERWin</li> </ul>	<ul style="list-style-type: none"> <li>HML</li> <li>HTML</li> <li>IBM DB2</li> <li>IDMS</li> <li>Impromptu</li> <li>IMS</li> <li>Informix</li> <li>Ingres</li> <li>J2EE</li> <li>Java</li> <li>JavaScript</li> <li>JDBC</li> <li>JSP</li> </ul>	<ul style="list-style-type: none"> <li>MIL-STD-498</li> <li>MS Access</li> <li>MS SQL</li> <li>.NET</li> <li>Netron/CAP</li> <li>ODBC</li> <li>OLAP</li> <li>Oracle</li> <li>Oracle CASE</li> <li>Oracle Financials</li> <li>Perl</li> <li>PHP</li> <li>PL/SQL</li> </ul>	<ul style="list-style-type: none"> <li>PowerBuilder</li> <li>Rational Rose</li> <li>RPG</li> <li>RUP</li> <li>SAP</li> <li>SQL Server</li> <li>SQL*DBA</li> <li>SQL*Forms</li> <li>SQL*Menu</li> <li>SQL*Net</li> <li>SQL*Plus</li> <li>SQL*Report</li> <li>Sybase</li> </ul>	<ul style="list-style-type: none"> <li>TCP/IP</li> <li>Unisys DBII</li> <li>Unix</li> <li>Visual Basic</li> <li>Visual C++</li> <li>XML</li> </ul>

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<b>A.8 Analyste de système</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Élaborer les documents en ce qui concerne les exigences, la faisabilité, le coût, la conception et les spécifications pour les systèmes.</li> <li>Mettre en oeuvre les systèmes en vue d’appuyer des projets, des ministères, des organisations ou des entreprises.</li> <li>Traduire des exigences opérationnelles en conception et spécifications de systèmes.</li> <li>Analyser et recommander des solutions possibles.</li> <li>Élaborer des spécifications techniques relatives à l’élaboration, à la conception et à la mise en oeuvre de systèmes.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>ActiveX</li> <li>ADS</li> <li>ASP</li> <li>BPWin</li> <li>C++</li> <li>CICS</li> <li>Cold Fusion</li> <li>CORBA</li> <li>Crystal Reports</li> <li>Delphi</li> <li>EbXML</li> <li>ERWin</li> </ul>	<ul style="list-style-type: none"> <li>HML</li> <li>HTML</li> <li>IBM DB2</li> <li>IDMS</li> <li>Impromptu</li> <li>IMS</li> <li>Informix</li> <li>Ingres</li> <li>J2EE</li> <li>Java</li> <li>JavaScript</li> <li>JDBC</li> <li>JSP</li> </ul>	<ul style="list-style-type: none"> <li>MIL-STD-498</li> <li>MS Access</li> <li>MS SQL</li> <li>.NET</li> <li>Netron/CAP</li> <li>ODBC</li> <li>OLAP</li> <li>Oracle</li> <li>Oracle CASE</li> <li>Oracle Financials</li> <li>Perl</li> <li>PHP</li> <li>PL/SQL</li> </ul>	<ul style="list-style-type: none"> <li>PowerBuilder</li> <li>Rational Rose</li> <li>RPG</li> <li>RUP</li> <li>SAP</li> <li>SQL Server</li> <li>SQL*DBA</li> <li>SQL*Forms</li> <li>SQL*Menu</li> <li>SQL*Net</li> <li>SQL*Plus</li> <li>SQL*Report</li> <li>Sybase</li> </ul>	<ul style="list-style-type: none"> <li>TCP/IP</li> <li>Unisys DBII</li> <li>Unix</li> <li>Visual Basic</li> <li>Visual C++</li> <li>XML</li> </ul>

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<b>A.9 Vérificateur de systèmes</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Réviser les politiques, les normes et les procédures organisationnelles des TI et offrir des conseils sur leur pertinence.</li><li>• Réviser les systèmes en cours d’élaboration en examinant la documentation du projet, en effectuant des entrevues, en évaluant le travail accompli et, tout dépendant des constatations, remettre des rapports sur la conformité aux politiques, aux normes et aux procédures ainsi que des rapports d’avancement.</li><li>• Effectuer des révisions de systèmes récemment mis en oeuvre et remettre un rapport sur:<ul style="list-style-type: none"><li>▪ Les avantages connus dans la réalité par rapport aux avantages prévus,</li><li>▪ Les options livrées par rapport aux exigences énoncées,</li><li>▪ La pertinence des contrôles et des options de sécurité du système,</li><li>▪ La satisfaction des utilisateurs évaluée à partir de sondages ou d’entrevues,</li><li>▪ Le rendement et la fiabilité du système.</li></ul></li><li>• Effectuer des révisions de systèmes en production déjà depuis quelques temps et remettre des rapports sur les questions d’intérêt et les irrégularités.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
•				



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#### **A.10 Testeur principal**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Offrir des services de conseils, d’orientation et de coordination en ce qui concerne les stratégies et les plans d’essais, la sélection des outils automatisés d’essai, et l’identification des ressources requises pour l’essai.
  - Planifier, organiser, et programmer des essais pour les systèmes de grande envergure, y compris les essais d’intégration, les essais spécialisés et les essais d’acceptation par l’utilisateur (p. ex. essai sous contraintes).

##### **Sans y être restreintes, les spécialités pourraient inclure:**

<ul style="list-style-type: none"> <li>• ASP</li> <li>• C++</li> <li>• COBOL</li> <li>• CORBA</li> <li>• Delphi</li> </ul>	<ul style="list-style-type: none"> <li>• HML, XML or EbXML</li> <li>• IBM DB2DMS</li> <li>• IMS</li> <li>• Informix</li> <li>• Ingres</li> </ul>	<ul style="list-style-type: none"> <li>• Java</li> <li>• MS SQL</li> <li>• Netron/CAP</li> <li>• Oracle Peoplesoft</li> <li>• PHP</li> <li>• PowerBuilder</li> </ul>	<ul style="list-style-type: none"> <li>• SAP</li> <li>• Sybase</li> <li>• Unisys DBII</li> <li>• Unix</li> <li>• Visual Basic</li> </ul>	
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<b>A.11 Testeur</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Planifier et coordonner les essais.</li><li>• Surveiller les essais à partir du plan.</li><li>• Gérer et surveiller les plans d’essai de tous les paliers d’essai.</li><li>• Gérer des revues liées aux essais et l’état de préparation à la mise en œuvre.</li><li>• Remettre des rapports sur l’avancement.</li><li>• Élaborer des scénarios et des scripts d’essai.</li><li>• Établir et garder à jour des logithèques de code source et objet pour un environnement doté de plusieurs plateformes et de plusieurs systèmes d’exploitation.</li><li>• Établir des procédures d’essai de logiciels pour les essais unitaires, d’intégration et de régression en mettant l’accent sur l’automatisation des procédures d’essai.</li><li>• Établir et adopter des procédures d’essai « d’interopérabilité » en vue de s’assurer que l’interaction et la coexistence de divers éléments de logiciels proposés pour distribution dans l’infrastructure commune, sont conformes aux normes ministérielles pertinentes (p. ex. en matière de rendement, compatibilité, etc.) et n’ont aucune répercussion adverse non prévue sur l’infrastructure commune.</li><li>• Mettre sur pied une capacité de validation et de vérification qui assume la conformité en matière de fonctionnement et de rendement.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
•				

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#### A.12 Architecte WEB

##### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer des architectures à utiliser pour des projets d’application Web.
- Effectuer de la modélisation d’architecture pour s’assurer que la conception cadre bien avec le travail en place.
- Choisir le langage de réalisation de programme qui sera utilisé pour le projet.
- Évaluer l’impact des nouvelles exigences sur les applications Web existantes.
- Élaborer le code en se basant sur les documents qui portent sur la conception et les exigences.
- Créer le code pour ajouter des éléments à la base de données et d’en faire la lecture.
- Faire un essai unitaire du code avant de le soumettre aux essais d’intégration.
- Contrôler les besoins changeants de l’architecture au cours de l’avancement du projet.
- Élaborer les plans d’essais du système.
- Vérifier que les fonctionnalités ont été mises en oeuvre selon les spécifications.
- Définir les suppositions et les contraintes de l’architecture en ce qui concerne la structure physique et la collecte de données.
  - Dev Élaborer un plan de suivi afin de contrôler et suivre de près la stabilité de l’architecture.

##### Sans y être restreintes, les spécialités pourraient inclure:

- |           |        |              |        |       |
|-----------|--------|--------------|--------|-------|
| • ActiveX | • HML  | • Java       | • .NET | • XML |
| • EbXML   | • HTML | • JavaScript | • Perl |       |

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#### A.13 Concepteur WEB

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer des architectures à utiliser pour des projets d’application Web.
- Créer et adopter des conceptions qui favorisent l’utilisation maximale d’objets déjà en place.
- Effectuer de la modélisation d’architecture pour s’assurer que la conception cadre bien avec le travail en place.
- Choisir le langage de réalisation de programme qui sera utilisé pour le projet.
- Évaluer l’impact des nouvelles exigences sur les applications Web existantes.
- Élaborer le code en se basant sur les documents qui portent sur la conception et les exigences.
- Créer le code pour ajouter des éléments à la base de données et d’en faire la lecture.
- Faire un essai unitaire du code avant de le soumettre aux essais d’intégration.
- Contrôler les besoins changeants de la conception au cours de l’avancement du projet.
- Élaborer les plans d’essais du système.
- Vérifier que les fonctionnalités ont été mises en oeuvre selon les spécifications.
- Définir les suppositions et les contraintes de l’architecture en ce qui concerne la structure physique et la collecte de données.
  - Élaborer un plan de suivi afin de contrôler et suivre de près la stabilité de la conception.

##### Sans y être restreintes, les spécialités pourraient inclure:

- |           |        |              |        |       |
|-----------|--------|--------------|--------|-------|
| • ActiveX | • HML  | • Java       | • .NET | • XML |
| • EbXML   | • HTML | • JavaScript | • Perl |       |

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#### A.14 Développeur de page Web

##### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer et préparer des plans sous forme de diagrammes en ce qui concerne la prestation de services sur Internet.
- Analyser les problèmes décrits par les analystes et les concepteurs de systèmes concernant des facteurs comme le style et la quantité d’information à transmettre sur Internet.
- Choisir et utiliser les meilleurs outils d’élaboration de page Web offerts pour lier le client sur Internet aux programmes de prestation d’information et aux bases de données ‘dorsaux’ du ministère. Concevoir des pages Web à employabilité élevée en vue de combler les besoins.
- Vérifier l’exactitude et la complétude des programmes en préparant des échantillons de données et en les essayant à l’aide d’essais effectués par le personnel de service.
- Corriger les erreurs de programmation en révisant les instructions ou en changeant la séquence des opérations.
  - Essayer les instructions et assembler les spécifications, les ordinogrammes, les diagrammes, les présentations, la programmation et les instructions de fonctionnement en vue de documenter les applications pour modification ou consultation ultérieures.

##### Sans y être restreintes, les spécialités pourraient inclure:

- |           |        |              |        |       |
|-----------|--------|--------------|--------|-------|
| • ActiveX | • HML  | • Java       | • .NET | • XML |
| • EbXML   | • HTML | • JavaScript | • Perl |       |

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<b>A.15 Conseiller en contenu de graphisme de page Web</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Créer des pages Web comprenant la conception graphique.</li><li>• Élaborer et mettre en œuvre des essais d’utilisation, analyser les résultats et modifier la conception en fonction des constatations.</li><li>• Élaborer des diagrammes (cartes de sites) illustrant la navigation et le contenu.</li><li>• Élaborer des plans de forme ou des schémas de principe illustrant l’ordre de priorité des besoins en matière d’information, de liens, de navigation et d’espace.</li><li>• Élaborer des diagrammes de contenu montrant les connexions interactives entre les pages.</li><li>• Élaborer des prototypes interactifs montrant la forme et la fonctionnalité de base utilisées lors des essais d’utilisation et des présentations.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• ActiveX</li><li>• EbXML</li></ul>	<ul style="list-style-type: none"><li>• HML</li><li>• HTML</li></ul>	<ul style="list-style-type: none"><li>• Java</li><li>• JavaScript</li></ul>	<ul style="list-style-type: none"><li>• .NET</li><li>• Perl</li></ul>	<ul style="list-style-type: none"><li>• XML</li></ul>

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#### A.16 Conseiller en contenu multi-média de page Web

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Créer des pages Web comprenant la conception multimédia.
- Élaborer et mettre en œuvre des essais d’utilisation, analyser les résultats et modifier la conception en fonction des constatations.
- Élaborer des diagrammes (cartes de sites) illustrant la navigation et le contenu de base.
- Élaborer des plans de forme ou des schémas de principe illustrant l’ordre de priorité des besoins en matière d’information, de liens, de navigation et d’espace.
- Élaborer des diagrammes de contenu montrant les connexions interactives entre les pages Web.
  - Élaborer des prototypes interactifs montrant la forme et la fonctionnalité de base utilisées lors des essais d’utilisation et des présentations.

##### Sans y être restreintes, les spécialités pourraient inclure:

- |           |        |              |        |       |
|-----------|--------|--------------|--------|-------|
| • ActiveX | • HML  | • Java       | • .NET | • XML |
| • EbXML   | • HTML | • JavaScript | • Perl |       |

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<b>A.17 Administrateur de sites Web</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Créer des pages Web comprenant la conception graphique et la conception générale des sites Web.</li><li>• Élaborer et mettre en œuvre des essais d’utilisation, analyser les résultats et modifier la conception en fonction des constatations.</li><li>• Élaborer des diagrammes (cartes de sites) illustrant la navigation et le contenu de base.</li><li>• Élaborer des plans de forme ou des schémas de principe illustrant l’ordre de priorité des besoins en matière d’information, de liens, de navigation et d’espace.</li><li>• Élaborer des diagrammes de contenu montrant les connexions interactives entre les pages Web.</li><li>• Élaborer des prototypes interactifs montrant la forme et la fonctionnalité de base utilisées lors des essais d’utilisation et des présentations.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• ActiveX</li><li>• EbXML</li></ul>	<ul style="list-style-type: none"><li>• HML</li><li>• HTML</li></ul>	<ul style="list-style-type: none"><li>• Java</li><li>• JavaScript</li></ul>	<ul style="list-style-type: none"><li>• .NET</li><li>• Perl</li></ul>	<ul style="list-style-type: none"><li>• XML</li></ul>



## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### SERVICES DE GEOMATIQUES

<b>G.1 Analyste en géomatique</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Élaborer et documenter des énoncés détaillés des exigences.</li> <li>• Analyser les exigences fonctionnelles pour déterminer les cheminements de l'information, des procédures et des processus décisionnels.</li> <li>• Évaluer les procédures et les méthodes existantes, déterminer et documenter le contenu, la structure et les sous-systèmes d'application des bases de données et compiler un dictionnaire de données.</li> <li>• Définir et documenter les interfaces entre les opérations manuelles et les opérations automatisées, à l'intérieur des sous-systèmes, et les systèmes externes ainsi qu'entre les anciens systèmes et les systèmes en place.</li> <li>• Définir les sources des entrées/sorties, y compris un plan détaillé pour la phase de conception technique et obtenir leur approbation.</li> <li>• Concevoir et documenter en détail toutes les composantes de système, leurs interfaces et leur cadre d'exploitation.</li> <li>• Concevoir des procédures de surveillance, des stratégies d'essai et des systèmes pour ce qui a trait aux structures et aux fichiers de données, aux sous-systèmes et aux modules, aux programmes, au traitement par lots, au traitement en direct et à la production.</li> <li>• Documenter la conception, les concepts et les installations d'un système, présenter la conception détaillée de celui-ci et obtenir l'approbation de cette conception.</li> <li>• Produire un système opérationnel, y compris l'ensemble des formulaires, des guides, des programmes, des fichiers de données et des procédures.</li> <li>• Donner des conseils au sujet de la technologie des SIG et de la télédétection et de ses applications.</li> <li>• Effectuer des analyses et de la modélisation.</li> <li>• Concevoir et mettre en œuvre des prototypes fonctionnels.</li> <li>• Interpréter les objectifs de projet et créer des produits pertinents de données, d'analyse et autres (cartes, rapports)</li> <li>• Restructurer les données provenant de diverses sources et présentées dans des formats différents.</li> <li>• Créer et mettre à jour des métadonnées.</li> <li>• Créer et tenir à jour des procédures et des normes.</li> <li>• Créer, mettre à jour, réviser et documenter des ensembles de données.</li> <li>• Concevoir des processus pour le traitement des images d'observation de la Terre (OT).</li> <li>• Analyser et traiter des données d'OT.</li> <li>• Concevoir et écrire des programmes relatifs aux SIG et/ou à la télédétection.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• GIS Product Suites				

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.2 Spécialiste en géomatique</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Mettre en œuvre des procédures de surveillance, des stratégies d’essai et des systèmes relatifs aux structures et aux fichiers de données, aux sous-systèmes et aux modules, aux programmes, aux traitements en différé et en direct et à la production.</li> <li>• Tester et mettre en œuvre les petits systèmes et les sous-systèmes faisant partie de systèmes plus gros.</li> <li>• Produire des formulaires, des guides, des programmes, des fichiers de données et des procédures.</li> <li>• Produire les composantes d’un système opérationnel, y compris l’ensemble des formulaires, des guides, des programmes, des fichiers de données et des procédures.</li> <li>• Effectuer des analyses et de la modélisation.</li> <li>• Créer, mettre à jour, réviser et documenter des ensembles de données de SIG et/ou d’observation de la Terre.</li> <li>• Créer des produits pertinents de données, d’analyse et autres (cartes, rapports) pour atteindre les objectifs de projet</li> <li>• Restructurer des données provenant de différentes sources et présentées dans divers formats.</li> <li>• Créer et mettre à jour des métadonnées.</li> <li>• Créer et tenir à jour des procédures et des normes.</li> <li>• Assurer le soutien de la conception de programmes relatifs aux SIG et à la télédétection et écrire de tels programmes.</li> <li>• Analyser et traiter des données d’images d’observation de la Terre (OT) et de SIG.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• GIS Product Suites				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.3 Analyste d’applications de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Élabore et documente un énoncé détaillé des exigences en ce qui concerne l’application proposée.</li> <li>Analyse les exigences fonctionnelles en vue d’établir des flux d’information, de procédures et de décisions;</li> <li>Évalue les procédures et les méthodes en place, identifie et documente le contenu, la structure et les sous-systèmes d’application de base de données, et élabore des dictionnaires de données;</li> <li>Détermine et documente les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d’applications, avec les systèmes de l’extérieur et entre les nouveaux systèmes et les systèmes en place;</li> <li>Définit les sources d’entrées-sorties, y compris le plan détaillé de l’étape de conception technique, et fait approuver la proposition de système.</li> <li>Conçoit et documente de façon détaillée toutes les composantes de systèmes, leurs interfaces et leur environnement opérationnel;</li> <li>Conçoit des procédures de surveillance de production, des stratégies d’essai et des systèmes en ce qui a trait aux structures et fichiers de données, aux sous-systèmes et modules, aux programmes, au traitement en lots, au traitement en direct et à la production;</li> <li>Documente la conception, les concepts et les installations de systèmes, présente la conception détaillée de système et la fait approuver;</li> <li>Produit un système qui fonctionne, incluant l’ensemble des formulaires, des manuels, des programmes, des fichiers de données et des procédures.</li> <li>Effectue les modifications manuelles du code;</li> <li>Effectue les modifications des écrans et des rapports;</li> <li>Fait la cueillette des données et les analyses dans le cadre d’études visant à établir la faisabilité technique et la faisabilité financière de systèmes informatiques proposés et dans le cadre de l’élaboration de spécifications fonctionnelles et de conception de système;</li> <li>Conçoit des méthodes et des procédures relatives à des systèmes informatiques de petite envergure et à des sous systèmes de systèmes de plus grande envergure;</li> <li>Élabore des systèmes informatiques de petite envergure et des sous-systèmes de systèmes de plus grande envergure, en fait l’essai et les met en oeuvre;</li> <li>Produit des formulaires, des manuels, des programmes, des fichiers de données et des procédures.</li> <li>Effectue l’analyse et la modélisation;</li> <li>Interprète les objectifs de projet et génère des données, des analyses et des sorties appropriées;</li> <li>Restructure les données provenant de sources diverses et de formats divers;</li> <li>Crée et met à jour les métadonnées;</li> <li>Crée, met à jour et révisé les procédures et les normes;</li> <li>Crée, met à jour, révisé et documente les ensembles de données du SIG;</li> <li>Conçoit et rédige des programmes reliés au SIG.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>GIS Product Suites</li> </ul>				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.4 Architecte d’applications de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Concevoir et élaborer l’architecture d’applications pour le projet, dans le contexte de l’architecture globale de système.</li> <li>• Choisir le paradigme et la technologie nécessaires pour les communications de programme à programme des applications (APPC), parmi les composantes.</li> <li>• Définir les paliers, les cadres, les types de composantes et les interfaces des applications.</li> <li>• Spécifier les composantes ou le code réutilisables des applications et en déterminer la responsabilité.</li> <li>• Déterminer les principaux facteurs opérationnels et technologiques qui influent sur les architectures d’applications, par exemple les exigences du groupe des utilisateurs, les capacités présentes de distribution de logiciels, le contexte actuel des applications (y compris les anciens systèmes et les progiciels) et les exigences en fait de performance et de disponibilité; et concevoir l’architecture d’applications nécessaire pour tenir compte de ces facteurs.</li> <li>• Définir les stratégies et les plans nécessaires pour la rationalisation des applications et leur retrait, dans le contexte de la stratégie de jalonnement du projet.</li> <li>• Élaborer et tenir à jour des normes de codage.</li> <li>• Diriger l’équipe de développement d’applications en vue de prendre des décisions concernant l’architecture et examiner/autoriser les décisions prises par l’équipe dans ce domaine.</li> <li>• Diriger les examens de la conception de code.</li> <li>• Surveiller l’élaboration des applications du système et en assurer le soutien pour garantir qu’elles seront conformes à l’architecture d’applications et peaufiner cette architecture, selon les besoins.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• GIS Product Suites</li> </ul>				

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.5 Architecte de données de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Concevoir et élaborer l’architecture de données du projet, dans le contexte de l’architecture globale du système</li><li>• Établir la politique régissant les données ainsi que la solution technique relative à la gestion et au stockage des données, à l’accès à celles-ci, à leur exploration, à leur transfert et à leur transformation.</li><li>• Indiquer les outils et les technologies SGBD et ETL recommandés pour un contenu structuré et un contenu non structuré.</li><li>• Concevoir l’entrepôt de métadonnées.</li><li>• Créer un modèle de données pour le projet, qui soit indépendant de la solution technologique adoptée.</li><li>• Examiner et réaliser les possibilités de réutilisation des données, en tenant compte des considérations de centralisation et de duplication.</li><li>• Assurer la protection des ressources de données stratégiques, à mesure que les applications et les technologies évoluent.</li><li>• Surveiller l’élaboration des données du système et en assurer le soutien pour garantir qu’elles seront conformes à l’architecture de données, et peaufiner cette dernière, selon les besoins.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• GIS Product Suites</li></ul>				

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.6 Architecte d’infrastructure de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Concevoir et développer l’architecture d’infrastructure du projet, dans le contexte de l’architecture globale du système.</li><li>• Centrer ses efforts sur les normes et les technologies pour tirer parti des qualités de performance des systèmes, telles que la disponibilité, l’extensibilité et la récupérabilité.</li><li>• Évaluer et sélectionner le matériel, le système d’exploitation et le contrôleur de travaux du serveur du système.</li><li>• Assister l’architecte d’applications SIG en choisissant le cadre de référence des applications.</li><li>• Concilier l’aspect coût des facteurs de qualité et les considérations de robustesse et d’architecture matérielle.</li><li>• Conjointement avec l’équipe responsable de l’architecture du système, définir la taille de l’application et choisir les configurations matérielle et logicielle.</li><li>• Établir un processus pour surveiller la performance du système, par rapport aux exigences.</li><li>• Surveiller le développement de l’infrastructure du système pour s’assurer qu’elle est conforme à l’architecture d’infrastructure et peaufiner cette dernière, selon les besoins.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• GIS Product Suites</li></ul>				

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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#### **G.7 Programmeur/Analyste SIG**

##### **Niveaux d’expérience**

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Fournir des conseils opérationnels, techniques et analytiques aux projets SIG grâce à une compréhension des méthodes d’application des principes et des pratiques de SIG comme outil d’aide à la décision.
- Traduire des exigences à références spatiales de l’utilisateur et des spécifications techniques des systèmes en applications SIG éprouvées qui fonctionnent, y compris l’élaboration des spécifications de programmation détaillées, la rédaction et la génération du code, la compilation et l’intégration des programmes et systèmes dirigés par les données, l’interaction avec les bases de données spatiales et l’exécution des essais unitaires.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

- GIS Product Suites

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<b>G.8 Gestionnaire de projet de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1:	<5 années d’expérience			
Niveau 2:	5-<10 années d’expérience			
Niveau 3:	10+ années d’expérience			
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Gère le projet au cours de l’élaboration, de la mise en oeuvre et du commencement des opérations en assurant la disponibilité de ressources ainsi que l’élaboration complète et le fonctionnement total de l’application ou du système selon les paramètres de temps, de coût et de rendement visés;</li> <li>Élabore des énoncés de problèmes; établit des procédures d’élaboration et de mise en œuvre l’applications ou de systèmes importants, nouveaux ou modifiés, en vue de résoudre ces problèmes et d’obtenir une approbation;</li> <li>Définit et documente les objectifs du projet; définit des exigences budgétaires, la composition, les rôles et les responsabilités ainsi que le cadre de référence de l’équipe du projet;</li> <li>Fait des rapports sur l’avancement du projet de façon continue et à des moments prévus du cycle chronologique du projet;</li> <li>Rencontre, dans le cadre de conférences, d’autres intervenants, et énonce les problèmes sous une forme qui permet leur résolution.;</li> <li>Prépare des plans, des graphiques, des tableaux et des diagrammes en vue d’aider à analyser ou à présenter des problèmes; travaille avec une variété d’outils de gestion de projet;</li> <li>Accepte le projet</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>GIS Product Suites</li> </ul>				



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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>G.9 Architecte de systèmes de SIG</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Surveiller le développement du système et en assurer le soutien pour garantir qu’il sera conforme à l’architecture cible, et peaufiner cette dernière, selon les besoins.</li> <li>• Assurer l’intégration des architectures des composantes du système – données, applications, infrastructure, etc. – dans l’architecture cible globale du système.</li> <li>• Assurer l’intégration de l’architecture du système dans l’architecture d’entreprise de l’organisme parrain.</li> <li>• Établir des plans de projet par étapes, qui mènent à la réalisation d’une architecture cible complète.</li> <li>• Diriger l’élaboration des principes directeurs et des plans détaillés de l’architecture.</li> <li>• Assurer la viabilité générale du système, à travers ses phases de développement et de mise en œuvre, s’assurer que la solution est conforme aux exigences énoncées (contrôle de la qualité) et veiller à ce que la portée soit contrôlée.</li> <li>• Concilier les compromis entre les exigences et les coûts du système et faire part des enjeux aux intervenants.</li> <li>• Enquêter sur les nouveaux développements et les nouvelles technologies, normes et méthodologies qui auront une incidence positive sur l’architecture de système, et les intégrer à l’architecture de système.</li> <li>• Gérer l’équipe responsable de l’architecture de système pour atteindre les objectifs précités.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• GIS Product Suites				

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G.10 Développeur de pages Web, SIG <Cartographique>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Développer et préparer des plans schématiques pour la prestation de services offerts sur le Web.</li><li>• Analyser les problèmes décrits par les analystes de systèmes/concepteurs touchant des facteurs tels le style et l'étendue des transferts d'information par Internet.</li><li>• Sélectionner et utiliser les meilleurs outils de création de pages Web disponibles afin de lier le client (sur Internet) aux programmes secondaires du système TI, rendant accessible les programmes de prestation de services et les bases de données. Conceptualiser des pages Web à haute convivialité et qui rencontrent les exigences.</li><li>• Vérifier l'exactitude et la complétude des programmes en préparant et en testant des échantillons de données par voie d'essais de réception du système effectués par le personnel de service.</li><li>• Corriger les erreurs de programme en révisant les instructions ou en altérant la séquence des opérations.</li><li>• Tester les instructions et assembler les spécifications, organigrammes, diagrammes, schémas de montage, ainsi que les instructions de programmation et d'opération aux applications de documents pour fins de modifications ultérieures ou à titre de référence.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• GIS Product Suites</li></ul>	<ul style="list-style-type: none"><li>• CGI</li><li>• HTML</li></ul>	<ul style="list-style-type: none"><li>• JavaScript</li><li>• Perl</li></ul>		

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<b>G.11 Technicien en cartographie</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>Planifier le contenu, le format et la conception des cartes et compiler les données requises des photographies aériennes, des notes de levés, des registres, des rapports et d'autres cartes.</li><li>Produire des cartes et des graphiques et tableaux connexes en se servant des techniques de cartographie numérique, d'infographie interactive, des logiciels de conception assistée par ordinateur (CAO), et de systèmes d'information géographique (SIG).</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>GIS Product Suites</li></ul>				

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#### SERVICES DE GI/TI

##### I.1 Spécialiste en conversion de données

###### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

###### Sans y être restreintes, les responsabilités pourraient inclure:

- Surveiller toutes les installations du processus de conversion.
- Effectuer le mappage, les interfaces, le travail de conversion simulée, les améliorations, le processus de conversion en soi, et vérifier la complétude et l’exactitude des données transformées.
- Créer de bons liens de travail avec tous les clients, communiquer efficacement avec tous les niveaux de personnel/clients, et fournir un soutien de conversion.
- Analyser et coordonner la conversion des fichiers de données.
- Importer les fichiers des plateformes hétérogènes.

###### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### I.2 Administrateur de bases de données

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Adapter les routines de conversion des bases de données.
- Peaufiner la stratégie de conversion.
- Générer une nouvelle base de données avec le client.
- Mettre à jour les dictionnaires de données.
- Élaborer et mettre en oeuvre les procédures qui assureront l’exactitude et la complétude des données emmagasinées dans la base de données, ainsi que la possibilité d’y accéder dans un délai raisonnable.
- Élaborer et mettre en oeuvre des procédures de sécurité relatives à la base de données, incluant l’accès et la gestion des comptes des utilisateurs.
- Maintenir à jour le contrôle de la configuration de la base de données.
- Effectuer ou coordonner les mises à jour de la conception de la base de données.
- Contrôler et coordonner les modifications à la base de données, y compris la suppression d’enregistrements, la modification d’enregistrements existants et les ajouts à la base de données.
- Élaborer et coordonner les procédures de copie de renfort, de reprise des activités et de protection antivirus.

##### Sans y être restreintes, les spécialités pourraient inclure:

<ul style="list-style-type: none"><li>• BPWin</li><li>• ERWin</li><li>• IBM DB2</li><li>• IDMS</li></ul>	<ul style="list-style-type: none"><li>• Informix</li><li>• Ingres</li><li>• MS Access</li><li>• MS SQL</li><li>• Oracle</li></ul>	<ul style="list-style-type: none"><li>• Oracle CASE</li><li>• Oracle Financials</li><li>• Silverrun</li><li>• SQL Server</li></ul>	<ul style="list-style-type: none"><li>• SQL*DBA</li><li>• SQL*Forms</li><li>• SQL*Menu</li><li>• SQL*Net</li></ul>	<ul style="list-style-type: none"><li>• SQL*Plus</li><li>• SQL*Report</li><li>• Sybase</li><li>• Unisys DBII</li></ul>
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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<b>I.3 Analyste de base de données</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Définir de nouvelles structures de bases de données.</li> <li>• Définir une stratégie de conversion des données.</li> <li>• Définir des spécifications de conversion de la base de données.</li> <li>• Peaufiner la stratégie de conversion.</li> <li>• Travailler en étroite collaboration avec les utilisateurs dans le but de garder à jour et de sauvegarder la base de données.</li> <li>• Identifier des exigences en matière d’amélioration des bases de données en place en déterminant les besoins d’information des utilisateurs ainsi que les exigences relatives au rendement et au fonctionnement du système.</li> <li>• Élaborer et mettre en oeuvre les procédures qui assureront l’exactitude et la complétude des données emmagasinées dans la base de données, ainsi que la possibilité d’y accéder dans un délai raisonnable.</li> <li>• Servir de médiateur et résoudre les conflits en ce qui concerne les besoins des utilisateurs en matière de données.</li> <li>• Conseiller les programmeurs, les analystes, et les utilisateurs sur des manières efficaces d’utiliser les données.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• BPWin</li> <li>• ERWin</li> <li>• IBM DB2</li> <li>• IDMS</li> <li>• Informix</li> <li>• Ingres</li> </ul>	<ul style="list-style-type: none"> <li>• MS Access</li> <li>• MS SQL</li> <li>• Oracle</li> <li>• Oracle CASE</li> <li>• Oracle Financials</li> <li>• Silverrun</li> </ul>	<ul style="list-style-type: none"> <li>• SQL Server</li> <li>• SQL*DBA</li> <li>• SQL*Forms</li> <li>• SQL*Menu</li> <li>• SQL*Net</li> <li>• SQL*Plus</li> <li>• SQL*Report</li> </ul>	<ul style="list-style-type: none"> <li>• Sybase</li> <li>• Unisys DBII</li> </ul>	

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **I.4 Modélisateur de données / Modélisateur en GI**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- L’architecte de données a la responsabilité stratégique et tactique de l’élaboration et le maintien des modèles architecturaux et de données pour les initiatives du ministère et des projets spécifiques. Ceci inclut l’identification des données les plus utiles au ministère, l’intégration de ces données, et l’élaboration des modèles de données fondamentales de liaison. Les modèles de données qui en résultent se baseront sur les principes de l’architecture de données et de la conception de modélisation.
- Définir, élaborer et tenir à jour des modèles logiques de données.
- Analyser des modifications proposées aux bases de données dans le contexte du modèle logique de données.
- Fournir des conseils techniques en ce qui concerne l’utilisation optimale des techniques de modélisation des données aux membres de l’équipe.
- Offrir de l’aide technique, de l’encadrement et de l’orientation relatifs à l’analyse et la modélisation des données aux membres de l’équipe.
- Offrir de l’aide aux utilisateurs dans les équipes de projet et aux utilisateurs fonctionnels relativement aux problèmes de données et des notions d’analyse de données.
- Participer à l’élaboration de politiques et de procédures en matière de la modélisation des données et des métadonnées.
- Participer à l’analyse des données suite à des modifications d’exigences ou des mises à jour.
- Mettre en oeuvre les modifications approuvées aux modèles logiques de données.
- Tenir compte des architectures, des stratégies et des cadres de données de l’entreprise, y compris le stockage des données de l’entreprise.
- Analyser et évaluer des solutions alternatives en architecture des données pour satisfaire aux exigences/problèmes de l’entreprise à intégrer dans l’architecture des données de l’entreprise.
- Réviser les stratégies et les orientations d’architecture de l’entreprise, les exigences relatives aux données, et les besoins en information de l’entreprise et concevoir des structures pour les appuyer.
- Améliorer l’efficacité de la modélisation par l’entremise de recommandations sur une meilleure utilisation des dépôts de métadonnées en place.
- Se conformer aux directives sur les dépôts de métadonnées de l’entreprise.
- Formuler des commentaires sur l’amélioration des architectures des données.
- Contribuer à l’amélioration des architectures des données.
- Définir des stratégies d’accès.
- Etablir, contrôler et faire un rapport sur les plans et les calendriers de travail.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

• BPWin	• Ingres	• Oracle CASE	• SQL*DBA	• SQL*Plus
• ERWin	• MS Access	• Oracle	• SQL*Forms	• SQL*Report
• IBM DB2	• MS SQL	• Financials	• SQL*Menu	• Sybase
• IDMS	• Oracle	• Silverrun	• SQL*Net	• Unisys DBII
• Informix		• SQL Server		

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>I.5 Architecte en GI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Analyser les capacités et les besoins existants, élaborer des cadres conçus à nouveau et recommande des secteurs où améliorer la capacité et l’intégration. Élaborer et réviser des énoncés détaillés des besoins.</li> <li>Évaluer les procédures et les méthodes existantes, identifier et documenter le contenu de la base de données, la structure et les sous-systèmes d’applications, et élaborer des dictionnaires de données.</li> <li>Définir et documenter les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d’applications, avec les systèmes de l’extérieur et entre les nouveaux systèmes et les systèmes en place.</li> <li>Faire le prototype de solutions possibles, informer sur les compromis et recommander des options.</li> <li>Effectuer de la modélisation d’informations en vue d’appuyer la mise en œuvre du RMA.</li> <li>Effectuer des analyses de rentabilité en ce qui concerne la mise en œuvre de nouveaux procédés et de nouvelles solutions.</li> <li>Offrir des conseils sur l’élaboration et l’intégration des modèles de procédés et d’information avec les procédés visant à éliminer les redondances d’information et de procédés.</li> <li>Offrir des conseils sur la définition de nouvelles exigences et de nouvelles possibilités de mettre en pratique des solutions efficaces ; déterminer les options possibles et fournir les coûts préliminaires.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>BPWin</li> <li>ERWin</li> <li>IBM DB2</li> <li>IDMS</li> <li>Informix</li> <li>Ingres</li> </ul>	<ul style="list-style-type: none"> <li>MS Access</li> <li>MS SQL</li> <li>Oracle</li> <li>Oracle CASE</li> <li>Oracle Financials</li> <li>Silverrun</li> </ul>	<ul style="list-style-type: none"> <li>SQL Server</li> <li>SQL*DBA</li> <li>SQL*Forms</li> <li>SQL*Menu</li> <li>SQL*Net</li> <li>SQL*Plus</li> <li>SQL*Report</li> </ul>	<ul style="list-style-type: none"> <li>Sybase</li> <li>Unisys DBII</li> </ul>	



## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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<b>I.6 Analyste de réseau</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Préparer des plans de mise en œuvre de technologies particulières.</li><li>• Installer et surveiller des facettes particulières de la technologie.</li><li>• Configurer et optimiser des installations techniques.</li><li>• Dépanner, et s’occuper des problèmes des utilisateurs.</li><li>• Garder ses connaissances à jour en ce qui concerne certaines technologies et les produits qui soutiennent ces technologies.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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<b>I.7 Analyste de plateforme</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Élaborer et documenter un énoncé détaillé des exigences en ce qui concerne l'application proposée.</li> <li>• Analyser les exigences fonctionnelles en vue d'établir des flux d'information, de procédures et de décisions.</li> <li>• Évaluer les procédures et les méthodes en place, identifier et documenter le contenu la structure et les sous-systèmes d'application de base de données, et élaborer des dictionnaires de données.</li> <li>• Définir et documenter les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d'applications, avec les systèmes de l'extérieur et entre les nouveaux systèmes et les systèmes en place.</li> <li>• Définir les sources d'entrées-sorties, y compris le plan détaillé de l'étape de conception technique, et faire approuver les propositions de système.</li> <li>• Concevoir et documenter de façon détaillée toutes les composantes de systèmes, leurs interfaces et leur environnement opérationnel.</li> <li>• Concevoir des structures et fichiers de données, des sous-systèmes et modules, des programmes, le traitement en lots, le traitement en direct et des procédures de surveillance de production, des stratégies d'essai et des systèmes.</li> <li>• Documenter la conception, les concepts et les installations de systèmes, présenter la conception détaillée de système et la faire approuver.</li> <li>• Produire un système qui fonctionne, incluant l'ensemble des formulaires, des manuels, des programmes, des fichiers de données et des procédures.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

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#### I.8 Architecte de stockage

##### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer, analyser, concevoir et mettre en oeuvre l’infrastructure/l’architecture de stockage de l’entreprise afin d’assurer des données de bonne qualité et toujours disponibles.
- Élaborer la planification de la capacité, la sauvegarde et le rétablissement en matière des capacités de stockage.
- Élaborer ou participer à l’élaboration des plans de secours pour les données, en ce qui a trait aux capacités de stockage et à la continuité.
- Élaborer, mettre en oeuvre, et surveiller les politiques et les procédures pour assurer des capacités et des continuités de stockage cohérents et sans interruption.

##### Sans y être restreintes, les spécialités pourraient inclure:

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<b>I.9 Administrateur de systèmes</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Installer, surveiller, mettre à jour et entretenir des systèmes d'exploitation.</li><li>• Installer, surveiller, mettre à jour et entretenir le logiciel et le matériel.</li><li>• Travailler avec des analystes des activités commerciales, des gestionnaires de projet, des concepteurs et des clients/intervenants afin d'entretenir et améliorer la performance du logiciel.</li><li>• Mettre en oeuvre des stratégies de résolution de problèmes afin de dépanner et résoudre les problèmes techniques.</li><li>• Offrir des procédures d'administration de système fiables et dans les délais prescrits, comme la sauvegarde et le rétablissement.</li><li>• Analyser le rendement du système et recommander des améliorations.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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#### I.10 Architecte technique

##### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer des architectures techniques, des cadres et des stratégies, soit pour une organisation ou pour une partie majeure d’application, dans le but de se conformer aux exigences en matière d’opérations et d’applications.
- Identifier les politiques et les exigences qui font avancer une solution particulière.
- Analyser et évaluer des solutions ayant recours à une technologie alternative en vue de résoudre des problèmes opérationnels.
- Assurer l’intégration de tous les aspects des solutions technologiques.
- Évaluer le matériel et le logiciel en fonction de leur capacité de soutenir les exigences précisées et, en déterminant les embouteillages possibles et réels, améliorer le rendement du système en recommandant des modifications en ce qui a trait au matériel.
- Réviser les exigences relatives aux systèmes de logiciels et aux données ainsi que les besoins en matière de communication et de réaction, et identifier les systèmes d’exploitation et les langages requis pour les soutenir.

##### Sans y être restreintes, les spécialités pourraient inclure:

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#### I.11 Architecte de technologie

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer des architectures techniques, des cadres et des stratégies, soit pour une organisation ou pour une partie majeure d’application, dans le but de se conformer aux exigences en matière d’opérations et d’applications.
- Identifier les politiques et les exigences qui font avancer une solution particulière.
- Analyser et évaluer des solutions ayant recours à une technologie alternative en vue de résoudre des problèmes opérationnels.
- Assurer l’intégration de tous les aspects des solutions technologiques.
- Surveiller les tendances de l’industrie en vue d’assurer que les solutions cadrent bien avec les orientations technologiques du gouvernement et de l’industrie.
- Fournir des renseignements, des orientations et du soutien aux technologies émergentes.
- Effectuer des analyses d’impact sur les changements technologiques.
- Offrir de l’aide à l’équipe des applications et de soutien technique en ce qui concerne les applications appropriées de l’infrastructure en place.
- Réviser la conception d’application et de programme ou la conception d’infrastructure technique afin de s’assurer de la conformité avec les normes et de recommander des améliorations des performances.

##### Sans y être restreintes, les spécialités pourraient inclure:

- |               |            |  |  |  |
|---------------|------------|--|--|--|
| • Hardware    | • Software |  |  |  |
| • Host System | • Storage  |  |  |  |
| • Software    | • Network  |  |  |  |

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## **SERVICES A L’ENTREPRISE**

<b>B.1 Analyste des activités</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Élaborer et documenter des énoncés d’exigences pour les options proposées.</li> <li>• Analyser les besoins fonctionnels en vue d’identifier des flux d’information, de procédures et de décisions.</li> <li>• Évaluer les procédures et les méthodes en place, identifier et documenter le contenu, la structure et les sous-systèmes d’application.</li> <li>• Définir et documenter les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d’application, avec les systèmes de l’extérieur et entre les nouveaux systèmes et les systèmes en place.</li> <li>• Etablir des critères d’essais d’acceptation avec le client.</li> <li>• Appuyer et employer les méthodologies ministérielles sélectionnées.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• BPWin	• Rational Rose			
• Oracle CASE	• RUP			

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#### **B.2 Architecte d’Affaires**

##### **Niveaux d’expérience**

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Élaborer des politiques et des règlements qui aident une organisation à accomplir son mandat et s’acquitter de ses responsabilités fonctionnelles, et qui déterminent les capacités de l’organisation en ce qui concerne les ordinateurs, les données, l’information, les ressources humaines, les services de communication, le logiciel et les responsabilités de gestion.
- Élaborer des spécifications qui indiquent comment, où et pourquoi les diverses composantes organisationnelles se complètent bien, et comment elles contribuent à accomplir le mandat de l’organisation

##### **Sans y être restreintes, les spécialités pourraient inclure:**

- BPWin
- Oracle CASE

- Rational Rose
- RUP



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#### **B.3 Conseiller d’Affaires**

##### **Niveaux d’expérience**

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Analyser, évaluer et élaborer les procédés opérationnels (financiers, opérationnels, systèmes, etc.).
- Identifier des possibilités d’affaires de projet ou d’organisation axées sur l’amélioration et la rationalisation des procédés opérationnels.
- Identifier et évaluer des facteurs critiques de succès et des évaluations du rendement.
- Aider d’autres intervenants à élaborer et à mettre en oeuvre des procédés et programmes d’amélioration opérationnelle.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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#### B.4 Spécialiste en continuité des opérations/plan de secours

##### Niveaux d'expérience

- Niveau 1: <5 années d'expérience  
Niveau 2: 5-<10 années d'expérience  
Niveau 3: 10+ années d'expérience ou 5+ années d'expérience avec certification professionnelle reconnue

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Élaborer et mettre en oeuvre des plans visant à assurer la continuité des opérations et des technologies.
- Élaborer des stratégies de plan de secours et de continuité des opérations et des technologies.
- Élaborer des stratégies de planification des communications en cas de crise.
- Identifier l'impact antérieur et potentiel des cas d'interruption.
- Élaborer des techniques visant à identifier et à évaluer des interruptions possibles.
- Élaborer et mettre en oeuvre des stratégies de sauvegarde, de reproduction et de redondance au besoin.
- Élaborer des programmes de sensibilisation, de formation et de communication à l'intention du personnel interne et d'autres intervenants.
- Concevoir des activités de coordination avec les intervenants internes et externes et déterminer les dépendances réelles et potentielles.
- Élaborer et mettre en oeuvre des activités de contrôle et de gestion du rendement.

##### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### B.5 Conseiller en RO

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Réviser les procédés de travail et la structure organisationnelle en place.
- Analyser les besoins fonctionnels des opérations en vue d’identifier des flux d’information, de procédures et de décisions.
- Cerner des procédés opérationnels susceptibles d’être conçus à nouveau, faire le prototype des solutions possibles, informer sur les compromis et recommander une option à suivre. Identifier les modifications aux procédés automatisés.
- Offrir des conseils sur la définition de nouvelles exigences et de nouvelles possibilités de mettre en pratique des solutions efficaces; déterminer les options possibles et fournir les coûts préliminaires.
- Offrir des conseils sur l’élaboration et l’intégration des modèles de procédés et d’informations avec les procédés afin d’éliminer les redondances de procédés et d’information.
- Identifier et recommander de nouveaux procédés et des structures organisationnelles.
- Offrir des conseils sur et contribuer à la mise en oeuvre de nouveaux procédés et des changements organisationnels.
- Documenter les flux de travaux.
- Mettre en pratique des outils de logiciel de modélisation en matière d’affaires, de flux de travaux et d’organisation

##### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>B.6 Analyste des systèmes opérationnels</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Élaborer et documenter un énoncé détaillé des exigences en ce qui concerne la solution proposée dans le rapport d’analyse préliminaire.</li><li>• Analyser les besoins fonctionnels en vue d’identifier des flux d’information, de procédures et de décisions.</li><li>• Évaluer les procédures et les méthodes en place, identifier et documenter le contenu, la structure et les sous-systèmes d’application et élaborer un dictionnaire de données.</li><li>• Définir et documenter les interfaces entre les opérations manuelles et automatisées dans les sous-systèmes d’application, avec les systèmes de l’extérieur et entre les nouveaux systèmes et les systèmes en place.</li><li>• Cerner des procédés opérationnels susceptibles d’être conçus à nouveau, faire le prototype des solutions possibles, informer sur les compromis et recommander une option à suivre. Identifier les modifications aux procédés automatisés.</li><li>• Appuyer et employer les méthodologies ministérielles sélectionnées.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• BPWin</li><li>• Oracle CASE</li></ul>	<ul style="list-style-type: none"><li>• Rational Rose</li><li>• RUP</li></ul>			

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>B.7 Architecte de transformation des affaires</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience ou 5+ années d'expérience avec certification professionnelle reconnue				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Analyser et élaborer des » facteurs critiques du succès » dans les opérations.</li> <li>• Analyser et élaborer la conception des exigences en architecture, l’élaboration du processus et des procédés, et la formation.</li> <li>• Gérer d’autres employés fonctionnels dans leur tâche de définition des procédés et stratégies opérationnels pour favoriser des transformations et des activités de gestion du changement.</li> <li>• Participer à l’analyse des impacts du changement et des activités de gestion du changement.</li> <li>• Participer à la transformation des structures (redéfinition des tâches et la restructuration organisationnelle).</li> <li>• Coordonner l’élaboration de la formation et la coordination avec d’autres intervenants.</li> <li>• Élaborer des présentations, les prononcer aux divers intervenants, présider aux réunions et animer les discussions..</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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#### **B.8 Conseiller en centres d’appel**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Offrir des conseils d’expert sur les centres d’appel informatisés qui permettent aux agents du service de répondre efficacement aux demandes de service reçues par l’entremise du téléphone et d’autres média électroniques de la part des clients.  
Offrir des conseils d’expert sur les systèmes d’applications de réponse vocale interactive (RVI) qui permettent aux appelants d’obtenir de l’information ou d’entrer des transactions à l’aide du clavier numérique du téléphone.  
Offrir des conseils d’expert sur les systèmes d’applications de gestion des demandes de service.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### B.9 \*Développeur de didacticiel

\* À utiliser pour les besoins de développeur didacticiel en informatique seulement. Les besoins de développeur didacticiel qui ne sont pas en informatique doivent être traités par l'arrangement en matière d'approvisionnement d'apprentissage E60ZH-070003.

#### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

#### Sans y être restreintes, les responsabilités pourraient inclure:

- Effectuer des évaluations ou des analyses des besoins en matière de formation.
- Planifier et surveiller les projets de formation.
- Effectuer l’analyse du contenu, du travail et de la tâche.
- Élaborer des objectifs à partir des critères d’écriture et du rendement.
- Recommander le médium d’enseignement et des stratégies d’enseignement.
- Élaborer des instruments de mesure de rendement.
- Élaborer du matériel pour le programme de formation.
- Préparer les utilisateurs à la mise en œuvre du didacticiel.
- Communiquer efficacement sous forme visuelle, orale et écrite avec des individus, des petits groupes et de grands auditoires.

#### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>B.10 Spécialiste, service de dépannage</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Exécuter une variété de tâches d'analyse et de contrôle des problèmes du réseau, surveiller les systèmes de gestion de réseau et répondre de façon pertinente aux questions et problèmes des utilisateurs; effectuer une analyse initiale du problème et diriger la question vers d'autres employés appropriés s'il y a lieu.</li> <li>Assurer la liaison avec les utilisateurs du réseau et le personnel technique afin de communiquer l'état de solution de problème; tenir des registres sur les demandes d'aide.</li> <li>Maintain liaison with network users and technical staff to communicate the status of problem resolution to network users; log and track requests for assistance.</li> <li>Élaborer, mettre en oeuvre, et aide à préparer des manuels de procédure et la documentation à l'intention du service de dépannage; mener des sondages périodiques sur la satisfaction des utilisateurs et surveiller les tendances relatives aux problèmes des utilisateurs; recommander des améliorations aux systèmes du réseau et rédiger des rapports en se basant sur l'information recueillie lors des sondages des utilisateurs.</li> <li>Élaborer, mettre en oeuvre, et aider à transmettre des renseignements sur le réseau aux utilisateurs pour inclure des renseignements sur les procédures de dépannage et les manuels du réseau.</li> <li>Élaborer, mettre en oeuvre, et aider à transmettre des renseignements sur le réseau aux utilisateurs pour inclure des renseignements sur les procédures de dépannage et les manuels du réseau.</li> <li>Participer aux installations sur place des systèmes du réseau à l'intention des utilisateurs.</li> <li>Remplir des fonctions connexes</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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**Annexe “A”**  
**Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements**  
**pour des Services professionnels en informatique centrés sur les tâches (OC/AMA**  
**SPICT) -Besoins pour des services**

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**B.11 \* Instructeur, TI**

\* À utiliser pour les besoins d'instructeur en informatique seulement. Les besoins d'instructeurs qui ne sont pas en informatique doivent être traités par l'arrangement en matière d' approvisionnement d'apprentissage E60ZH-070003.

**Niveaux d’expérience**

Niveau 1: <5 années d'expérience  
 Niveau 2: 5-<10 années d'expérience  
 Niveau 3: 10+ années d'expérience

**Sans y être restreintes, les responsabilités pourraient inclure:**

- Évaluer les caractéristiques pertinentes de l'auditoire visé.
- Préparer les utilisateurs à la mise en œuvre du didacticiel.
- Enseigner le cours.
- Communiquer efficacement sous forme visuelle, orale, et écrite avec des individus, des petits groupes et de grands auditoires.

**Sans y être restreintes, les spécialités pourraient inclure:**

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>B.12 Spécialiste, soutien du réseau</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Coordonner l’installation, l’opération, l’entretien, la résolution des problèmes de logiciels et de matériels, le contrôle du trafic, la planification des capacités, la procédure de sauvegarde du système et la formation des utilisateurs pour un réseau local.</li> <li>• Évaluer, faire l’essai et recommander de nouvelles possibilités de logiciel et de matériel pour la transmission de données.</li> <li>• Maintenir un dialogue avec les fournisseurs et d’autres ressources informatiques afin de résoudre des problèmes liés au logiciel et au matériel.</li> <li>• Informer les utilisateurs nouveaux sur les spécifications appropriées de logiciel et de matériel pour avoir l’accès au réseau.</li> <li>• Faire ou coordonner l’installation du matériel et logiciel réseau en vue de leur utilisation avec les ordinateurs personnels, et les interfaces entre les mini-ordinateurs et les gros ordinateurs, ainsi que les mises à niveau du réseau selon les directives du fournisseur.</li> <li>• Configurer l’équipement avec l’aide du fournisseur ou d’autres ressources informatiques.</li> <li>• Préparer et mettre à jour des manuels de procédure et la documentation à usage interne.</li> <li>• Garder à jour une bibliothèque de consultation pour les manuels de référence et de l'utilisateur.</li> <li>• Maintenir à jour des registres précis sur les utilisateurs, les numéros de série de l’équipement, les états de service, les contrats d’entretien, les garanties, les schémas de câblage et les problèmes et les solutions du réseau.</li> <li>• Élaborer, mettre en oeuvre, et faire l’essai d’un plan de reprise du réseau.</li> <li>• Résoudre tous les problèmes de connectivité et les problèmes techniques internes. <ul style="list-style-type: none"> <li>• Aider à enseigner les utilisateurs sur l’utilisation du réseau et le logiciel connexe.</li> </ul> </li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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#### **B.13 Spécialiste, soutien des opérations**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Fournir des services de soutien en administration des systèmes et exploitation des systèmes, incluant l’accès et le profil des utilisateurs, les outils de sauvegarde et de reprise, et les opérations quotidiennes des systèmes informatiques.
- Effectuer des mises à niveau de logiciels et des retouches.
- Assurer une liaison avec le client pour s’assurer que les modifications demandées sont mises en oeuvre.
- Contrôler les tendances de volume de travail informatique et modifier les volumes en vue d’assurer l’utilisation optimale des ressources informatiques.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>B.14 Rédacteur technique</b>				
<b>Niveaux d'expérience</b>				
Niveau 1:	<5 années d'expérience			
Niveau 2:	5-<10 années d'expérience			
Niveau 3:	10+ années d'expérience			
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Documenter le texte d'aide, les manuels d'utilisation, la documentation technique, le contenu des pages Web, etc.</li><li>• Réviser les normes relatives à la documentation et la documentation de projet existante.</li><li>• Identifier les besoins en matière de documentation et dresser des plans pour les combler.</li><li>• Faire la cueillette de renseignements sur les options et les fonctions que les développeurs fournissent.</li><li>• Évaluer l'auditoire des documents et des manuels requis, et préparer un énoncé de but et d'étendue pour chacun d'entre eux.</li><li>• Élaborer une table des matières pour chaque document/manuel et rédiger ou réviser le contenu requis.</li><li>• Enquêter sur l'exactitude des renseignements recueillis en utilisant directement le matériel pour lequel la documentation est élaborée.</li><li>• Préparer ou coordonner la préparation de toutes les illustrations et de tous les diagrammes requis.</li><li>• Concevoir la présentation des documents et manuels.</li><li>• Utiliser des progiciels de traitement de texte, d'édition et de graphisme pour produire une copie finale prête à photographier.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• RoboHelp</li></ul>				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### SERVICES DE GESTION DE PROJETS

##### P.1 Conseiller en gestion du changement

###### Niveaux d’expérience

- Niveau 1: <5 années d'expérience  
Niveau 2: 5-<10 années d'expérience  
Niveau 3: 10+ années d'expérience ou 5+ années d'expérience avec certification professionnelle reconnue

###### Sans y être restreintes, les responsabilités pourraient inclure:

- Analyser et élaborer des »facteurs critiques du succès « dans les opérations.
- Analyser et élaborer la conception des exigences en architecture, l’élaboration du processus et des procédés, et la formation.
- Gérer d’autres employés fonctionnels dans leur tâche de définition des procédés et stratégies opérationnels pour favoriser des transformations et des activités de gestion du changement.
- Participer à l’analyse des impacts du changement et des activités de gestion du changement.
- Participer à la transformation des structures (redéfinition des tâches et la restructuration organisationnelle).
- Coordonner l’élaboration de la formation et la coordination avec d’autres intervenants.
- Élaborer des présentations, les prononcer aux divers intervenants, présider aux réunions et animer les discussions.

###### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### P.2 Architecte-conseil de l’organisation

##### Niveaux d’expérience

- Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Évaluer l’intégration de l’architecture opérationnelle et des TIC et sa conformité à la stratégie opérationnelle de l’organisation et la stratégie en ce qui concerne les TIC, évaluer le degré d’harmonisation avec le Programme d’habilitation à la transformation opérationnelle et le Programme d’architecture fédérée du Dirigeant principal de l’information du Conseil du Trésor et recommander des modifications à apporter à l’architecture opérationnelle et des TIC afin de l’harmoniser davantage avec ces facteurs externes.
- Déterminer les exigences futures relatives à l’architecture opérationnelle et des TIC par rapport à l’architecture actuelle de l’organisation, réaliser des analyses des lacunes, établir des exigences relatives à l’architecture de la technologie, et préparer des stratégies de migration.
- Évaluer la faisabilité de la migration de l’état actuel vers l’architecture opérationnelle et les technologies habilitantes visées et cerner les risques liés à la migration vers l’architecture opérationnelle et les technologies visées et faire des recommandations concernant l’atténuation des risques.
- Cerner les tendances opérationnelles et technologiques qui créent des occasions d’amélioration sur le plan opérationnel, informer les cadres supérieurs dont le travail touche les activités et les TIC des tendances et des nouvelles technologies ainsi que des répercussions sur la stratégie opérationnelle et sur la stratégie concernant les TIC de l’organisation et du gouvernement, effectuer des simulations et recommander les modifications qu’il serait nécessaire d’apporter à l’architecture et à l’infrastructure des TIC actuelles, et recommander des méthodologies, des stratégies et des solutions de rechange.
- Élaborer un plan d’évolution de l’architecture, mettre en ordre de priorité les initiatives concernant l’évolution de l’architecture et élaborer et mettre en œuvre un plan d’évolution de l’architecture.
- Gérer l’élaboration et la mise en œuvre du plan d’amélioration de l’architecture.
- Encadrer les employés et leur donner la formation nécessaire pour qu’ils puissent accomplir toutes les tâches énumérées ci-dessus.

##### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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<b>P.3 Conseiller en ressources humaines</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Élaborer des pratiques et principes directeurs en RH.</li><li>• Effectuer les activités de recrutement et de sélection.</li><li>• Effectuer la gestion et l'évaluation du rendement.</li><li>• Élaborer des programmes de formation et de perfectionnement.</li><li>• Programmes de reconnaissance et de récompense.</li><li>• Coordonner des initiatives d'apprentissage et de perfectionnement, y compris l'identification des besoins en formation, la mise en oeuvre des plans de formation et les stratégies d'apprentissage et de perfectionnement.</li><li>• Effectuer des recherches et faire des recommandations sur les initiatives en RH.</li><li>• Consulter, influencer, communiquer, et animer des équipes et des ateliers.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

P.4 Conseiller en développement organisationnel				
Niveaux d'expérience				
Niveau 1:	<5 années d'expérience			
Niveau 2:	5-<10 années d'expérience			
Niveau 3:	10+ années d'expérience ou 5+ années d'expérience avec certification professionnelle reconnue			
Sans y être restreintes, les responsabilités pourraient inclure:				
<ul style="list-style-type: none"><li>• Aider, favoriser et gérer l'évolution des structures organisationnelles ou ministérielles vers les résultats ou la structure visés par le ministère ou l'organisation.</li><li>• Aider à effectuer des évaluations des besoins organisationnels et la planification stratégique pour encourager le perfectionnement du capital humain afin d'atteindre les objectifs opérationnels.</li><li>• Offrir des conseils, du soutien et de la consultation au personnel de gestion, aux unités fonctionnelles, et aux gestionnaires de première ligne afin de réaliser des initiatives et buts stratégiques.</li><li>• Faire des recherches, élaborer, mettre en oeuvre et mettre à jour des programmes de perfectionnement des employés incluant le perfectionnement en leadership et d'autres programmes de perfectionnement des gestionnaires.</li><li>• Élaborer et mettre en oeuvre des processus pour déterminer l'efficacité des activités d'apprentissage et de perfectionnement pour s'assurer que l'amélioration du rendement vise des résultats mesurables et réalisables.</li><li>• Fournir des conseils d'expert en collaboration avec la direction des RH et des chefs d'unités de travail pour permettre l'élaboration des normes et des métrologies claires liées aux évaluations des spécialistes et aux plans de perfectionnement des employés.</li><li>• Établir des liens stratégiques avec d'autres gestionnaires internes de projet afin d'identifier et consulter sur des initiatives de gestion du changement qui soutiennent des projets stratégiques nécessitant des changements de la culture organisationnelle.</li><li>• Traiter de façon proactive et répondre aux problèmes de développement organisationnel en rassemblant les intervenants clé afin d'évaluer les causes fondamentales et les écarts de rendement et recommander des actions appropriées.</li><li>• Mettre en pratique des processus et des procédures continues d'amélioration, en éliminant des activités sans valeur ajoutée.</li><li>• Tenir des groupes de discussion et des séances d'amélioration des processus au besoin.</li><li>• Mettre en oeuvre et gérer la formation de l'organisation pour s'assurer que des activités de perfectionnement du personnel sont rentables et qu'elles appuient les initiatives stratégiques de l'organisation.</li><li>• Gérer et favoriser les initiatives et projets organisationnels au besoin.</li></ul>				
Sans y être restreintes, les spécialités pourraient inclure:				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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#### **P.5 Directeur de projet**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Gérer plusieurs gestionnaires de projet, chacun étant responsable d’un élément du projet et de l’équipe de projet associée à cet élément.
- Définir et documenter les objectifs du projet, définir des exigences budgétaires.
- Rencontrer d’autres gestionnaires de projet pour s’assurer que tous les intervenants organisationnels (internes et externes) sont engagés et font des progrès en ce qui concerne les buts de l’organisation et du projet.
- Résoudre les questions reliées au projet.
- Préparer des plans, des graphiques, des tableaux et des diagrammes en vue d’aider à analyser ou à présenter des problèmes; travailler avec une variété d’outils de gestion de projet.
- Accepter le projet.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>P.6 Administrateur de projet</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Aider les professionnels du traitement de texte, les utilisateurs techniques et les utilisateurs dans des tâches habituelles simples.</li> <li>Fournir un soutien administrative et technique de nature cléricale, au besoin, aux projets.</li> <li>Aider à effectuer des tâches comme la mise à jour de la documentation et des logithèques d’applications ou de systèmes du projet.</li> <li>Servir de premier contact lors des appels de dépannage en acceptant les appels entrants, en les consignait, en essayant de résoudre les problèmes simples et en se conformant aux procédures établies dans le cas des problèmes difficiles.</li> <li>Faire le suivi des demandes de modification du projet.</li> <li>Mettre à jour l’information pertinente sur le projet dans des fichiers papier et électronique; l’information afférente au projet peut compter des éléments comme le calendrier des activités, les rapports sur l’avancement, la correspondance du projet.</li> <li>Utiliser les outils, les aides, les langages de contrôle de système aux ordinateurs personnels, aux mini-ordinateurs ou aux gros ordinateurs, en vue de faire le travail.</li> <li>Communiquer avec les professionnels du traitement de texte, les utilisateurs techniques et les utilisateurs au sujet des questions administratives liées au projet.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• MS Project				

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<b>P.7 Coordonnateur de projet</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Aider les professionnels du traitement de texte et gestion de projet, les utilisateurs techniques et les utilisateurs dans la coordination du projet et la synchronisation.</li> <li>• Fournir un soutien administrative et technique de nature cléricale, au besoin, à l’équipe du projet.</li> <li>• Aider à effectuer des tâches comme la mise à jour de la documentation et des logithèques d’applications ou de systèmes du projet.</li> <li>• Servir de premier contact lors des appels de dépannage en acceptant les appels entrants, en les consignant, en essayant de résoudre les problèmes simples et en se conformant aux procédures établies dans le cas des problèmes difficiles.</li> <li>• Faire le suivi des demandes de modification du projet.</li> <li>• Mettre à jour l’information pertinente sur le projet dans des fichiers papier et électronique; l’information afférente au projet peut compter des éléments comme le calendrier des activités, les rapports sur l’avancement, la correspondance du projet.</li> <li>• Utiliser les outils, les aides, les langages de contrôle de système aux ordinateurs personnels, aux mini-ordinateurs ou aux gros ordinateurs, en vue de faire le travail.</li> <li>• Communiquer avec les professionnels du traitement de texte, les utilisateurs techniques et les utilisateurs au sujet des questions administratives liées au projet.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• MS Project				

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<b>P.8 Chef de projet</b>				
<b>Niveaux d'expérience</b>				
Niveau 1:	<5 années d'expérience			
Niveau 2:	5-<10 années d'expérience			
Niveau 3:	10+ années d'expérience ou 5+ années d'expérience avec certification professionnelle reconnue			
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Définir les exigences générales du système, élaborer l'éventail des options pour le système et identifier la faisabilité administrative, économique et technique de chaque option ainsi que les changements d'orientation et d'organisation requis pour chacune.</li><li>• Analyser et évaluer chaque option selon les principes de faire ou faire faire, impact et coûts/avantages, et proposer, justifier, planifier et calculer le coût de la mise en œuvre de l'option choisie.</li><li>• Élaborer un plan général, un plan détaillé pour l'étape de l'analyse fonctionnelle, et obtenir une approbation de l'analyse préliminaire.</li><li>• Planifier, diriger et contrôler les activités d'une équipe d'élaboration des systèmes selon les paramètres de temps et de coût prévus.</li><li>• Évaluer les applications informatiques proposées afin de déterminer la faisabilité technique, opérationnelle et économique.</li><li>• Concevoir et mettre à l'essai des systèmes pour s'assurer que les objectifs du système sont réalisés et que les extrants sont en conformité avec les exigences du client.</li><li>• Contrôler la conception, la mise en oeuvre et le commencement des opérations du système propose en fonction des buts, des objectifs et des points de repère établis.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• MS Project				

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#### **P.9 Gestionnaire de projet**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
 Niveau 2: 5-<10 années d’expérience  
 Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Gérer plusieurs gestionnaires de projet qui ont individuellement la responsabilité d’un élément du projet et son équipe de projet.
- Gérer le projet au cours de l’élaboration, de la mise en oeuvre et du commencement des opérations en assurant la disponibilité de ressources ainsi que l’élaboration complète et le fonctionnement total de l’application ou du système selon les paramètres de temps, de coût et de rendement visés.
- Élaborer des énoncés de problèmes; établir des procédures d’élaboration et la mise en oeuvre d’applications ou de systèmes importants, nouveaux ou modifiés, en vue de résoudre ces problèmes et d’obtenir une approbation.
- Définir et documenter les objectifs du projet; définir des exigences budgétaires, la composition, les rôles et les responsabilités ainsi que le cadre de référence de l’équipe du projet.
- Faire des rapports sur l’avancement du projet de façon continue et à des moments prévus du cycle chronologique du projet.
- Rencontrer, dans le cadre de conférences, d’autres intervenants et gestionnaires de projet, et énoncer les problèmes sous une forme qui permet leur résolution.
- Préparer des plans, des graphiques, des tableaux et des diagrammes en vue d’aider à analyser ou à présenter des problèmes; travailler avec une variété d’outils de gestion de projet.
- Accepter le projet.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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<b>P.10 Ordonnanceur de projet</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Élaborer et gérer les calendriers de travaux.</li> <li>• Élaborer et mettre à jour les structures de répartition du travail.</li> <li>• Rédiger les rapports pertinents et identifier des problèmes relatifs aux calendriers et de dépendance.</li> <li>• Effectuer et offrir une analyse du chemin critique.</li> <li>• Aider à coordonner les calendriers avec les intervenants internes et externes du projet.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• MS Project				

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<b>P.11 Conseiller en assurance de la qualité/analyste</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>• Jouer un rôle clé dans l’élaboration des plans, des scripts d’essai et des données d’essai.</li><li>• Participer à l’examen de la conception fonctionnelle et technique, effectuer des essais sur l’intégration/la fonctionnalité du système, et vérifier les résultats des essais.</li><li>• Identifier et documenter des défauts de logiciel.</li><li>• Travailler en collaboration avec d’autres ressources du projet à résoudre les défauts.</li><li>• Faire des essais de régression sur les applications logicielles.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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<b>P.12 Spécialiste en gestion du risque</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience ou 5+ années d’expérience avec certification professionnelle reconnue				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Effectuer des évaluations de risque.</li> <li>• Identifier les risques du projet et les risques globaux du projet.</li> <li>• Recommander des options, des méthodologies et des stratégies en vue d’atténuer et gérer les risques.</li> <li>• Élaborer des plans de gestion du risque.</li> <li>• Effectuer des évaluations de risque pour les projets en difficulté afin d’évaluer rapidement les risques connexes et de recommander des lignes de conduite qui minimiseront les risques inhérents.</li> <li>• Aider à établir des priorités dans les risques et les recenser.</li> <li>• Contribuer à l’élaboration et la mise en oeuvre des plans de gestion des risques.</li> <li>• Surveiller la mise en oeuvre des plans de gestion des risques visant à identifier, analyser, planifier, suivre et contrôler les risques du projet en continu lors du cycle chronologique du projet.</li> <li>• Conseiller, guider et encadrer les équipes du projet dans les techniques d’atténuation du risque.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### SERVICES DE CYBERPROTECTION

##### **C.1 Consultant en protection et en planification stratégiques de la sécurité des TI Spécialiste en gestion du risque**

###### **Niveaux d'expérience**

Niveau 1: <5 années d'expérience  
Niveau 2: 5-<10 années d'expérience  
Niveau 3: 10+ années d'expérience

###### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Examen, analyse et application des politiques, procédures, et normes de gouvernements étrangers, du gouvernement du Canada (GC), des provinces et des territoires sur la sécurité des technologies de l'information TI;
- Revu, analyse et application des pratiques exemplaires de sécurité, du droit national et international et de l'éthique en informatique;
- Revu, analyse et application de l'architecture de sécurité et des méthodes de gestion des risques pour la sécurité des TI.
- Élaborer des documents d'orientation décrivant les moyens d'assurer que la sécurité des TI et la cyberprotection soient des instruments de facilitation opérationnelle.
- Effectuer des analyses des fonctions opérationnelles et des analyses des répercussions sur les opérations.
- Présenter de s séances d'information à la haute direction.
- Fournit des évaluations stratégiques des tendances technologiques et des nouvelles technologies.
- Offre des services de consultation et de planification stratégique
- Réaliser des études de faisabilité, des évaluations de technologie et des analyses de rentabilité, et proposer des plans de mise en œuvre des systèmes pour la sécurité des TI.
- Élaborer des politiques et des stratégies de R et D sophistiquées.
- Recueillir, compiler et prioriser les besoins du client en matière de protection de l'infrastructure de l'information et de sécurité des TI.
- Évaluer les outils technologiques dans l'ensemble de l'organisation et aider à leur sélection.
- Examiner et prioriser les programmes en matière de protection de l'infrastructure de l'information et de sécurité des TI.
- Élaborer une vision, des stratégies et des concepts stratégiques de l'architecture de sécurité des TI à l'aide du Programme de transformation opérationnelle (PRO) et du Modèle de référence stratégique du gouvernement du Canada (MRSG).
- Élaborer un programme et des concepts de service en matière de sécurité des TI à l'aide des MRSG suivants : Modèle de la logique du programme, Modèle d'harmonisation des programmes et services, Modèle de responsabilisation et d'intégration des services, Modèle de transition de l'état de groupe cible, Modèle d'information et Modèle de rendement.
- Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.

###### **Sans y être restreintes, les spécialités pourraient inclure:**

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C.2 Analyste des méthodes, politiques et procédures en sécurité des TI				
Niveaux d'expérience				
Niveau 1:	<5 années d'expérience			
Niveau 2:	5-<10 années d'expérience			
Niveau 3:	10+ années d'expérience			
Sans y être restreintes, les responsabilités pourraient inclure:				
<ul style="list-style-type: none"><li>• Examen, analyse et application des méthodes, programmes, politiques et/ou procédures du GC, des provinces et des territoires sur la sécurité des TI.</li><li>• Examen, analyse et application des normes et/ou lignes directrices du GC, des provinces et des territoires sur la sécurité des TI et des méthodes de gestion des risques pour la sécurité des TI.</li><li>• Élaboration de normes, procédures et directives en matière de sécurité des TI conformément aux exigences de la PSN, de la PSG et des normes opérationnelles pertinentes (p. ex., GSTI), de la politique du ministère et/ou de l'organisme en matière de sécurité, et des autres normes, procédures et directives pertinentes.</li><li>• Élaboration de politiques de sécurité des TI dans la sécurité et assurance des TI, cadre normalisé de C et A pour les systèmes de TI, protection de l'infrastructure de l'information, évaluation des produits, protection des renseignements personnels, planification de la continuité des activités (PCA), planification d'urgence et planification de la reprise après sinistre (PRS), et R et D.</li><li>• Élaboration de méthodes d'évaluation des risques pour la sécurité des TI applicables aux institutions du GC.</li><li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li></ul>				
Sans y être restreintes, les spécialités pourraient inclure:				
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#### **C.3 Analyste de la C et A et des EMR en sécurité des TI**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience

Niveau 2: 5-<10 années d’expérience

Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Examen, analyse et application des méthodes, programmes, politiques et/ou procédures du GC, des provinces et des territoires sur la sécurité des TI, des processus système de C et A en sécurité des TI, des produits, mesures de protection et pratiques exemplaires pour la sécurité des TI, et des stratégies d'atténuation des risques pour la sécurité des TI.
- Identifier des menaces et des vulnérabilités liées aux systèmes d'exploitation tels MS, Unix et Novell, des menaces et vulnérabilités liées aux architectures sans fil, et des menaces de diverses natures (personnelles, techniques, physiques, procédurales) et des vulnérabilités liées aux systèmes TI du GC, des provinces et des territoires.
- Analyse menant à l'élaboration des rapports incluant : sécurité des données, concepts d'opération, énoncé de sensibilité, évaluations des menaces, des facteurs relatifs à la vie privée (EFVP), évaluations non techniques des vulnérabilités, évaluations des risques, séances d'information sur les menaces, les vulnérabilités et/ou les risques liés à la sécurité des TI.
- Activités de certification incluant : élaboration de plans de certification de sécurité, vérification de la conformité des mesures de sécurité aux politiques et aux normes applicables, validation des exigences de sécurité basée sur le mappage de la politique de sécurité des systèmes et des exigences de sécurité fonctionnelles et sur le suivi des exigences de sécurité appliquées aux différents stades de conception, vérification de l'application appropriée des mesures de protection et du respect des exigences d'assurance (inclut la confirmation de la configuration adéquate du système et l'attestation que les mesures de protection répondent aux normes applicables), tests et évaluation de la sécurité pour déterminer si les mesures de protection techniques fonctionnent correctement, et évaluation des risques résiduels mis au jour lors de l'évaluation des risques pour déterminer s'ils sont acceptables.
- Activités d'accréditation incluant : examen par l'autorité d'accréditation des résultats de la certification indiqués dans les documents de révision de la conception afin de s'assurer que le fonctionnement du système se situe à un niveau acceptable de risque et respecte les politiques et normes de sécurité de système du ministère, détermination des conditions d'exploitation du système (aux fins d'approbation). Les approbations peuvent être des types suivants :
  - Approbation du développement — les autorités opérationnelles et d'accréditation autorisent le passage au stade suivant du cycle de développement des systèmes de TI lorsque de l'information sensible doit être traitée durant le développement du système,
  - Approbation opérationnelle écrite — le système de TI peut être utilisé pour traiter des renseignements sensibles lorsque le risque associé à son exploitation est jugé acceptable et qu'il respecte les politiques et normes de sécurité applicables,
  - Approbation provisoire — approbation écrite temporaire qui autorise le traitement d'information sensible dans des circonstances atténuantes; le niveau de risque n'est pas encore jugé acceptable, mais il existe une nécessité opérationnelle pour le système en développement.
- Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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<b>C.4 Spécialiste de l'évaluation des produits de sécurité des TI</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ du Schéma canadien d'évaluation et de certification selon les Critères communs ou de tout schéma d'évaluation reconnue en vertu de l'Arrangement relatif à la reconnaissance des certificats liés aux Critères communs;</li> <li>○ des pratiques exemplaires, normes et méthodes d'évaluation de produits,;</li> <li>○ des produits de sécurité logicielle et matérielle des TI;</li> <li>○ des systèmes d'exploitation tels MS, Unix, Linux et Novell;</li> <li>○ des architectures de sécurité des TI, incluant la technologie sans fil;</li> <li>○ du protocole TCP/IP;</li> <li>○ des algorithmes cryptographiques;</li> <li>○ des évaluations selon la norme FIPS 140;</li> <li>○ des politiques, procédures et directives sur l'évaluation des produits;</li> <li>○ des méthodes, évaluations et rapports d'évaluation des produits.</li> </ul> </li> <li>• Compléter les Tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
• TCP/IP				
• FIPS 140				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

C.5 Spécialiste en infrastructure à clés publics (ICP)				
Niveaux d'expérience				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience, ou 5+ années d'expérience avec une de ces certifications suivantes : Être titulaire d'une accréditation SNIA (Storage Networking Industry Association) Certified Professional (SCP) ou d'une SNIA Certified Systems Engineer (SCSE) ou d'une SNIA Certified Architect (SCA) ) ou d'une SNIA Certified Storage Networking Expert (SCSNE)				
Sans y être restreintes, les responsabilités pourraient inclure:				
<ul style="list-style-type: none"><li>• Élaborer des politiques, des normes, des lignes directrices et des procédures liées à l'ICP.</li><li>• Examiner les politiques, les normes, les lignes directrices et les procédures d'ICP en vigueur et faire des observations quant à leur pertinence et efficacité.</li><li>• Effectuer des vérifications de la conformité concernant les questions d'ICP, y compris les opérations, les systèmes d'applications et l'infrastructure.</li><li>• Effectuer des évaluations de la menace et du risque liés à la sécurité de l'ICP des installations, des systèmes d'applications et des communications informatiques.</li><li>• Réviser les plans de secours et de reprise des activités liées à l'ICP.</li><li>• Réviser les plans de secours et de reprise des activités liées à l'ICP.</li><li>• Faire enquête sur les incidents de sécurité liés à l'ICP, remettre des rapports sur les causes et les faiblesses connexes, ainsi que recommander des mesures correctives.</li><li>• Concevoir le cadre de sécurité lié à l'ICP et mettre en œuvre les composantes de sécurité de l'infrastructure de l'ICP nécessaires pour protéger les biens et soutenir les systèmes d'applications.</li><li>• Fournir des conseils sur les aspects de l'ICP des systèmes d'applications en cours de développement.</li><li>▪ Élaborer et enseigner des programmes de sensibilisation et de formation en matière d'ICP.</li></ul>				
Sans y être restreintes, les spécialités pourraient inclure:				
<ul style="list-style-type: none"><li>• SSL</li><li>• S-HTTP</li><li>• HTTP</li></ul>	<ul style="list-style-type: none"><li>• S-MIME</li><li>• IPSec</li><li>• SSH</li></ul>	<ul style="list-style-type: none"><li>• X.500 Directory Standards</li><li>• X.509 Certificate Protocols</li></ul>	<ul style="list-style-type: none"><li>• TCP/IP</li><li>• UDP</li><li>• DNS</li><li>• SMTP</li></ul>	

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.6 Ingénieur en sécurité des TI</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des normes d'annuaire telles X.400, X.500 et SMTP;</li> <li>○ des systèmes d'exploitation tels MS, Unix, Linux et Novell;</li> <li>○ des protocoles réseau tels HTTP, FTP et Telnet;</li> <li>○ des notions de base des architectures sécurisées des TI, des normes et des protocoles de communications et de sécurité tels IPSec, IPv6, SSL et SSH;</li> <li>○ des protocoles de sécurité des TI à toutes les couches de l'OSI (Open Systems Interconnection) et à toutes les piles du TCP/IP (Transmission Control Protocol/Internet Protocol);</li> <li>○ des protocoles DNS (Domain Name Services) et NTP (Network Time Protocol),</li> <li>○ des dispositifs réseau : routeurs, multiplexeurs et commutateurs;</li> <li>○ du renforcement de la sécurité des applications, des hôtes et/ou du réseau, et des pratiques de sécurité exemplaires (p. ex., séquence de commandes en langage naturel (shell scripting), identification des services et contrôles des accès);</li> <li>○ des systèmes de détection et de prévention des intrusions, de la défense contre les codes malveillants, de l'intégrité des fichiers, de la gestion de la sécurité d'entreprise et/ou des coupe-feu;</li> <li>○ de la technologie sans fil;</li> <li>○ des algorithmes cryptographiques.</li> </ul> </li> <li>• Identifier les menaces techniques et vulnérabilités liées aux réseaux.</li> <li>• Gérer la configuration de la sécurité des TI.</li> <li>• Analyser des outils et des techniques en sécurité des TI.</li> <li>• Analyser des données de sécurité, et présentation d'avis et de rapports.</li> <li>• Analyser les statistiques de la sécurité des TI.</li> <li>• Préparer des rapports techniques, p. ex., plans d'analyse et de mise en œuvre de solutions de sécurité des TI.</li> <li>• Soutien la vérification et la validation par un tiers (VVT) pour les projets liés à la sécurité des TI, incluant : <ul style="list-style-type: none"> <li>○ les vérifications de sécurité des TI, y compris les rapports, les présentations et autres documents applicables;</li> <li>○ les examens des plans d'urgence, des PCA et des PRS;</li> <li>○ la conception et le développement de protocoles de sécurité des TI;;</li> <li>○ l'élaboration et l'exécution de tests et d'exercices;</li> <li>○ la supervision de projets.</li> </ul> </li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• SSL</li> <li>• HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> <li>• SSH</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• OSI</li> <li>• DNS</li> <li>• SMTP</li> <li>• NTP</li> </ul>	<ul style="list-style-type: none"> <li>• X.509 Certificate Protocols</li> </ul>

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.7 Spécialiste en conception de sécurité des TI</b>				
<b>Niveaux d'expérience</b>				
Niveau 1: <5 années d'expérience				
Niveau 2: 5-<10 années d'expérience				
Niveau 3: 10+ années d'expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Examen, analyse et application des méthodes, modèles et cadres d'architecture tels TOGAF, FEAP (gouvernement américain), BTEP (gouvernement canadien), GSRM, Zachman et UMM.</li> <li>Examen, analyse et application d'un large éventail de technologies de sécurité, dont de nombreux types d'architectures de systèmes et d'applications, et de nombreuses plates-formes matérielles et logicielles, incluant : <ul style="list-style-type: none"> <li>les normes d'annuaire telles X.400, X.500 et SMTP,</li> <li>les systèmes d'exploitation tels MS, Unix, Linux et Novell,</li> <li>les protocoles réseau tels HTTP, FTP et Telnet,</li> <li>les dispositifs réseau : routeurs, multiplexeurs et commutateurs et</li> <li>les protocoles DNS (Domain Name Services) et NTP (Network Time Protocol),</li> </ul> </li> <li>Examen, analyse et application des architectures sécurisées des TI, des normes et des protocoles de communications et de sécurité tels IPSec, SSL, SSH, SMIME et HTTPS;</li> <li>Examen, analyse et application des protocoles de sécurité des TI à toutes les couches de l'OSI (Open Systems Interconnection) et à toutes les piles du TCP/IP (Transmission Control Protocol/Internet Protocol);</li> <li>Examen, analyse et application de l'importance et des conséquences des tendances du marché et de la technologie afin de les appliquer aux feuilles de route pour les architectures et la conception des solutions (p. ex., sécurité des services Web, gestion des incidents, gestion des identités);</li> <li>Examen, analyse et application des pratiques exemplaires et des normes en matière de zonage réseau et des principes de défense en profondeur;</li> <li>Analyser des outils et techniques en sécurité des TI.</li> <li>Analyser des données de sécurité, et présentation d'avis et de rapports.</li> <li>Préparer de rapports techniques tels les analyses de besoins, les analyses d'options, les documents techniques sur l'architecture et la modélisation mathématique des risques.</li> <li>Présenter de séances d'information à la haute direction.</li> <li>Conceptualiser des architecture de sécurité et soutien technique.</li> <li>Analyser statistiques de la sécurité des TI.</li> <li>Étudier la désignation et la classification de la sécurité des données.</li> <li>Préparer d'avis et d'alertes de sécurité des TI sur mesure à partir de sources publiques et privées.</li> <li>Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>SSL</li> <li>HTTP</li> <li>HTTPS</li> <li>FTP</li> <li>Telnet</li> </ul>	<ul style="list-style-type: none"> <li>S-MIME</li> <li>IPSec</li> <li>SSH</li> </ul>	<ul style="list-style-type: none"> <li>X.400/X.500 Directory Standards</li> <li>X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>TCP/IP</li> <li>OSI</li> <li>DNS</li> <li>SMTP</li> <li>NTP</li> </ul>	

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.8 Analyste de la sécurité des réseaux</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience Niveau 2: 5-<10 années d’expérience Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des protocoles de sécurité Internet tels SSL, S-HTTP, S-MIME, IPSec, SSH;</li> <li>○ des normes et protocoles TCP/IP, UDP, DNS, SMTP et SNMP;</li> <li>○ des algorithmes cryptographiques approuvés par le GC;</li> <li>○ des normes d’annuaire telles X.400, X.500 et SMTP;</li> <li>○ des protocoles réseau tels HTTP, FTP et Telnet;</li> <li>○ du renforcement de la sécurité réseau (p. ex., séquence de commandes en langage naturel (shell scripting), identification des services);</li> <li>○ des mesures de protection techniques pour la sécurité des TI;</li> <li>○ des outils et techniques de sécurité des TI;</li> <li>○ des systèmes d’exploitation tels MS, Unix, Linux et Novell;</li> <li>○ des systèmes de détection des intrusions et des coupe-feu;</li> <li>○ des dispositifs réseau : routeurs, multiplexeurs et commutateurs;</li> <li>○ de la technologie sans fil.</li> </ul> </li> <li>• Analyser des données de sécurité, et présentation d’avis et de rapports.</li> <li>• Analyser d’impact des nouvelles versions de logiciel, des changements majeurs de configuration et de la gestion des correctifs.</li> <li>• Développer des modèles et des essais de validation de principe pour la sécurité des TI.</li> <li>• Conceptualiser/développer des protocoles de sécurité des TI.</li> <li>• Identifier et analyser des menaces techniques et des vulnérabilités liées aux réseaux.</li> <li>• Analyser des outils et techniques en sécurité des TI.</li> <li>• Compléter des activités d’autorisation et d’authentification liées aux environnements physiques et logiques.</li> <li>• Préparer des avis et des alertes de sécurité des TI sur mesure à partir de sources publiques et privées.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• SSL,</li> <li>• S-HTTP</li> <li>• HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• Sntp</li> </ul>	



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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.9 Opérateur de systèmes de sécurité des TI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des protocoles réseau (HTTP, FTP, Telnet);</li> <li>○ des protocoles de sécurité Internet (par exemple : SSL, S-HTTP, S-MIME, IPSec, SSH);</li> <li>○ des protocoles TCP/IP, UDP, DNS et SMTP;</li> <li>○ des normes d'annuaire telles X.400, X.500 et SMTP;</li> <li>○ des dispositifs réseau : routeurs, multiplexeurs et commutateurs;</li> <li>○ du renforcement de la sécurité réseau (p. ex., séquence de commandes en langage naturel (shell scripting), identification des services);</li> <li>○ de la technologie sans fil;</li> <li>○ des menaces techniques et des vulnérabilités liées aux réseaux;</li> <li>○ des mesures de protection techniques pour la sécurité des TI;</li> <li>○ des produits de sécurité logicielle et matérielle des TI.</li> </ul> </li> <li>• Configurer des systèmes d'exploitation tels MS, Unix, Linux et Novell.</li> <li>• Gérer de la configuration de la sécurité des TI.</li> <li>• Configurer des systèmes de détection des intrusions, des coupe-feu et des vérificateurs de contenu, extraction et analyse des rapports et des journaux, et intervention en cas d'incidents en matière de sécurité.</li> <li>• Compléter la configuration et mise à jour des analyseurs de virus.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• SSL,</li> <li>• HTTP</li> <li>• S-HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• SNTP</li> </ul>	

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **C.10 Spécialiste en installations de sécurité des TI**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience

Niveau 2: 5-<10 années d’expérience

Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Examen, analyse et application:
  - des GSTI et NCTTI, section 6.9 (câblage structuré);
  - des protocoles réseau (HTTP, FTP, Telnet);
  - des protocoles de sécurité Internet (par exemple : SSL, S-HTTP, S-MIME, IPSec, SSH);
  - du protocole TCP/IP;
  - de l’intégration sécurisée des PC, des routeurs et de la technologie des concentrateurs.
- Identifier et analyser des menaces et des vulnérabilités liées aux systèmes de TI et des mesures de protection de TI.
- Installer, configurer, intégrer, mise au point des politiques, exploitation, surveillance du rendement et détection des anomalies de système pour :
  - les systèmes de prévention et de détection d’intrusions des réseaux et des systèmes hôtes;
  - les systèmes d’informatique judiciaire d’ordinateurs et de réseaux;
  - les coupe-feu, les réseaux privés virtuels et les dispositifs réseau;
  - les outils d’analyse des vulnérabilités de réseau d’entreprise;
  - les outils de détection de codes malveillants, anti-pourriel et de gestion du contenu;
  - les outils de vérification d’intégrité des fichiers; ,
  - les utilitaires de gestion à distance;
  - les systèmes de gestion de la sécurité d’entreprise (ESM pour Enterprise Security Management) et de gestion de l’information de sécurité (SIM pour Security Information Management);
  - les utilitaires de conservation et d’archivage des données;
  - les outils d’analyse des agents de menace et les autres nouvelles technologiques, incluant l’amélioration de la protection des renseignements personnels, l’analyse prévisionnelle, la voix sur IP, la visualisation et la fusion des données, les dispositifs de sécurité sans fil, les PBX et les coupe-feu pour téléphonie.
- Installer des systèmes d’exploitation tels MS, Unix, Linux et Novell.
- Installer des systèmes de détection des intrusions, des coupe-feu et des vérificateurs de contenu.
- Installer et intégrer des technologies connexes de contrôle des accès, telle la télévision en circuit fermé, les lecteurs de cartes d’accès, les systèmes électroniques de contrôle d’accès.
- Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.
- Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

<ul style="list-style-type: none"> <li>• SSL,</li> <li>• HTTP</li> <li>• S-HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> <li>• SSH</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• SNTP</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.11 Spécialiste des analyses de vulnérabilité de la sécurité des TI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des outils d’analyse des agents de menaces et des autres nouvelles technologiques, incluant l’amélioration de la protection des renseignements personnels, l’analyse prévisionnelle, la voix sur IP, la visualisation et la fusion des données, les dispositifs de sécurité sans fil et les coupe-feu d’autocommutateur privé et de téléphonie;</li> <li>○ des détecteurs d’accès entrant, des perceurs de mots de passe;</li> <li>○ des services d’information du domaine public sur les vulnérabilités des TI;</li> <li>○ des analyseurs réseau et des outils d’analyse des vulnérabilités tels SATAN, ISS, Portscan et Nmap;</li> <li>○ des protocoles réseau (HTTP, FTP, Telnet);</li> <li>○ des normes et protocoles de sécurité Internet tels SSL, S-HTTP, S-MIME, IPSec, SSH, TCP/IP, UDP, DNS, SMTP et SNMP;</li> <li>○ de la sécurité des systèmes sans fil;</li> <li>○ des systèmes de détection des intrusions, des coupe-feu et des vérificateurs de contenu;</li> <li>○ des systèmes de prévention et de détection d’intrusions des réseaux et des systèmes hôtes;</li> <li>○ de la gestion des antivirus.</li> </ul> </li> <li>• Identifier des menaces et des vulnérabilités techniques liées aux réseaux.</li> <li>• Examiner et analyser sur place des journaux de sécurité système.</li> <li>• Collectionner, compiler, analyser et diffuser de l’information du domaine public concernant les menaces et vulnérabilités, les incidents de sécurité et les interventions en cas d’incident liés aux ordinateurs en réseau.</li> <li>• Préparer et/ou prêter de séances d’information sur les menaces, les vulnérabilités et/ou les risques liés à la sécurité des TI.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• SSL,</li> <li>• HTTP</li> <li>• S-HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• SNTP</li> </ul>	

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **C.12 Spécialiste de gestion des incidents**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Examen, analyse et application:
  - des analyseurs réseau et des outils d'analyse des vulnérabilités tels SATAN, ISS, Portscan et Nmap;
  - des procédures de rapport et de résolution des incidents de sécurité informatique (p. ex., les attaques par déni de service) et des services d'information internationaux concernant les incidents liés à la sécurité des TI;
  - des protocoles réseau tels HTTP, FTP et Telnet;
  - des protocoles de sécurité Internet tels SSL, S-HTTP, S-MIME, IPSec et SSH;
  - des normes et protocoles TCP/IP, UDP, DNS, SMTP et SNMP;
  - des systèmes de détection des intrusions, des coupe-feu, des vérificateurs de contenu et des logiciels antivirus;
  - des composantes d'infrastructure réseau tels les multiplexeurs, les routeurs et/ou concentrateurs et les commutateurs.
- Fournir le soutien de l'analyse des incidents, incluant :
  - les mécanismes d'intervention;
  - la coordination de tous les plans de prévention et d'intervention;
  - les activités du Centre des opérations d'urgence (COU);
  - les activités de coordination avec le Centre national d'évaluation intégrée des menaces et le Centre des opérations du gouvernement;
  - la participation au cadre intégré de la sécurité nationale et à la stratégie nationale de cybersécurité.
- Collectionner, compiler, analyser et diffuser de l'information du domaine public concernant les menaces et vulnérabilités, les incidents de sécurité et les interventions en cas d'incident liés aux ordinateurs en réseau.
- Examiner et analyser sur place des journaux de sécurité système.
- Produire des rapports sur les activités du système et analyse des journaux et des incidents.
- Aider à la gestion et à l'administration d'un centre d'intervention en cas d'incident.
- Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.
- Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

<ul style="list-style-type: none"> <li>• SSL,</li> <li>• HTTP</li> <li>• S-HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• SNTP</li> </ul>	
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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<b>C.13 Spécialiste de la sécurité physique</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des politiques et procédures du GC, des provinces et des territoires sur la sécurité des TI;</li> <li>○ des normes et directives du GC, des provinces et des territoires sur la sécurité des TI;</li> <li>○ des méthodes de gestion des risques.</li> </ul> </li> <li>• Analyser et mettre en œuvre des mesures de protection physique du personnel et des biens liés aux systèmes d'information (SI).</li> <li>• Identifier et analyser des menaces physiques et des vulnérabilités liées aux réseaux.</li> <li>• Mener des activités d'autorisation et d'authentification liées aux environnements physiques et logiques.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.14 Spécialiste de la R et D en sécurité des TI</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience Niveau 2: 5-<10 années d’expérience Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ des capacités de R et D sur la sécurité des TI dans l'industrie et les universités canadiennes;</li> <li>○ des normes d'annuaire telles X.400, X.500 et SMTP;</li> <li>○ des protocoles réseau tels HTTP, FTP et Telnet;</li> <li>○ des protocoles de sécurité Internet tels SSL, S-HTTP, S-MIME, IPSec et SSH;</li> <li>○ de la sécurité des systèmes sans fil et des normes Bluetooth;</li> <li>○ des normes et protocoles TCP/IP, UDP, DNS, SMTP et SNMP;</li> <li>○ des systèmes de détection des intrusions, des coupe-feu et des vérificateurs de contenu;</li> <li>○ des algorithmes cryptographiques;</li> <li>○ des pratiques exemplaires en matière de sécurité des TI.</li> </ul> </li> <li>• Élaborer et mettre en œuvre des programmes de sécurité telle la biométrie, la gestion des droits d'auteur numériques, les étiquettes RFID, le contrôle d'accès et la gestion des supports amovibles.</li> <li>• Conceptualiser et élaborer des prototypes.</li> <li>• Rechercher des renseignements de source ouverte, afin d'analyser les tendances et les nouvelles technologies.</li> <li>• Développer des modèles et d'essais de validation de principe pour la sécurité des TI.</li> <li>• Analyser des rapports de R et D.</li> <li>• Participer à des forums nationaux et internationaux sur la R et D.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• SSL,</li> <li>• HTTP</li> <li>• S-HTTP</li> <li>• FTP</li> <li>• Telnet</li> </ul>	<ul style="list-style-type: none"> <li>• S-MIME</li> <li>• IPSec</li> </ul>	<ul style="list-style-type: none"> <li>• X.400/X.500 Directory Standards</li> <li>• X.509 Certificate Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• TCP/IP</li> <li>• UDP</li> <li>• DNS</li> <li>• SMTP</li> <li>• SNTP</li> </ul>	

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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#### C.15 Spécialiste en informatique judiciaire

##### Niveaux d’expérience

Niveau 1: <5 années d’expérience  
Niveau 2: 5-<10 années d’expérience  
Niveau 3: 10+ années d’expérience

##### Sans y être restreintes, les responsabilités pourraient inclure:

- Examen, analyse et application:
  - des politiques, normes, procédures et lignes directrices en informatique judiciaire;
  - des systèmes d’informatique judiciaire d’ordinateurs et de réseaux;
  - des opérations dans un laboratoire sécurisé;
  - de la chaîne de possession de la preuve;
  - de la planification et de la tenue des enquêtes sur les incidents informatiques;
  - des présentations devant les tribunaux;
  - du droit national et international et de l’éthique en informatique.
- Préparation de rapports d’enquête préliminaires.
- Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.
- Élaboration et livraison de matériel de formation adapté à la catégorie de ressource.

##### Sans y être restreintes, les spécialités pourraient inclure:

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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>C.16 Spécialiste des évaluations des facteurs relatifs à la vie privée (EFVP)</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Examen, analyse et application: <ul style="list-style-type: none"> <li>○ de la politique et des lignes directrices du Conseil du Trésor sur l'évaluation des facteurs relatifs à la vie privée;</li> <li>○ de la Loi sur la protection des renseignements personnels et de son règlement;</li> <li>○ de la politique du Conseil du Trésor sur la protection des renseignements personnels;</li> <li>○ de la Loi sur la protection des renseignements personnels et les documents électroniques (LPRPDE);</li> <li>○ des politiques et lignes directrices du GC sur la GI/TI;</li> <li>○ des initiatives du Gouvernement en direct (GED);</li> <li>○ du réseau de la Voie de communication protégée, y compris ses processus opérationnels et techniques, ainsi que les services offerts;</li> <li>○ des pratiques et principes liés à la sécurité des TI;</li> <li>○ des solutions technologiques en matière de sécurité des TI.</li> </ul> </li> <li>• Exécuter des évaluations des facteurs relatifs à la vie privée (EFVP) et d'évaluations préliminaires des facteurs relatifs à la vie privée (EPFVP) de projets et de concepts, conformément aux exigences : <ul style="list-style-type: none"> <li>○ de la politique du Conseil du Trésor sur l'évaluation des facteurs relatifs à la vie privée;</li> <li>○ des lignes directrices du Conseil du Trésor sur l'évaluation des facteurs relatifs à la vie privée;</li> <li>○ des autres normes, procédures et directives pertinentes.</li> </ul> </li> <li>• Analyser des flux d'information à l'aide du modèle d'EFVP fourni par le client.</li> <li>• Analyser des facteurs relatifs à la vie privée pour démontrer la conformité aux principes en matière de protection de la vie privée et permettre de cerner les risques d'entrave à la vie privée.</li> <li>• Élaboration des plans de gestion des risques d'entrave à la vie privée.</li> <li>• Formuler des recommandations concernant les stratégies possibles d'atténuation des risques d'entrave à la vie privée.</li> <li>• Compléter les tâches associées directement au soutien du programme ministériel de sécurité des TI et de cyberprotection.</li> <li>• Élaboration et livraison de matériel de formation adapté à la catégorie de ressource</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

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C.17 Spécialiste en sécurité des émissions (EMSEC)				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>Planifier, examiner, élaborer et formuler des recommandations sur l'installation de dispositifs de haute assurance de la cryptographie et des systèmes informatiques classés conformément aux politiques EMSEC et des publications d'orientation</li><li>Effectuer des inspections des installations EMSEC et faire des recommandations en ce qui concerne les aspects pertinents de l’architecture et les systèmes de sécurité informatique classifiées</li><li>Examiner, analyser, évaluer et formuler des recommandations relatives à EMSEC zonage</li><li>Examiner, analyser, tester / évaluer et de formuler des recommandations relatives à les boîtiers blindés des fréquences radio</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### SERVICES DE TELECOMMUNICATIONS

T.1 Spécialiste des systèmes de radiofréquence (rf)				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"><li>Examiner et analyser la documentation d’interface des systèmes et des sous-systèmes LF/MF/HF/VHF/UHF, et formuler des recommandations à cet égard;</li><li>Recommander des solutions au niveau des systèmes LF/MF/HF/VHF/UHF en ce qui a trait aux écarts, aux lacunes et aux changements à apporter à l’équipement et aux spécifications;</li><li>Faire la liaison avec les groupes techniques afin d’assurer l’intégrité, le rendement, la fiabilité et la maintenabilité des sous-systèmes LF/MF/HF/VHF/UHF;</li><li>Fournir des services d’intégration, d’analyse et d’évaluation des systèmes LF/MF/HF/VHF/UHF;</li><li>Préparer la documentation de planification et de soutien en matière d’approvisionnement notamment : spécifications de données, plans et dessins techniques, normes et énoncés des travaux pour des interfaces et des articles complémentaires divers;</li><li>Examiner et analyser les composantes du système LF/MF/HF/VHF/UHF et la documentation connexe, et formuler des recommandations à cet égard;</li><li>Effectuer des examens de conception, technique et de gestion, conseiller et fournir des rapports sur les progrès réalisés et sur les problèmes possibles;</li><li>Tester et évaluer l’intégration des systèmes LF/MF/HF/VHF/UHF;</li><li>Analyser les lacunes des systèmes LF/MF/HF/VHF/UHF et recommander des solutions rentables;</li><li>Examiner la documentation de l’industrie et faire rapport de sa pertinence;</li><li>Effectuer des études de définition techniques et des analyses d’options.</li></ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
<ul style="list-style-type: none"><li></li></ul>				

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>T.2 Spécialiste des télécommunications par satellite</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>• Rédiger la documentation opérationnelle sur les lacunes et les exigences des télécommunications par satellite;</li> <li>• Examiner et analyser la documentation d’interface des télécommunications par satellite, et formuler des recommandations à cet égard;</li> <li>• Examiner et analyser les détails sur l’ingénierie des télécommunications par satellite, notamment les plans, les spécifications et les données connexes, afin d’évaluer leur pertinence, et formuler des recommandations à cet égard;</li> <li>• Recommander des solutions relatives aux télécommunications par satellite fondées sur l’analyse des écarts, des lacunes et des changements à apporter à l’équipement et aux spécifications;</li> <li>• Faire la liaison avec les groupes d’ingénieurs afin d’assurer l’intégrité, le rendement, la fiabilité et la maintenabilité des télécommunications par satellite;</li> <li>• Fournir des services d’intégration et d’analyse des télécommunications par satellite;</li> <li>• Examiner et analyser les télécommunications par satellite et la documentation connexe et formuler des recommandations à cet égard;</li> <li>• Effectuer des examens techniques, de conception et de gestion pour suivre de près et signaler les progrès et les problèmes potentiels, et donner des conseils à cet égard;</li> <li>• Effectuer l’essai et l’évaluation de l’intégration des télécommunications par satellite;</li> <li>• Gérer les plans d’essai et d’évaluation et présenter les résultats;</li> <li>• Analyser les lacunes relatives aux télécommunications par satellite et recommander des solutions efficaces;</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **T.3 Concepteur de réseau de câbles de télécommunications**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience

Niveau 2: 5-<10 années d’expérience

Niveau 3: 10+ années d’expérience

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Procéder à la planification, à la conception technique et à l’ingénierie requises pour la construction, l’installation et l’entretien de l’infrastructure de soutien des télécommunications internes et externes, conformément aux codes et aux normes applicables;
- Confirmer les droits de passage et les emprises;
- Effectuer des levés topographiques sur les tracés de câble;
- Assurer l’élévation de l’infrastructure de soutien des réseaux de câbles souterrain est correcte
- S’assurer que les études et les recommandations sur les répercussions environnementales ont été entreprises avant de recommander d’aller de l’avant avec le projet;
- Elaborer un énoncé des besoins qui détermine les travaux de construction pour le projet;
- Effectuer les travaux de conception et d’ingénierie requis pour déterminer la conception de transmission, les tracés de câble et les dispositifs de protection nécessaires pour les réseaux de câbles de données et de télécommunications coaxiaux, de cuivre et à fibre optique internes et externes;
- Elaborer les plans d’installation, les dessins, les spécifications et les directives d’installation techniques requises pour le projet;
- Rechercher et signaler tous les services publics sur place, y compris l’énergie, l’eau, le gaz, les égouts, les collecteurs d’eaux pluviales, afin de s’assurer qu’il y a un espace suffisant pour les tracés de câbles prévus;
- Examiner, interpréter et mener des évaluations techniques;
- Examiner les conceptions techniques;
- Elaborer des conceptions et des spécifications techniques;
- Déterminer le type et la quantité de matériaux nécessaires pour réaliser le projet et dresser une liste à cet égard;
- Elaborer la directive d’installation technique, les dessins techniques et d’autres documents à l’appui aux fins d’examen et de distribution à l’agent responsable de l’installation et à d’autres organismes connexes;
- Examiner et suivre les plans de mise en oeuvre de projet pendant la réalisation du projet, et recommander au responsable technique les changements appropriés aux plans d’action;
- Mener des examens techniques de demandes de télécommunications;
- Mener des analyses des besoins auprès des utilisateurs finals afin de recommander et de déterminer leurs besoins en matière de technologie de l’information, y compris les besoins en matière de matériel et de connectivité;
- Analyser et interpréter les résultats des essais et prendre ou recommander les mesures correctives nécessaires;
- Effectuer des essais d’acceptation technique ainsi que des inspections techniques et assurance de qualité dans le cadre de projets de réseaux de câbles de télécommunications;
- Donner des mises à jour et des séances d’information au responsable technique et au personnel sur place relativement au déroulement et à l’état d’avancement du projet;
- Offrir des séances d’information techniques au personnel de construction et d’installation, aux conseillers et aux entrepreneurs.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

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### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

T.4 Technicien en télécommunications				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Examiner et analyser la documentation sur l'interface des systèmes et des sous-systèmes de télécommunications, y compris la radio, l'hyperfréquence, le satellite, le réseau et les télécommunications, et formuler des recommandations à cet égard;</li> <li>Recommander des solutions relatives aux systèmes de télécommunications pour résoudre les écarts, les lacunes et apporter les changements nécessaires à l'équipement et aux spécifications;</li> <li>Faire la liaison avec le personnel technique des sous-systèmes de télécommunications afin d'assurer l'intégrité, le rendement, la fiabilité et la maintenabilité du système;</li> <li>Soutenir la préparation, la planification et l'élaboration des documents d'acquisition, y compris les spécifications des données techniques, les plans et les dessins, les normes et les énoncés des travaux pour les divers articles complémentaires d'interface et d'installation;</li> <li>Effectuer des examens techniques, de conception et de gestion pour suivre de près et signaler les progrès et les problèmes potentiels, et donner des conseils à cet égard;</li> <li>Procéder à l'essai et à l'évaluation de l'intégration des systèmes de télécommunications;</li> <li>Analyser les lacunes des systèmes de télécommunications et recommander les solutions appropriées;</li> <li>Examiner et analyser la pertinence de la documentation de l'industrie et formuler des recommandations à cet égard;</li> <li>Elaborer des plans d'essai pour les essais des prototypes et des systèmes complets;</li> <li>Mener des études de définition techniques et des analyses d'options.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
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## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>T.5 Technologue en autocommutateurs privés (PBX)</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Examiner et analyser la documentation sur l'interface des systèmes et des sous-systèmes PBX et formuler des recommandations à cet égard;</li> <li>Examiner et analyser des solutions relatives aux systèmes PBX en ce qui a trait aux écarts, aux lacunes et aux changements à apporter à l'équipement et aux spécifications, et formuler des recommandations à cet égard;</li> <li>Faire la liaison avec les groupes techniques de sous-systèmes PBX afin d'assurer l'intégrité, le rendement, la fiabilité et la maintenabilité du système;</li> <li>Fournir des services d'intégration, de mise à l'essai, d'analyse et d'évaluation des systèmes PBX;</li> <li>Préparer la documentation sur les systèmes PBX, y compris les spécifications des données techniques, les plans et les dessins, les normes et les énoncés des travaux pour les divers articles complémentaires d'interface et d'installation;</li> <li>Examiner et analyser les composants des systèmes PBX et la documentation connexe et formuler des recommandations à cet égard;</li> <li>Prendre part aux examens techniques, de conception et de gestion pour suivre de près et signaler les progrès et les problèmes potentiels concernant les systèmes PBX et donner des conseils à cet égard;</li> <li>Analyser les lacunes des systèmes PBX et recommander des solutions rentables;</li> <li>Examiner la pertinence de la documentation de l'industrie sur les systèmes PBX et faire rapport à cet égard;</li> <li>Mener des études de définition technique et des analyses d'options concernant les systèmes PBX;</li> <li>Examiner, analyser et évaluer les outils et les rapports de surveillance et de rendement du réseau. Déterminer les mesures correctives requises pour améliorer le rendement et la disponibilité du système, et donner des conseils à ce sujet;</li> <li>Examiner et analyser des études portant sur le trafic sur les systèmes PBX et les données de gestion de réseau et formuler des recommandations en temps opportun;</li> <li>Analyser et déterminer, du point de vue de la technologie, de nouvelles exigences de service pour l'amélioration de la connectivité et des caractéristiques.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
•				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>T.6 Spécialiste des systèmes de télécommunications</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Examiner et analyser la documentation sur l'interface des systèmes et des sous-systèmes de télécommunications, y compris la radio, l'hyperfréquence, le satellite, le réseau et les télécommunications, et formuler des recommandations à cet égard;</li> <li>Recommander des solutions relatives aux systèmes de télécommunications en ce qui a trait aux écarts, aux lacunes et aux changements à apporter à l'équipement et aux spécifications;</li> <li>Faire la liaison avec les groupes techniques des sous-systèmes afin d'assurer l'intégrité, le rendement, la fiabilité et la maintenabilité du système;</li> <li>Analyser et intégrer les systèmes de télécommunications;</li> <li>Préparer les documents de planification et d'approvisionnement à l'appui, y compris les spécifications des données techniques, les plans et les dessins, les normes et les énoncés des travaux pour les divers articles complémentaires d'interface et d'installation;</li> <li>Examiner et analyser les composants des systèmes de télécommunications et la documentation connexe et formuler des recommandations à cet égard;</li> <li>Prendre part aux examens techniques, de conception et de gestion pour suivre de près et signaler les progrès et les problèmes potentiels et donner des conseils à cet égard;</li> <li>Mener des essais et une évaluation de l'intégration des systèmes de télécommunications;</li> <li>Analyser les lacunes des systèmes de télécommunications et recommander des solutions rentables;</li> <li>Examiner et analyser la pertinence de la documentation de l'industrie et formuler des recommandations à cet égard;</li> <li>Mener des études de définition techniques et des analyses d'options;</li> <li>concevoir et gérer les systèmes de télécommunications et en assurer l'entretien.</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
•				

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **T.7 Ingénieur spécialiste des structures d'antennes**

##### **Niveaux d'expérience**

Niveau 1: <5 années d'expérience

Niveau 2: 5-<10 années d'expérience

Niveau 3: 10+ années d'expérience

Tous les niveaux: -Doit avoir un minimum d'un diplôme universitaire en génie d'un programme d'ingénierie accrédité par le Conseil Canadien des Ingénieurs (CCI) (copie du certificat à fournir dans la proposition du soumissionnaire). ou;  
- Sinon, si le diplôme du candidat a été d'un programme d'ingénierie non-accrédité CCI, leurs diplômes doit être considérée comme «substantiellement équivalentes» par le CCI à une demande du « International Engineering - Education Assessment Program » (AE-EAP), (copie du jugement officiel du CCI doit être inclus).  
- Doit être licencié ingénieur professionnel par l'autorité d'accréditation provinciale reconnue dans la province ou territoire de travail.

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Procéder à des certifications professionnelles, comme des dessins, en vertu de la Loi sur les ingénieurs de la province de l'Ontario ou d'une loi appropriée similaire dans les compétences applicables;
- Examiner et analyser la documentation d'interface des systèmes et des sous-systèmes et formuler des recommandations à cet égard;
- Examiner et évaluer les détails d'ingénierie, notamment les plans, les spécifications et les données connexes, afin d'évaluer leur pertinence;
- Recommander des solutions relatives au système en ce qui a trait aux écarts, aux lacunes et aux changements à apporter à l'équipement et aux spécifications;
- Faire la liaison avec des groupes d'ingénieurs de sous-systèmes afin d'assurer l'intégrité, le rendement, la fiabilité et la maintenabilité du système;
- Fournir des services d'intégration, d'analyse et d'évaluation des systèmes;
- Préparer les documents de planification et d'approvisionnement à l'appui, y compris les spécifications des données techniques, les plans et les dessins, les normes et les énoncés des travaux pour les divers articles complémentaires d'interface et d'installation;
- Examiner et analyser les composants des systèmes et la documentation connexe et formuler des recommandations à cet égard;
- Prendre part aux examens techniques, de conception et de gestion pour suivre de près et signaler les progrès et les problèmes potentiels et donner des conseils à cet égard;
- Mener des essais et une évaluation de l'intégration des systèmes;
- Gérer les plans d'essai et d'évaluation et présenter les résultats;
- Analyser les lacunes des systèmes et recommander des solutions rentables;
- Examiner la pertinence de la documentation produite par l'entrepreneur et en rendre compte;
- Elaborer des plans d'essai pour les essais des prototypes et des systèmes complets;
- Mener des études de définition technique et d'ingénierie et des analyses d'options;
- Concevoir et mettre à l'essai des prototypes d'ensembles électroniques, y compris l'intégration et la personnalisation de trousseaux matérielles et logicielles de TI disponibles;
- Procéder à la conception des tours d'antennes;
- Procéder à la conception des systèmes de communications radio (LF/MF/HF/VHF/UHF);
- Procéder à la conception des systèmes hyperfréquence.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

•



## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

#### **T.8 Ingénieur en radiofréquence**

##### **Niveaux d’expérience**

Niveau 1: <5 années d’expérience

Niveau 2: 5-<10 années d’expérience

Niveau 3: 10+ années d’expérience

Tous les niveaux: -Doit avoir un minimum d'un diplôme universitaire en génie d'un programme d'ingénierie accrédité par le Conseil Canadien des Ingénieurs (CCI) (copie du certificat à fournir dans la proposition du soumissionnaire). ou;  
- Sinon, si le diplôme du candidat a été d'un programme d'ingénierie non-accrédité CCI, leurs diplômes doit être considérée comme «substantiellement équivalentes» par le CCI à une demande du « International Engineering - Education Assessment Program » (AE-EAP), (copie du jugement officiel du CCI doit être inclus).  
- Doit être licencié ingénieur professionnel par l'autorité d'accréditation provinciale reconnue dans la province ou territoire de travail.

##### **Sans y être restreintes, les responsabilités pourraient inclure:**

- Effectuer des certifications professionnelles, comme la certification des mémoires techniques sur les fréquences, en vertu de la Loi sur les ingénieurs de la province de l’Ontario ou en vertu d’une loi appropriée similaire dans les compétences applicables;
- Examiner et commenter la documentation d’interface de systèmes et de sous-systèmes;
- Examiner et évaluer les détails d’ingénierie, notamment les plans, les spécifications et les données connexes, afin d’évaluer leur pertinence;
- Recommander des solutions relatives aux systèmes en ce qui a trait aux écarts, aux lacunes et aux changements à apporter à l’équipement et aux spécifications;
- Faire la liaison avec des groupes d’ingénieurs de sous-systèmes afin d’assurer l’intégrité, le rendement, la fiabilité et la maintenabilité du système;
- Fournir des services d’intégration, d’analyse et d’évaluation des systèmes;
- Préparer les documents de planification et d’approvisionnement à l’appui, y compris les spécifications des données techniques, les plans et les dessins, les normes et les énoncés des travaux pour les divers articles complémentaires d’interface et d’installation;
- Examiner et analyser les composants des systèmes et la documentation connexe, et formuler les recommandations à cet égard;
- Prendre part aux examens ou aux réunions techniques, de conception et de gestion pour suivre de près les progrès et les problèmes potentiels et donner des conseils à cet égard;
- Mener des essais et une évaluation de l’intégration du système;
- Gérer les plans d’essai et d’évaluation et présenter les résultats;
- Analyser les lacunes des systèmes et recommander des solutions rentables;
- Examiner et signaler la pertinence de la documentation produite par l’entrepreneur;
- Elaborer des plans d’essai pour les essais des prototypes et des système complets;
- Mener des études de définition techniques et d’ingénierie et des analyses d’options;
- Concevoir et mettre à l’essai des prototypes d’ensembles électroniques, y compris l’intégration et la personnalisation de trousse matérielles et logicielles de TI disponibles;
- Procéder à la conception des systèmes de communications radio (LF/MF/HF/VHF/UHF);
- Procéder à la conception des systèmes numériques et informatiques;
- Procéder à la conception des réseaux vocaux et de données;
- Procéder à la conception des systèmes hyperfréquence.

##### **Sans y être restreintes, les spécialités pourraient inclure:**

•

## Annexe “A”

### Offre à commandes/Arrangement en matière d’approvisionnement d’approvisionnements pour des Services professionnels en informatique centrés sur les tâches (OC/AMA SPICT) -Besoins pour des services

<b>T.9 Technicien monteur de ligne</b>				
<b>Niveaux d’expérience</b>				
Niveau 1: <5 années d’expérience				
Niveau 2: 5-<10 années d’expérience				
Niveau 3: 10+ années d’expérience				
<b>Sans y être restreintes, les responsabilités pourraient inclure:</b>				
<ul style="list-style-type: none"> <li>Effectuer l'entretien préventif prévu et prendre les mesures correctives nécessaires sur les réseaux de câbles internes et externes notamment les structures de soutien des antennes enfouies ou aériennes, les systèmes souterrains et les composants associés;</li> <li>Effectuer l'entretien préventif prévu de toutes les salles de télécommunication et les salles principales de télécommunication notamment les câbles, les étagères/plateaux de matériel, la mise à la terre métallique, l'étiquetage, le système de pare feu et les registres de câbles;</li> <li>Effectuer, conformément aux directives du gestionnaire de la section des lignes, les réparations d'urgence/prioritaires pour toutes les structures installées de soutien en cuivre/fibre;</li> <li>Utiliser les véhicules de construction de lignes du MDN (jusqu'à 5 tonnes muni d'un mât de charge " derrick boom ") et le matériel afin d'ériger les poteaux et installer les câbles et les composants de lignes sur poteau</li> <li>Effectuer l'installation et les réparations nécessaires sur les réseaux de câbles externes pour intégrer des systèmes de support d'antenne.</li> <li>Effectuer l'installation et les réparations nécessaires sur les réseaux de câbles internes notamment l'installation/la suppression de la prise voix/données, les circuits d'alarme, la télédistribution et les raccords en fibres;</li> <li>Maintenir les données des registres de câbles électroniques en cuivre et en fibre à jour en utilisant les produits Microsoft Office;</li> <li>Effectuer les tâches secondaires connexes à celles du technicien monteur de lignes dans le cadre du travail décrit ci contre</li> </ul>				
<b>Sans y être restreintes, les spécialités pourraient inclure:</b>				
•				

**ANNEX B**  
**ANNEX B TO COMPONENT II AND COMPONENT III (SOSA): GENERIC SECURITY REQUIREMENTS CHECKLISTS**  
**(SRCL's)**

The list and details of the 31 pre-approved SRCL's for professional services is available for download from the CPSS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>

Note: SOSA refers to the Standing Offer and the Supply Arrangement

**ANNEX C**  
**ANNEX C TO COMPONENT II AND COMPONENT III (SOSA): QUARTERLY USAGE REPORT**

The quarterly Usage Report is available for download from the TBIPS website:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/utlstnusg-rpt-eng.html>

Note: SOSA refers to the Standing Offer and the Supply Arrangement



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada



## Annex D - Client Satisfaction Form

<b>SO# or SA#:</b>		<b>Call-up# / Contract# :</b>	
<b>Professional Services Method of Supply</b>	<input type="checkbox"/> TBIPS SO	<input type="checkbox"/> TSPS SO	<input type="checkbox"/> Learning Services SO
	<input type="checkbox"/> TBIPS SA	<input type="checkbox"/> TSPS SA-Task	<input type="checkbox"/> Learning Services SA
	<input type="checkbox"/> SBIPS SA	<input type="checkbox"/> TSPS SA-Solution	<input type="checkbox"/> PASS SA
<b>Contractor's Name:</b>		<b>Award Amt:</b>	<b>Award Date:</b>
<b>Contractor's Address:</b>		<b>Amend Amt:</b>	<b>End Date:</b>
		<b>Total Spent:</b>	
		<b>TA Contract:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Work:</b>		<b>Amendment History:</b>	
<b>Client Department:</b>			
<b>Technical Authority</b>	<b>Client Contracting Authority</b>	<b>PWGSC Contracting Authority (if applicable)</b>	
Name:	Name:	Name:	
Telephone #:	Telephone #:	Telephone #	
e-mail:	e-mail:	e-mail:	
<b>1. How do you rate the Contractor's overall performance?</b>			
<input type="checkbox"/> below expectations <input type="checkbox"/> as expected <input type="checkbox"/> above expectations			
<b>2. Resources</b>			
a. Did the Contractor provide the resource(s) as identified in their Proposal?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Did the Contractor's resource(s) conduct their work in a professional manner?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Were replacement resources required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. Replacement Resources</b>			
a. Did the Contractor request to replace the resource(s) immediately after Contract Award?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
b. Did the Client request to replace the resource(s)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
c. Did the Replacement Resources meet the requirements of the RFP or ACF?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
d. How many times were the Contractor's resources replaced?		_____ times	
<b>4. Was the Contract completed within the predetermined:</b>			
a. Time Estimate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Cost Estimate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. Were the required Reports and Deliverables:</b>			
a. In conformity with the Scope & Tasks of the SOW		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Received in the specified time frame?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. Contract Management</b>			
a. Did the Contractor deal with performance issues in a timely basis?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
b. Did the Contractor submit the invoices in accordance with the Invoicing Instructions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Did the Contractor submit the invoices in accordance with the Basis of Payment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Did the Contractor submit the invoices in accordance with the Method of Payment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Did the Contractor respond to every TA Request?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
f. Did the Contractor properly respond to every TA Request?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
<b>7. Remarks</b>			

## **ANNEX E**

### **ANNEX E TO COMPONENT II (SA) : QUALIFIED CATEGORIES**

Annex E to Component II will be attached to the TBIPS Supply Arrangement upon award.

Note: SA refers to the Supply Arrangement, Component II

### **ANNEX E TO COMPONENT III (SO): QUALIFIED CATEGORIES AND RATES**

Annex E to Component III will be attached to the TBIPS Standing Offer upon award.

Note: SO refers to the Standing Offer, Component III



**ANNEX F**  
**Availability Confirmation Form**

for

**Call-ups Against a Standing Offer**

for

**Task Based Informatics Professional Services (TBIPS)**

required by

[Canada will insert Identified User]

This Availability Confirmation Form (ACF) must be used where an Offeror wishes to submit the résumé(s) of a resource(s) from who the services will be provided upon the issuance of a Call-up.

*A maximum of [Canada will insert number] résumé(s) per Category requested will be assessed per Offeror submission. **If by error more than the maximum allowable résumés are submitted, the résumé(s) to be assessed will be determined by alphabetical order based on the individual's last name.***

This ACF constitutes an Offeror's Response, when completed by an Offeror and provided to the Contracting Authority listed below. All terms and conditions of the Offeror's Standing Offer apply and are incorporated by reference into this ACF.

Availability Confirmation Form	
<b>Date of Issuance:</b> [YYYY-MM-DD]	<b>Identified User, also called the Client:</b> [Canada will insert Identified User]
<b>ACF Form No (Optional):</b> _____	<b>Identified User Reference No.:</b> _____
This requirement is set-aside for Aboriginal suppliers only	Yes [ ] No [ ]
This requirement has the need for Task Authorizations	Yes [ ] No [ ]
The article "Refusal of Task Authorizations" applies	Yes [ ] No [ ]
This requirement is subject to Defence Production	Yes [ ] No [ ]
This requirement is subject to the Controlled Goods Program	Yes [ ] No [ ]
Article "Professional Services for Pre-Existing Software" applies	Yes [ ] No [ ]
If yes, the list of computer programs is attached to this ACF	

**A GENERAL INFORMATION**

**1. Response Requirements**

a. Response Due Date	b. The Response and any enquiry must <u>only</u> be directed to:
Offeror's Response to this ACF must be received by the Contracting Authority identified at Block 1b no later than:  _____[AM/PM] [Time Zone]  of the following date: [YYYY-MM-DD]	i. Name of Contracting Authority: _____  ii. Address: _____  iii. Telephone No: [(xxx) xxx-xxxx]  iv. Response is to be sent via: Hardcopy [ ] Softcopy [ ]  Fax: [(xxx) xxx-xxxx] E-mail: [xxxxxxx@xxxx.xxxx.xxx]



B REQUIREMENT SUMMARY				
1. Statement of Work (SOW)				
[Canada will choose one of the following two options]				
[OPTION 1] SEE ATTACHED SOW PROVIDED [Canada will attach document]				
[OPTION 2 – CANADA WILL INSERT AS PER BELOW]				
1.1 BACKGROUND [details]				
1.2 SCOPE OF WORK [details will be inserted, including any reporting requirements]				
1.3 TECHNICAL ENVIRONMENT [details]				
1.4 DELIVERABLES [details]				
2. Payments				
2a. Basis of Payment				
<input type="checkbox"/> Professional Services provided under a TA with a Maximum Price of \$ _____ <input type="checkbox"/> Professional Services provided with a Maximum Price of \$ _____ <input type="checkbox"/> Professional Services provided under a TA with a Firm Price <input type="checkbox"/> Professional Services provided with a Firm Price <input type="checkbox"/> Professional Services				
2b. Method of Payment		2c. Payment Credits sub article applies		
<input type="checkbox"/> Single Payment <input type="checkbox"/> Monthly Payment <input type="checkbox"/> TA with a Maximum Price <input type="checkbox"/> TA with a Firm Price – Lump Sum		<input type="checkbox"/> Yes <input type="checkbox"/> No		
2d. Pre Authorized Travel and Living Expenses				
<input type="checkbox"/> Canada will reimburse <input type="checkbox"/> Canada will not reimburse				
2e. In the sub article Limitation of Expenditure - Customs Duties are				
<input type="checkbox"/> included <input type="checkbox"/> excluded <input type="checkbox"/> subject to exemption				
3. Contract Period				
a. Contract Period	From:	[YYYY-MM-DD]	To:	[YYYY-MM-DD]
<b>Option to Extend the Contract</b> [If an option applies, these blanks will be filled in by Canada]	The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to ____ additional ____-[week/month/year] period(s) 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.  Canada may exercise this option at any time by sending a written notice to the Contractor at least ____ calendar days before the expiry date of the Contract. The option may only be exercised by the Call-Up Authority and must be evidenced through a contract amendment.			





#### 4. Categories Required in accordance with the Standing Offer Annex A:

Category	Level of Expertise	Language Requirement [if bilingualism is required, both will be checked off]	Security Requirement for Category	Estimated Level of Effort	Number of Resources
[Name of Category will be inserted]		<input type="checkbox"/> French <input type="checkbox"/> English			
[Rows will be inserted as required]		<input type="checkbox"/> French <input type="checkbox"/> English			
<b>5. Work Location</b>	Contractor's location: <input type="checkbox"/> Other <input type="checkbox"/> (specify):				
<b>6. Indicate Region or Metropolitan Area</b>	[Canada will Insert Region or Metropolitan Area]				
<b>7. Travel Requirements</b>					
<b>8. Security Requirement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Article "Security Requirement" Option that applies: <b>OPTION 1</b> <input type="checkbox"/> <b>OPTION 2</b> <input type="checkbox"/> <b>OPTION 3</b> <input type="checkbox"/>					
<b>Common Professional Services SRCL applies:</b>	Common PS SRCL # [Canada will select between 1 & 31] as defined by <a href="http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html">http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html</a> is being used for this requirement.				

### C OFFEROR'S RESPONSE INFORMATION

[This section must be filled for every Offeror's Response]

#### 1. Offeror's signature and contact information:

Name of Offeror: \_\_\_\_\_  
Name of Authorized Signatory of Offeror \_\_\_\_\_  
Title of Authorized Signatory of Offeror \_\_\_\_\_

Signature of Offeror \_\_\_\_\_  
Date of Signature of Offeror \_\_\_\_\_

The Offeror identifies the following individual as the Contractor's Representative under the Contract:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### 2. Certification: Education and Experience

By providing a response to this ACF, the Offeror certifies that all the information provided in the résumés and supporting material submitted with its response, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting contract.

#### 3. Where indicated as such below, it is mandatory that the following information be provided by the Offeror for each proposed resource [attach extra sheets as necessary]:



**Security Information:** [Offeror to insert data]

Name of individual as it appears on security clearance application form - **MANDATORY**

Date of birth – **OPTIONAL**

Level of security clearance obtained – **MANDATORY**

Validity period of security clearance obtained – **MANDATORY**

Security Screening Certificate and Briefing Form file number – **MANDATORY**

Name of the entity under which the security clearance was obtained – **MANDATORY**

If the security clearance is in the process, the date the application was submitted to CISC with the level of security clearance requested. – **OPTIONAL**

**4. The Offeror :**

☐ Is submitting a response to this ACF.

☐ Is not submitting a response to this ACF for the following reason:

☐ No qualified consultant is available [Offeror explanation] :

☐ Not in best interest of company [Offeror explanation]:

☐ Potential Conflict of Interest exists [Offeror explanation]:

☐ Other: [Offeror explanation]:

**5. The Offeror's resources for this requirement are as follows (Columns A, B, D, E and F will be completed by Contracting Authority):**

[Canada will remove the tables that are not applicable]

**CONTRACT PERIOD:**

[Offeror to fill-in Column C]			Contract Period [Date of Contract to YYYY-MM-DD]		
(A) Category	(B) Level of Expertise	(C) Name of Proposed Resource	(D) Number of Days	(E) Firm per diem rate	(F) Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]

**OPTIONAL CONTRACT PERIOD:** [if applicable, otherwise delete table]

Offeror to fill-in Column C]			Optional contract Period [YYYY-MM-DD to YYYY-MM-DD]		
(A) Category	(B) Level of Expertise	(C) Name of Proposed Resource	(D) Number of Days	(E) Firm per diem rate	(F) Total Cost [DxE]
				\$	\$
				\$	\$
				\$	\$
Total Estimated Cost:					\$ [TBD]

**ATTACHMENT A**  
**BIDDER PROFILE / CPSS SUPPLIER MODULE: ENROLLMENT**

Bidders must enter the "Company Information" in the "Data Collection Component" DCC of CPSS.

To access CPSS, follow the link: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

## **ATTACHMENT B**

### **STANDING OFFER TECHNICAL EVALUATION**

All Bidders must meet the mandatory requirements set out in this Attachment B by either:

- (a) demonstrating through the submission of proof in their bid that they meet the mandatory requirement, or
- (b) where permitted, providing the Grandfather certification in Attachment E of this Solicitation and signed by either its Chief Financial Officer, Chief Executive Officer or the Bidder's duly authorized representative. While a bid may incorporate by reference information already on file, all the requirements of this solicitation must be met by each Bidder by the closing date unless specified otherwise.

By submitting an offer, Bidders are indicating that they consider themselves to be fully compliant in accordance with the mandatory requirements of this Attachment B, and will agree to the standing offer terms and conditions identified in Component III if a standing offer is issued to them.

As a result of the National Procurement Strategy for Professional Services, the Cyber Protection Services Supply Arrangement (CPSA) and the Telecommunications Stream of the Technical Engineering and Maintenance (TEMS) Supply Arrangement (SA) will be sunset once the evaluation of this solicitation is complete. Two new Streams have been added to TBIPS to replace CPSA and the TEMS Telecommunications Stream. Any Bidder holding a CPSA and/or TEMS SA in the Telecommunications Stream must comply with all the requirements of this bid solicitation (including submitting the applicable certifications and fulfilling all applicable TBIPS mandatory requirements as described in this Attachment B) in order to be considered responsive.

The following definitions apply to the evaluation of bids:

An "Outside Client" is a legal entity that is not a parent, subsidiary or affiliate of a Bidder or of a member of a joint venture Bidder.

"Informatics Professional Services" are professional services provided by the Bidder in support of an information technology or information management project or contract.

#### **M.1 FINANCIAL CERTIFICATION:**

The Bidder must have earned a gross business volume in sales in the amount of at least \$250,000 CDN in the last fiscal year ending not more than twelve months immediately prior to the closing date.

1. To demonstrate this requirement, the Bidder must provide a signed copy of the M.1 Financial Certification from either its Chief Financial Officer, Chief Executive Officer or the Bidder's duly authorized representative. The Bidder must:
  - a) print (from the Data Collection Component), sign, and submit the M.1 Financial Certification with the hard copy of its bid to the Bid Receiving Unit by the closing date; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this Solicitation if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.1,1.a) above if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and wishes to modify its qualification against this criterion.

2. The Bidder acknowledges that PWGSC reserves the right to verify that this Financial Certification was true as of the closing date by requesting additional financial information from the Bidder or by other means, at any time prior to standing offer award or during its performance, and that untrue statements will result in the offer being considered non-responsive or any other action which the Minister may consider appropriate, including the suspension, withdrawal or set-aside of the Bidder's offer once a standing offer has been awarded.
3. If the Bidder is a joint venture, the financial certification must be provided by at least one member of the joint venture.

## **M.2 MINIMUM YEARS IN BUSINESS:**

The Bidder must have carried on business as the same legal entity for a minimum of three years as of the closing date.

1. To demonstrate this requirement, the Bidder must provide documented proof of its status (such as a certificate of incorporation, business registration or tax returns confirming the number of years it has been in business). The Bidder must;
  - a) submit the documented proof with the hard copy of its bid to the Bid Receiving Unit by the closing date; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this Solicitation if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.2,1.a) above if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, each member of the joint venture must meet the requirement.
3. If the Bidder has been incorporated or otherwise created less than three years before the closing date specified above as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, Canada will consider the three year minimum requirement to be met if the Bidder demonstrates to Canada's satisfaction that:
  - a) the Bidder has been incorporated or otherwise created as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities;
  - b) each of the other legal entities carried on business, uninterrupted and in the normal course, for at least three years;
  - c) the Bidder has carried on the business of all of the other legal entities in the normal course, uninterrupted from and after the date of the corporate change;
  - d) the corporate change was solely for tax or other purposes unrelated to the business of the other legal entities and does not affect the ability of the Bidder to carry on the business that had been carried on by the other legal entities; and
  - e) the Bidder, as at the closing date, maintains the same assets, undertaking, operational capability, skills and resources as the other legal entities had maintained before the corporate change.

In these circumstances, Canada may require from the Bidder an unqualified legal opinion from an independent law firm stating that the Bidder meets all of the above requirements. Canada reserves the right to require other details and material to verify that the above requirements are met. If Canada is not satisfied that the above requirements have been met, the Bidder's offer will

be considered non-responsive. Canada reserves the right to request proof of any information provided by the Bidder. If the information cannot be validated, the Bidder's offer will be considered non-responsive.

### **M.3 INSURANCE REQUIREMENTS:**

There is no mandatory insurance requirement to be satisfied in order to be awarded an Standing Offer.

The Bidder certifies that if awarded a TBIPS SO, the Bidder will meet the mandatory insurance requirement as set out in individual ACF issued against the TBIPS SO.

### **M.4 TOTAL CUMULATIVE VALUE BILLED**

Within the last three years immediately prior to the closing date the Bidder must have invoiced for, and provided Informatics Professional Services to Outside Clients above the \$1 million minimum billing threshold.

1. To demonstrate this requirement, the Bidder must provide, at a minimum, the following billing details: Contract/Project Title, Contract/Project Number, Start Date, End Date, Amount Billed (for Informatics Professional Services only), and Description of the Services Performed. The Bidder must;
  - a) submit this information with the hard copy of its bid to the Bid Receiving Unit by the closing date. Please note that this information cannot be entered into the Data Collection Component of CPSS and must be submitted in hard copy only. It may be provided in a word processing document or table as suggested below; or

Contract/ Project Title	Contract/Proj ect Number	Start Date	End Date	Amount Billed (IPS only)	Description of the Services Performed	The Bidder warrants that the total amount to the subsidiary does not exceed 50% of the TCVB. <i>Indicate "Confirmed"</i>

- b) provide for this mandatory the Grandfather Certification in Attachment E of this Solicitation if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
    - c) provide the information in M.4 1.a) above if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, invoices demonstrating experience provided previously by any joint venture member will be counted towards the TCVB.
3. If the Bidder is a parent company, invoices demonstrating experience provided previously by any wholly owned subsidiary will be counted towards the TCVB, so long as such invoice total amount makes up no more than 50% of the total TCVB.

## M.5 IDENTIFICATION OF CATEGORIES

For each Category for which an offer is offered, a Bidder must have provided Informatics Professional Services that closely match the services outlined for that Category in Annex "A" to Component III. The Informatics Professional Services must have been previously provided as required to an Outside Client within the last three years immediately prior to the closing date.

1. To demonstrate this requirement, the Bidder must provide a reference for each such Category, from a person who has never been employed by or acted as a consultant for the Bidder who can substantiate that the Informatics Professional Services were provided as required. The Bidder must;
  - a) submit reference details for the Category within the M.5 part of the Data Collection Component. That proposed Category will be subject to a reference check process; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this Solicitation if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and does not wish to modify its qualification against this criterion. (Please note that it is the Bidder's responsibility to input information relating to their qualified Categories into the Data Collection Component); or
  - c) provide the information in M.5 1.a) above if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. Where the bidder is a joint venture, each member must have previously provided at least one of the Categories proposed. Where the Bidder is a parent company, Canada will consider Categories previously provided and resources billed by a subsidiary.
3. Any reference provided against a Category for which a Grandfather Certification has been provided in 1. b) above will be evaluated, and the result of the evaluation will prevail over information provided in a previous bid solicitation.
4. To be awarded a Stream within an applicable Tier, the minimum number of Categories within the Stream as detailed in the table below must be capable of reference substantiation:

CATEGORIES		Minimum Number of Substantiated Positive References	
STREAM #1 Application Services		Tier 1	Tier 2
A.1 Application/Software Architect	A.10 Test Coordinator	6	9
A.2 ERP Functional Analyst	A.11 Tester		
A.3 ERP Programmer Analyst	A.12 WEB Architect		
A.4 ERP System Analyst	A.13 WEB Designer		
A.5 ERP Technical Analyst	A.14 WEB Developer		
A.6 Programmer/Software Developer	A.15 WEB Graphics Designer		
A.7 Programmer/Analyst	A.16 WEB Multimedia Content Consultant		
A.8 System Analyst			
A.9 System Auditor	A.17 Webmaster		

STREAM #2 Geomatic Services		Tier 1	Tier 2
G.1 Geomatics Analyst	G.7 GIS Programmer/Analyst	4	6
G.2 Geomatics Specialist	G.8 GIS Project Manager		
G.3 GIS Applications Analyst	G.9 GIS System Architect		
G.4 GIS Applications Architect	G.10 GIS Web Mapping Developer		
G.5 GIS Data Architect	G.11 Mapping Technician		
G.6 GIS Infrastructure Architect			
STREAM #3 IM/IT Services		Tier 1	Tier 2
I.1 Data Conversion Specialist	I.7 Platform Analyst	4	6
I.2 Database Administrator	I.8 Storage Architect		
I.3 Database Analyst/IM Administrator	I.9 System Administrator		
I.4 Database Modeller/IM Modeller	I.10 Technical Architect		
I.5 IM Architect	I.11 Technology Architect		
I.6 Network Analyst			
STREAM #4 Business Services		Tier 1	Tier 2
B.1 Business Analyst	B.8 Call Centre Consultant	5	7
B.2 Business Architect	B.9 *Courseware Developer		
B.3 Business Consultant	B.10 Help Desk Specialist		
B.4 Business Continuity/Disaster Recovery Specialist	B.11 *Instructor, IT		
B.5 Business Process Re-engineering (BPR) Consultant	B.12 Network Support Specialist		
B.6 Business System Analyst	B.13 Operations Support Specialist		
B.7 Business Transformation Architect	B.14 Technical Writer		
*These categories are to be used in TBIPS SO/SA requirements where the Category constitutes a minor portion of the work only. Requirements primarily focused on these two (2) Categories must be processed using the Learning Services Standing Offer E60ZH-070003			

STREAM #5 Project Management Services		Tier 1	Tier 2
P.1 Change Management Consultant	P.7 Project Coordinator	4	6
P.2 Enterprise Architect	P.8 Project Leader		
P.3 HR Consultant	P.9 Project Manager		
P.4 Organizational Development Consultant	P.10 Project Scheduler		
P.5 Project Executive	P.11 Quality Assurance Specialist/Analyst		
P.6 Project Administrator	P.12 Risk Management Specialist		



STREAM #6 Cyber Protection Services		Tier 1	Tier 2
C.1 Strategic IT Security Planning and Protection Consultant	C.10 IT Security Installation Specialist	6	9
C.2 IT Security Methodology, Policy and Procedures Analyst	C.11 IT Security VA Specialist		
C.3 IT Security TRA and C&A Analyst	C.12 Incident Management Specialist		
C.4 IT Security Product Evaluation Specialist	C.13 Physical IT Security Specialist		
C.5 PKI Specialist	C.14 IT Security R&D Specialist		
C.6 IT Security Engineer	C.15 Computer Forensics Specialist		
C.7 IT Security Design Specialist	C.16 PIA Specialist		
C.8 Network Security Analyst	C.17 EMSEC Security Specialist		
C.9 IT Security Systems Operator			
STREAM #7 Telecommunications Services		Tier 1	Tier 2
T.1 Radio Frequency (RF) Systems Specialist	T.6 Telecommunication System Specialist	4	6
T.2 Satellite Communication Specialist	T.7 Antenna Structure Engineer		
T.3 Telecommunication Cable Plant Designer	T.8 Radio Frequency (RF) Engineer		
T.4 Telecommunication Technician	T.9 Lineman Technician		
T.5 Private Branch Exchange (PBX) Technologist			

5. For each Category, substantiating information will be obtained based on an e-mail containing the following information, sent to the reference indicated in the bid:

"Public Works and Government Services Canada (PWGSC) has received a bid from (*Insert Bidder's legal name*) to provide informatics professional services to the federal government. As part of PWGSC's evaluation process, your name and contact information were provided by the Bidder as the project reference that could substantiate that the Bidder has provided informatics professional services that:

- (a) closely match the TBIPS Categories listed in the table below. (For a description of the TBIPS Categories, please see the following link (<http://www.tpsgc.gc.ca/app-acq/sptb-tbps/categories-eng.html>) and
- (b) these services were provided within the last three years from (*Insert closing date*).

Please indicate which option applies for each individual Category listed in the above table:

**"U"** I am unwilling or unable to provide any information about the listed services.  
NOTE: If you are or have been employed by or acted as a consultant for the Bidder, this option "U" is the most appropriate response.

**"Yes"** the Bidder has provided my organization with the service(s) described above within the last three years from \_\_\_\_ (*closing date*).

"No" the Bidder has not provided my organization with the service(s) described within the last three years from \_\_\_\_ (closing date).

Should you have any questions regarding this reference check process, please do not hesitate to contact the undersigned."

6. The response received from a reference will be used to determine the inclusion in the offer of each Category as follows:
  - i. The reference indicates a "Yes" relating to the Category requested: This substantiates the Category and the Bidder's offer will include that Category if all other requirements are met.
  - ii. The reference indicates a "No" or "U" relating to a Category requested: This does not substantiate the reference and that particular Category will not be included in the Bidder's offer.
  - iii. In the event that no response is received from the reference by the due date stated in the original email: A second email will be sent to the reference requesting that they respond to the questions stated. If no response is received to the second request by the date indicated in the email, the evaluation team will follow-up with a telephone call to the reference. If a response is not received by the time and date established by the evaluation team, that particular Category will not be included in the Bidder's offer.
  - iv. Indication is received via return email that the original email sent to the reference was improper because the email address is no longer valid, or the reference is absent for a period of time. The evaluation team will contact the Bidder to ask for the contact particulars for a replacement reference within the same organization. The reference request will then be sent out to the replacement reference in accordance with article 5 above.
7. Separate from the Categories awarded to a bidder as a result of the process outlined for M5 above, a bidder may also propose to offer unsubstantiated Categories for which it provides no reference information in its bid. Those Categories will be accepted for inclusion into the Bidder's offer in accordance with the following process:
  - (i) the minimum number of substantiated Categories specified in M.5 1(a) or 1(c) above are met;
  - (ii) the unsubstantiated Categories will not be counted towards the minimum number of Categories required to qualify for a Stream;
  - (iii) the unsubstantiated Categories submitted through this bid process can only be awarded against Categories substantiated through this bid process; and
  - (iv) in any given Stream, the number of unsubstantiated Categories accepted will be no more than one half of the number of Categories positively substantiated through this bid process.

In their bid, a bidder must prioritize their requested unsubstantiated Categories. Should the number of Categories substantiated through reference checks made during this solicitation's evaluation process not be sufficient to allow for all unsubstantiated Categories to be awarded, only the unsubstantiated Categories with the highest priority rating will be awarded.

Example 1:

The Bidder wishes to be considered for both SO/SA Tier 1 and Tier 2 for Stream #2 Geomatic Services, and provides six references and three unsubstantiated Categories. The result of the reference check process produces only five substantiated references. As a result, the Bidder will

not be considered for Tier 2 in that particular Stream. If the Bidder also bid on the SO/SA Tier 1, then it will be considered for that level for the five substantiated Categories. In addition, because the 50% ratio will result in only two unsubstantiated Categories (50% of the five substantiated = two unsubstantiated Categories only), the unsubstantiated Category with the lowest priority as submitted by the Bidder will not be considered for award.

Example 2:

Stream #5 Project Management Services:

As a result of the last TBIPS Refresh solicitation, a Bidder was awarded and has remained a Holder in good standing of 4 substantiated Categories (P.1, P.2, P.3, P.4) and two unsubstantiated Categories (P.5, P.6). In response to this solicitation, the Bidder has provided references for four new Categories (P.7, P.8, P.9, P.10) and has requested two additional unsubstantiated Categories (P.11 ranked #1, and P.12 ranked #2). During the M.5 evaluation process of this solicitation, positive references are received for the categories P.7, P.8, and P.9 but the Category P.10 does not receive a positive reference. As a result of the evaluation, the Categories that the Bidder is now considered technically qualified for are as follows:

P.1, P.2, P.3, P.4 Technically qualified as "substantiated" from the last TBIPS Solicitation.

P.5, P.6 Technically qualified as "unsubstantiated" from the last TBIPS Solicitation.

P.7, P.8, P.9 Technically qualified as newly "substantiated" categories as a result of the M5 evaluation of this solicitation.

P.11 Technically qualified as an "unsubstantiated" category (ranked #1) as a result of the M5 evaluation of this solicitation.

\*P10 is not considered technically qualified because it did not receive a positive reference during this evaluation.

\*P.12 is not considered technically qualified because there were not enough newly substantiated categories (i.e.: 50% of three substantiated categories = one unsubstantiated category)

## **8. Process for the Migration of the Telecommunications Stream of the TEMS SA and the CPSA as new Streams of Categories into TBIPS:**

Bidders who currently hold a TEMS SA (Telecommunications Services Stream) or a CPSA, who wish to be considered for a Standing Offer, will be required to meet all TBIPS mandatory criteria including the submission of per diem rates into the Data Collection Component of CPSS. The M.5 Identification of Categories migration process applies as explained below.

- a) M.5 Migration process from the TEMS SA (Telecommunications Services Stream) to the new Telecommunications Services Stream under TBIPS:
  - (i) Bidders who currently hold a TEMS SA (Telecommunications Services Stream) will be considered compliant under this bid solicitation for those TEMS Categories for which they were deemed technically compliant as a result of the previous TEMS technical evaluation solicitation number E60ZH-070002.
  - (ii) If the Bidder wishes to be considered for additional Categories, substantiated references must be provided in the bid and will be subject to the TBIPS refresh evaluation process (i.e. two positively substantiated categories for one (1) unsubstantiated Category).
- b) M.5 Migration process from CPSA to the new Cyber Protection Services Stream under TBIPS is as follows:

(Please note that Categories I.12, I.13, I.14, I.15 from TBIPS Stream 3 IM/IT Services, have been removed and are now covered under Stream 6 Cyber Protection Services Categories C.5 and C.16.)

- (i) A Bidder that currently holds a CPSA will be granted up to six (6) Categories of its choice from the new Cyber Protection Stream.
  - (ii) A Bidder that is a CPSA and a TBIPS SO Holder and is not carrying over Categories from TBIPS Work Stream 3 IM/IT Services to Work Stream 6 Cyber Protection Services will be granted six (6) Categories of its choice.
  - (iii) A Bidder that is a CPSA and a TBIPS SO Holder and is carrying over one (1) substantiated IM/IT Category from TBIPS Work Stream 3 to Work Stream 6 Cyber Protection Services will be granted five (5) Categories of its choice (i.e.: C.5 or C.16 is to be factored into the total number of 6 substantiated Categories)
  - (iv) A Bidder that is a CPSA and a TBIPS SO Holder and is carrying over two (2) substantiated IM/IT Categories from TBIPS Work Stream 3 to Work Stream 6 Cyber Protection Services will be granted four (4) Categories of its choice (i.e.: C.5 and C.16 are to be factored into the total number of 6 substantiated Categories).
- c) If the Bidder wishes to be considered for more or all Categories, substantiated references must be provided in the bid and any additional Category will be subject to the TBIPS refresh evaluation process (i.e.: 2 positively substantiated Categories for 1 unsubstantiated Category).

## **M.6 SECURITY CLEARANCE OF THE BIDDER:**

At the time of standing offer issuance the Bidder must hold at least a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1. To demonstrate this requirement, the Bidder must provide in the Data Collection Component of CPSS:
  - a)
    - (i) the CISD file number(s); or
    - (ii) information regarding its application(s) for security clearance.
  - b) for this mandatory the Grandfather Certification in Attachment E of this Solicitation if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) the information in M.6, 1.a) if the Bidder was issued a SO under the last Refresh Solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, all joint venture members must hold at least a valid DOS issued by CISD, PWGSC.

**ATTACHMENT C**  
**SUPPLY ARRANGEMENT TECHNICAL EVALUATION**

All Bidders must meet the mandatory requirements set out in this Attachment C by either:

- (a) demonstrating through the submission of proof in their bid that they meet the mandatory requirement, or
- (b) where permitted, providing the Grandfather Certification in Attachment E of this Solicitation signed by either its Chief Financial Officer, Chief Executive Officer or the Bidder's duly authorized representative. While a bid may incorporate by reference information already on file, all the requirements of this bid solicitation must be met by each Bidder by the date of bid submission unless otherwise specified.

By submitting an arrangement, Bidders are indicating that they consider themselves to be fully compliant in accordance with the mandatory requirements of this Attachment C, and will agree to the supply arrangement terms and conditions identified in Component II if a supply arrangement is issued to them.

As a result of the National Procurement Strategy for Professional Services, the Cyber Protection Services Supply Arrangement (CPSA) and the Telecommunications Stream of the Technical Engineering and Maintenance (TEMS) Supply Arrangement will be sunset once the evaluation of this solicitation is complete. Two new Streams have been added to TBIPS to replace the CPSA and the TEMS Telecommunications Stream. Any Bidder holding a CPSA and/or a TEMS SA in the Telecommunications Stream must comply with all the requirements of this bid solicitation (including submitting the applicable certifications and fulfilling all applicable TBIPS mandatory requirements as described in this Attachment C) in order to be considered responsive.

The following definitions apply to the evaluation of bids:

An "Outside Client" is a legal entity that is not a parent, subsidiary or affiliate of a Bidder or of a member of a joint venture Bidder.

"Informatics Professional Services" are professional services provided by the Bidder in support of an information technology or information management project or contract.

**M.1 FINANCIAL CERTIFICATION:**

The Bidder must have earned a gross business volume in sales in the amount of at least \$250,000 CDN in the last fiscal year ending not more than twelve months immediately prior to the date of bid submission.

1. To demonstrate this requirement, the Bidder must provide a signed copy of the M.1 Financial Certification from either its Chief Financial Officer, Chief Executive Officer or the Bidder's duly authorized representative. The Bidder must:
  - a) print (from the Data Collection Component of the CPSS), sign, and submit the M.1 Financial Certification with the hard copy of its bid to the Bid Receiving Unit by the date of bid submission; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.1, 1.a) above if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.

2. The Bidder acknowledges that PWGSC reserves the right to verify that this Financial Certification was true as of the date of bid submission by requesting additional financial information from the Bidder or by other means, at any time prior to supply arrangement award or during its performance, and that untrue statements will result in the arrangement being considered non-responsive or any other action which the Minister may consider appropriate, including the suspension, withdrawal or set-aside of the Bidder's arrangement once a supply arrangement has been awarded.
3. If the Bidder is a joint venture, the Financial Certification must be provided by at least one member of the joint venture.

## **M.2 MINIMUM YEARS IN BUSINESS:**

The Bidder must have carried on business as the same legal entity for a minimum of three years as of the date of bid submission.

1. To demonstrate this requirement, the Bidder must provide documented proof of its status (such as a certificate of incorporation, business registration or tax returns confirming the number of years it has been in business). The Bidder must:
  - a) submit the documented proof with the hard copy of its bid to the Bid Receiving Unit by the date of bid submission; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.2, 1.a) above if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, each member of the joint venture must meet the requirement.
3. If the Bidder has been incorporated or otherwise created less than three years before the date of bid submission as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, Canada will consider the three year minimum requirement to be met if the Bidder demonstrates to Canada's satisfaction that:
  - a) the Bidder has been incorporated or otherwise created as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities;
  - b) each of the other legal entities carried on business, uninterrupted and in the normal course, for at least three years;
  - c) the Bidder has carried on the business of all of the other legal entities in the normal course, uninterrupted from and after the date of the corporate change;
  - d) the corporate change was solely for tax or other purposes unrelated to the business of the other legal entities and does not affect the ability of the Bidder to carry on the business that had been carried on by the other legal entities; and
  - e) the Bidder, as at the date of bid submission, maintains the same assets, undertaking, operational capability, skills and resources as the other legal entities had maintained before the corporate change.

In these circumstances, Canada may require from the Bidder an unqualified legal opinion from an independent law firm stating that the Bidder meets all of the above requirements. Canada reserves the right to require other details and material to verify that the above requirements are met. If Canada is not satisfied that the above requirements have been met, the Bidder's

arrangement will be considered non-responsive. Canada reserves the right to request proof of any information provided by the Bidder. If the information cannot be validated, the Bidder's arrangement will be considered non-responsive.

### **M.3 INSURANCE REQUIREMENTS:**

#### **SA Tier 1**

There is no mandatory insurance requirement to be satisfied in order to be awarded an SA Tier 1.

The Bidder certifies that if awarded a TBIPS SA Tier 1, the Bidder will meet the mandatory insurance requirement as set out in individual RFP's issued against the TBIPS SA Tier 1.

#### **SA Tier 2**

To qualify for an SA Tier 2, the Bidder must hold a minimum \$2M Commercial General Liability insurance coverage as of the date of bid submission.

1. To demonstrate the SA Tier 2 insurance requirement, the Bidder must:
  - a) submit a certificate of insurance effective as of the date of bid submission with the hard copy of its bid to the Bid Receiving Unit by the date of bid submission; or
  - b) provide for this mandatory the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.3, 1.a) above if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, it may satisfy these insurance requirements with either (i) a single policy that satisfies the requirements of this solicitation in the name of the joint venture as the insured party, providing coverage to all members of the joint venture each of which must also be included as an additional named insured, or (ii) separate policies that each satisfy the requirements of this solicitation in the name of each member of the joint venture as the insured party.

### **M.4 TOTAL CUMULATIVE VALUE BILLED**

Within the last three years immediately prior to the date of bid submission, the Bidder must have provided Informatics Professional Services to Outside Clients above the following minimum billing thresholds:

- a) **To Qualify For SA Tier 1:** The Bidder must have invoiced for Informatics Professional Services a total cumulative value billed (TCVB) of a minimum of \$1.5 million; and
  - b) **To Qualify For SA Tier 2:** The Bidder must have invoiced for Informatics Professional Services a total cumulative value billed (TCVB) of a minimum of \$12 million.
1. To demonstrate this requirement, the Bidder must:
    - a) submit this information with the hard copy of its bid to the Bid Receiving Unit by the date of bid submission, by providing at a minimum the following billing details: Contract/Project Title, Contract/Project Number, Start Date, End Date, Amount Billed (for Informatics Professional Services only), and Description of the Services Performed. (Please note that this information cannot be entered into the Data Collection Component of CPSS and must

be submitted in hard copy only. Canada requests that the information be provided in a word processing document or table as suggested below); or

Contract/ Project Title	Contract/Proj ect Number	Start Date	End Date	Amount Billed (IPS only)	Description of the Services Provided	The Bidder warrants that the total amount to the subsidiary does not exceed 50% of the TCVB. Indicate "Confirmed"

- b) provide for this mandatory the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) provide the information in M.4,1.a) above if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, invoices demonstrating experience provided previously by any joint venture member will be counted towards the TCVB.
3. If the Bidder is a parent company, invoices demonstrating experience provided previously by any wholly owned subsidiary will be counted towards the TCVB, so long as such invoice total amount makes up no more than 50% of the total TCVB.

#### **M.5 IDENTIFICATION OF CATEGORIES**

For each Category for which an arrangement is offered, a Bidder must have provided Informatics Professional Services that closely match the services outlined for that Category in Annex "A" to Component II. The Informatics Professional Services must have been previously provided as required to an Outside Client within the last three years immediately prior to the date of bid submission.

1. To demonstrate this requirement, the Bidder must provide for each such Category a reference from a person who has never been employed by or acted as a consultant for the Bidder who can substantiate that the Informatics Professional Services were provided as required. The Bidder must:
  - a) submit reference details for the Category within the M.5 part of the Data Collection Component. That proposed Category will be subject to a reference check process; or
  - b) provide for this mandatory for each Category proposed to be certified the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D, and does not wish to modify its qualification against this criterion. (Please note that it is the Bidder's responsibility to input information relating to their qualified Categories into the Data Collection Component); or



- c) provide the information in M.5, 1.a) above if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. Where the bidder is a joint venture, each member must have previously provided at least one of the Categories proposed. Where the Bidder is a parent company, Canada will consider Categories previously provided and resources billed by a subsidiary.
  3. Any reference provided against a Category for which a Grandfather Certification has been provided in 1.(b) above will be evaluated, and the result of the evaluation will prevail over information provided in a previous bid solicitation.
  4. To be awarded a Stream within an applicable Tier, the minimum number of Categories within the Stream as detailed in the table below must be capable of reference substantiation:

CATEGORIES		Minimum Number of Substantiated Positive References	
STREAM #1 Application Services		Tier 1	Tier 2
A.1 Application/Software Architect	A.10 Test Coordinator	6	9
A.2 ERP Functional Analyst	A.11 Tester		
A.3 ERP Programmer Analyst	A.12 WEB Architect		
A.4 ERP System Analyst	A.13 WEB Designer		
A.5 ERP Technical Analyst	A.14 WEB Developer		
A.6 Programmer/Software Developer	A.15 WEB Graphics Designer		
A.7 Programmer/Analyst	A.16 WEB Multimedia Content Consultant		
A.8 System Analyst			
A.9 System Auditor	A.17 Webmaster		
STREAM #2 Geomatic Services		Tier 1	Tier 2
G.1 Geomatics Analyst	G.7 GIS Programmer/Analyst	4	6
G.2 Geomatics Specialist	G.8 GIS Project Manager		
G.3 GIS Applications Analyst	G.9 GIS System Architect		
G.4 GIS Applications Architect	G.10 GIS Web Mapping Developer		
G.5 GIS Data Architect	G.11 Mapping Technician		
G.6 GIS Infrastructure Architect			
STREAM #3 IM/IT Services		Tier 1	Tier 2
I.1 Data Conversion Specialist	I.9 System Administrator	4	6
I.2 Database Administrator	I.10 Technical Architect		
I.3 Database Analyst/IM Administrator	I.11 Technology Architect		
I.4 Database Modeller/IM Modeller			
I.5 IM Architect			
I.6 Network Analyst			

I.7 Platform Analyst			
I.8 Storage Architect			
<b>STREAM #4 Business Services</b>		<b>Tier 1</b>	<b>Tier 2</b>
B.1 Business Analyst	B.8 Call Centre Consultant	<b>5</b>	<b>7</b>
B.2 Business Architect	B.9 *Courseware Developer		
B.3 Business Consultant	B.10 Help Desk Specialist		
B.4 Business Continuity/Disaster Recovery Specialist	B.11 *Instructor, IT		
B.5 Business Process Re-engineering (BPR) Consultant	B.12 Network Support Specialist		
B.6 Business System Analyst	B.13 Operations Support Specialist		
B.7 Business Transformation Architect	B.14 Technical Writer		

\* These Categories are to be used in TBIPS SO/SA requirements only where the Category constitutes a minor portion of the work. Requirements primarily focused on these two Categories must be processed using the Learning Services Supply Arrangement E60ZH-070003

<b>STREAM #5 Project Management Services</b>		<b>Tier 1</b>	<b>Tier 2</b>
P.1 Change Management Consultant	P.7 Project Coordinator	<b>4</b>	<b>6</b>
P.2 Enterprise Architect	P.8 Project Leader		
P.3 HR Consultant	P.9 Project Manager		
P.4 Organizational Development Consultant	P.10 Project Scheduler		
P.5 Project Executive	P.11 Quality Assurance Specialist/Analyst		
P.6 Project Administrator	P.12 Risk Management Specialist		

<b>STREAM #6 Cyber Protection Services</b>		<b>Tier 1</b>	<b>Tier 2</b>
C.1 Strategic IT Security Planning and Protection Consultant	C.10 IT Security Installation Specialist	<b>6</b>	<b>9</b>
C.2 IT Security Methodology, Policy and Procedures Analyst	C.11 IT Security VA Specialist		
C.3 IT Security TRA and C&A Analyst	C.12 Incident Management Specialist		
C.4 IT Security Product Evaluation Specialist	C.13 Physical IT Security Specialist		
C.5 PKI Specialist	C.14 IT Security R&D Specialist		
C.6 IT Security Engineer	C.15 Computer Forensics Specialist		
C.7 IT Security Design Specialist	C.16 PIA Specialist		
C.8 Network Security Analyst	C.17 EMSEC Security Specialist		

C.9 IT Security Systems Operator			
<b>STREAM #7 Telecommunications Services</b>		<b>Tier 1</b>	<b>Tier 2</b>
T.1 Radio Frequency (RF) Systems Specialist	T.6 Telecommunication System Specialist	<b>4</b>	<b>6</b>
T.2 Satellite Communication Specialist	T.7 Antenna Structure Engineer		
T.3 Telecommunication Cable Plant Designer	T.8 Radio Frequency (RF) Engineer		
T.4 Telecommunication Technician	T.9 Lineman Technician		
T.5 Private Branch Exchange (PBX) Technologist			

5. For each Category, substantiating information will be obtained based on an e-mail containing the following information, sent to the reference indicated in the bid:

"Public Works and Government Services Canada (PWGSC) has received a bid from (*Insert Bidder's legal name*) to provide informatics professional services to the federal government. As part of PWGSC's evaluation process, your name and contact information were provided by the Bidder as the project reference that could substantiate that the Bidder has provided informatics professional services that:

- closely match the TBIPS Categories listed in the table below. (For a description of the TBIPS Categories, please see the following link (<http://www.tpsgc.gc.ca/app-acq/sptb-tbps/categories-eng.html>) and
- these services were provided within the last three years from (*Insert date of bid submission*).

Please indicate which option applies for each individual Category listed in the above table:

**"U"** I am unwilling or unable to provide any information about the listed services.  
NOTE: If you are or have been employed by or acted as a consultant for the Bidder, this option "U" is the most appropriate response.

**"Yes"** the Bidder has provided my organization with the service(s) described above within the last three years from \_\_\_\_\_ (*date of bid submission*).

**"No"** the Bidder has not provided my organization with the service(s) described within the last three years from \_\_\_\_\_ (*date of bid submission*).

Should you have any questions regarding this reference check process, please do not hesitate to contact the undersigned."

6. The response received from a reference will be used to determine the inclusion in the arrangement of each Category as follows:
- The reference indicates a "Yes" relating to the Category requested: This substantiates the Category and the Bidder's arrangement will include that Category if all other requirements are met.

- ii. The reference indicates a "No" or "U" relating to a Category requested: This does not substantiate the reference and that particular Category will not be included in the Bidder's arrangement.
  - iii. In the event that no response is received from the reference by the due date stated in the original email: A second email will be sent to the reference requesting that they respond to the questions stated. If no response is received to the second request by the date indicated in the email, the evaluation team will follow-up with a telephone call to the reference. If a response is not received by the time and date established by the evaluation team, that particular Category will not be included in the Bidder's arrangement.
  - iv. Indication is received via return email that the original email sent to the reference was improper because the email address is no longer valid, or the reference is absent for a period of time. The evaluation team will contact the Bidder to ask for the contact particulars for a replacement reference within the same organization. The reference request will then be sent out to the replacement reference in accordance with article (5) above.
7. Separate from the Categories awarded to a bidder as a result of the process outlined for M5 above, a bidder may also propose to offer unsubstantiated Categories for which it provides no reference information in its bid. Those Categories will be accepted for inclusion into the Bidder's arrangement in accordance with the following process:
- (i) the minimum number of substantiated Categories specified in M.5 1(a) or 1(c) above must be met;
  - (ii) the unsubstantiated Categories will not be counted towards the minimum number of Categories required to qualify for a Stream;
  - (iii) the unsubstantiated Categories submitted through this bid process can only be awarded against Categories substantiated through this bid process; and
  - (iv) in any given Stream, the number of unsubstantiated Categories accepted will be no more than one half of the number of Categories substantiated through this bid process.

In their bid, a bidder must prioritize their requested unsubstantiated Categories. Should the number of Categories substantiated through reference checks made during this solicitation's evaluation process not be sufficient to allow for all unsubstantiated Categories to be awarded, only the unsubstantiated Categories with the highest priority rating will be awarded.

#### Example 1:

The Bidder wishes to be considered for both Tier 1 and Tier 2 for Stream #2 Geomatic Services, and provides six references and three unsubstantiated Categories. The result of the reference check process produces only five substantiated references. As a result, the Bidder will not be considered for Tier 2 in that particular Stream. If the Bidder also bid on the SA Tier 1, then it will be considered for that level for the five substantiated Categories. In addition, because the 50% ratio will result in only two unsubstantiated Categories (50% of the five substantiated = two unsubstantiated Categories only), the unsubstantiated Category with the lowest priority as submitted by the Bidder will not be considered for award.

#### Example 2:

Stream #5 Project Management Services:

As a result of the last TBIPS Refresh solicitation, a Bidder was awarded and has remained a Holder in good standing of 4 substantiated Categories (P.1, P.2, P.3, P.4) and two unsubstantiated Categories (P.5, P.6). In response to this solicitation, the Bidder has provided references for four new Categories (P.7, P.8, P.9, P.10) and has requested two additional unsubstantiated Categories (P.11 ranked #1, and P.12 ranked #2). During the M.5 evaluation process of this solicitation, positive references are received for the categories P.7, P.8, and P.9 but the Category P.10 does not receive a positive reference. As a result of the evaluation, the Categories that the Bidder is now considered technically qualified for are as follows:

P.1, P.2, P.3, P.4 Technically qualified as "substantiated" from the last TBIPS Solicitation.

P.5, P.6 Technically qualified as "unsubstantiated" from the last TBIPS Solicitation.

P.7, P.8, P.9 Technically qualified as newly "substantiated" categories as a result of the M5 evaluation of this solicitation.

P.11 Technically qualified as an "unsubstantiated" category (ranked #1) as a result of the M5 evaluation of this solicitation.

\*P10 is not considered technically qualified because it did not receive a positive reference during this evaluation.

\*P.12 is not considered technically qualified because there were not enough newly substantiated categories (i.e.: 50% of three substantiated categories = one unsubstantiated category)

## **8. Process for the Migration of the Telecommunications Stream of the TEMS SA and the CPSA as new Streams of Categories into TBIPS:**

Bidders who currently hold a TEMS SA (Telecommunications Services Stream) or a CPSA will be required to meet all TBIPS mandatory criteria. The M.5 Identification of Categories migration process applies, as explained below.

- a) M.5 Migration process from the TEMS SA (Telecommunications Services Stream) to the new Telecommunications Services Stream under TBIPS is as follows:
  - (i) Bidders who currently hold a TEMS SA (Telecommunications Services Stream) will be considered compliant under this bid solicitation for those TEMS Categories for which they were deemed technically compliant as a result of the TEMS technical evaluation solicitation number E60ZH-070002.
  - (ii) If a Bidder wishes to be considered for the TBIPS Tier 2 level, or was previously qualified on the TBIPS Tier 2 level, the Bidder must either;
    - Have provided the minimum of six (6) technically compliant Categories under its previous TEMS qualification; or
    - Provide substantiated references for additional Categories in its bid (to meet the minimum number of six (6) positively substantiated Categories for Tier 2), through the TBIPS evaluation process.
  - (iii) If the Bidder wishes to be considered for additional Categories, substantiated references must be provided in the bid and will be subject to the TBIPS refresh evaluation process (i.e. two positively substantiated Categories for one (1) unsubstantiated Category).
- b) M.5 Migration process from CPSA to the new Cyber Protection Services Stream under TBIPS is as follows:

(Please note that Categories I.12, I.13, I.14, I.15 from TBIPS Stream 3 IM/IT Services, have been removed and are now covered under Stream 6 Cyber Protection Services Categories C.5 and C.16.)

- (i) A Bidder that currently holds a CPSA will be granted up to six (6) categories of its choice from the new Cyber Protection Stream.

To qualify for TBIPS SA Tier 2, the CPSA Holder must provide three (3) additional substantiated Categories (so that the minimum number of nine (9) positively substantiated Categories is met).

- (ii) A Bidder that is a CPSA and a TBIPS SA Holder and is not carrying over Categories from TBIPS Work Stream 3 IM/IT Services to Work Stream 6 Cyber Protection Services will be granted six (6) Categories of its choice.

To qualify for TBIPS SA Tier 2, the CPSA Holder must provide references and obtain positive substantiation for at least three (3) additional Categories.

- (iii) A Bidder that is a CPSA and a TBIPS SA Holder and is carrying over one (1) substantiated IM/IT category from TBIPS Work Stream 3 to Work Stream 6 Cyber Protection Services will be granted five (5) categories of its choice (i.e.: C.5 or C.16 is to be factored into the total number of 6 substantiated categories)

To qualify for TBIPS SA Tier 2, the CPSA Holder must provide references and obtain positive substantiation for at least three (3) additional categories.

- (iv) A Bidder that is a CPSA and a TBIPS SA Holder and is carrying over two (2) substantiated IM/IT Categories from TBIPS Work Stream 3 to Work Stream 6 Cyber Protection Services will be granted four (4) Categories of its choice (i.e.: C.5 and C.16 are to be factored into the total number of 6 substantiated Categories).

To qualify for TBIPS SA Tier 2, the CPSA Holder must provide references and obtain positive substantiation for at least three (3) additional Categories.

- c) If the Bidder wishes to be considered for more or all Categories, substantiated references must be provided in the bid and any additional Category will be subject to the TBIPS refresh evaluation process (i.e.: 2 positively substantiated Categories for 1 unsubstantiated Category).

#### **M.6 SECURITY CLEARANCE OF THE BIDDER:**

At the time of supply arrangement issuance the Bidder must hold at least a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1. To demonstrate this requirement, the Bidder must provide in the Data Collection Component of CPSS:
  - a)
    - (i) the CISD file number(s); or
    - (ii) information regarding its application(s) for security clearance.
  - b) for this mandatory the Grandfather Certification in Attachment E of this bid solicitation if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and does not wish to modify its qualification against this criterion; or
  - c) the information in M.6, 1.a) if the Bidder was issued a SA under the last TBIPS solicitation EN578-055605/D and wishes to modify its qualification against this criterion.
2. If the Bidder is a joint venture, all joint venture members must hold at least a valid DOS issued by CISD, PWGSC.

## **ATTACHMENT D**

### **STANDING OFFER FINANCIAL EVALUATION**

If their bid contains an offer, bidders must submit a financial offer in response to this solicitation through the Data Collection Component of the CPSS. The financial offer will be evaluated in accordance with the financial evaluation methodology stated in this Attachment D. By submitting an offer, bidders are indicating that they consider themselves to be fully compliant to every requirement of this Attachment D and will agree to the standing offer terms and conditions identified in Component III if a standing offer is issued to them.

#### **FO.1 PROVISION OF FIRM PER DIEM (DAILY) RATES**

A Bidder's offer must contain per diem (daily) rates for:

- (i) all Categories it proposes to provide under mandatory requirement *M.5 Identification of Categories* in Attachment B; and
- (ii) any or all corresponding Levels of Expertise within each proposed Category for which it wishes to be considered; and
- (iii) one or more Region(s) or Metropolitan area(s) for which it wishes to be considered.

Only those Categories, Levels of Expertise, Regions, and Metropolitan areas for which per diem rates are proposed will be evaluated. Bidders are not required to propose per diem rates for all Categories, nor are they required to propose per diem rates for all Levels of Expertise, Regions, or Metropolitan areas under a specific Category.

The per diem rates are to be firm, all-inclusive rates, GST or HST extra, as applicable. For Canadian-based bidders, per diem rates must include Canadian customs duties and excise taxes as applicable. For foreign-based bidders, per diem rates must exclude Canadian customs duties and excise taxes, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders.

#### **FO.2 FINANCIAL EVALUATION**

PWGSC will conduct a financial evaluation against all technically responsive bids by comparing the relative cost of the per diem rates in each Region and Metropolitan area for each Category and Level of Expertise.

Any offer proposing a per diem rate that falls between the "Median" minus 30% and the "Median" plus 30% for a specific Category and Level of Expertise within a Region and Metropolitan Area will be considered financially responsive and recommended for the issuance of a standing offer.

The "Median" will be calculated based on the per diem rates submitted by all bidders for that Category, Level, Region, and Metropolitan area. A "Median" is the middle offer in a set of offers whereby half the offers are greater and half are lower. For example in the following set of numbers: 100, 150, 200, 400, 900, the median would be 200. In the following set of numbers: 100, 150, 200, 300, 400, 900, the median would be 250.

Any offer proposing a per diem rate outside of that range will be considered financially non-responsive for that particular Category and Level of Expertise. This Category and Level may be recommended for issuance within a standing offer as a Category with an "Inactive" status if this Category and Level is technically compliant..

An "Inactive" Category will not be used by Canada to issue Call-ups for any requirements raised under the standing offers issued as a result of this bid solicitation. The purpose of issuing a Category with an "Inactive" status within a standing offer is to:

- enable the Bidder to reference such status in responding to re-competitions of this requirement, and

- enable the Bidder to demonstrate that, although the financial threshold was not met by the Bidder for that Category, technical compliance was achieved in its response to this solicitation.

For bidders proposing per diem rates that result in both Active and Inactive Categories, their offers will be considered responsive, and they will be recommended for the issuance of a standing offer. Each individual standing offer issued will specify the Categories in which the Bidder has obtained either Active or Inactive status.

If the Bidder proposes per diem rates that result in only Inactive Categories, within a Stream, a standing offer will not be recommended for issuance against such Stream.

If the Bidder proposes per diem rates that result in only Inactive Categories, no standing offer will be recommended for issuance.



**ATTACHMENT E**  
**CERTIFICATIONS**

The relevant information for each Certification is located in Component I, Part 5 and in the CPSS Data Collection Component - Certifications.

**1. GRANDFATHER CERTIFICATION (CURRENT TBIPS HOLDERS ONLY):**

Bidders that were awarded a Supply Arrangement and/or Standing Offer in the last TBIPS solicitation EN578-055605/D, who wish to rely on information submitted in response to EN578-055605/D to demonstrate compliance in their bid with a mandatory criteria of this bid solicitation, must sign and submit in hard copy the following Grandfather Certification to the Bid Receiving Unit by the date of bid submission.

The Bidder certifies that, in respect of each of the following mandatory requirement(s), for its (initial one or both)

Standing Offer \_\_\_\_\_ (initial)

Supply Arrangement \_\_\_\_\_ (initial)

(i) it meets the mandatory requirement as of the date of bid submission. and;

(ii) there exists information on file with the Offer/Arrangement Authority demonstrating that the Bidder has met the mandatory criteria as per the last TBIPS solicitation EN578-055605/D, and;

(iii) all such information remains true, accurate and unchanged, and may be used for the purposes of this solicitation; and

(iv) since the date the mandatory or certification was first met (as evidenced by the date of issuance of the supply arrangement and/or standing offer), the Bidder has continuously met at the date of bid submission all the qualification requirements related to the supply arrangement and/or standing offer necessary to remain an Offeror of the Services, and no arrangement or offer has been canceled by PWGSC or withdrawn by the Bidder

M.1 Financial Certification: \_\_\_\_\_ (initial)

M.2 Minimum Number of Years in Business: \_\_\_\_\_ (initial)

M.3 Insurance Requirements: \_\_\_\_\_ (initial)

M.4 Total Cumulative Value Billed: \_\_\_\_\_ (initial)

M.5 Identification of Categories listed by the Bidder as "currently substantiated" in the DCC \_\_\_\_\_ (initial)

M.6 Security Clearance of the Bidder: \_\_\_\_\_ (initial)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Legal Name of Bidder : \_\_\_\_\_

(Current Holders: Print, sign, and submit this Certification with the hard copy of your bid)

## **2. BIDDERS STATEMENT (ALL BIDDERS)**

ALL bidders must sign and submit the following "Bidder's Statement" with the hard copy of their bid to the Bid Receiving Unit by the date and, time of the date of bid submission:

We certify that all statements made with regard to these requirements are accurate and factual, and we are aware that the Department of Public Works and Government Services Canada reserves the right to verify any information provided in this regard. Untrue statements may result in the Offeror's proposal being declared non-compliant in its entirety, current TBIPS SO/SA Holders becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Legal Name of Bidder : \_\_\_\_\_  
(ALL BIDDERS: Print, sign, and submit this certification with the hard copy of your bid)

**ATTACHMENT F**  
**TECHNICAL RESPONSE TEMPLATE / CPSS SUPPLIER MODULE - DCC**

The “Data Collection Component” DCC of CPSS serves to replace the Technical Response Template.

The Data Collection Component of CPSS can be accessed through the CPSS website:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

**ATTACHMENT G**  
**FINANCIAL RESPONSE TEMPLATE / CPSS SUPPLIER MODULE - DCC**

The “Data Collection Component” DCC of CPSS serves to replace the Financial Response Template.

To access the Data Collection Component of CPSS, follow the link:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

## **ATTACHMENT H**

### **STANDARD INSTRUCTIONS - REQUEST FOR STANDING OFFERS AND SUPPLY ARRANGEMENTS - COMPETITIVE REQUIREMENTS**

#### General Information

- 01 Code of Conduct for Procurement
- 02 Procurement Business Number
- 03 Standard Instructions, Clauses and Conditions
- 04 Definition of Bidder
- 05 Submission of Bids
- 06 Late Bids
- 07 Delayed Bids
- 08 Transmission by Facsimile
- 09 Customs Clearance
- 10 Legal Capacity
- 11 Rights of Canada
- 12 Rejection of Bid
- 13 Communications - Solicitation Period
- 14 Bid Costs
- 15 Conduct of Evaluation
- 16 Joint Venture
- 17 Conflict of Interest - Unfair Advantage
- 18 Entire Requirement
- 19 Further Information

#### General Information

This bid solicitation solicits bids that may result in either a supply arrangement, a standing offer, or both. A supply arrangement and a standing offer are two types of instruments used as methods of supply by Public Works and Government Services Canada (PWGSC).

A standing offer is used to satisfy the requirements of departments and agencies by arranging with suppliers to submit a standing offer to provide goods, services or both during a specified period. Specific departments and agencies are then authorized by PWGSC to make call-ups against the standing offer detailing the exact quantities of goods or level of services they wish to order at a particular time, during the effective period of the standing offer in accordance with the predetermined conditions.

This bid solicitation is an invitation to suppliers to provide PWGSC with a bid which contains a standing offer. The quantity of goods, level of services and estimated expenditure specified in the bid solicitation are only an approximation of requirements given in good faith. The bid solicitation does not commit PWGSC to authorize the utilization of a standing offer or to procure or contract for any goods, services or both. The standing offer is not a contract. The issuance by

PWGSC of a Standing Offer and Call-up Authority to successful suppliers and to departments and agencies authorized to make call-ups does not constitute an agreement by Canada to order any or all of the goods, services or both offered. Departments and agencies may make one or several call-ups against a standing offer.

A supply arrangement is a method of supply that consists of an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of the supply arrangement. A supply arrangement is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a supply arrangement alone. The intent of a supply arrangement is to establish a framework to permit expeditious processing of individual bid solicitations which result in legally binding contracts for the goods and services described in those bid solicitations.

This bid solicitation is an invitation to suppliers to become pre-qualified suppliers by providing PWGSC with a bid which contains an arrangement to enable them to respond to individual bid solicitations issued under the supply arrangement framework. The list of pre-qualified suppliers will be used as a source list for procurement within the scope of the supply arrangement and only suppliers who are pre-qualified at the time a given bid solicitation is issued under the supply arrangement framework will be eligible to bid. The supply arrangement includes a set of predetermined conditions that will apply to subsequent bid solicitations and contracts. The supply arrangement may include ceiling prices which may be lowered based on an actual requirement or scope of work described in a bid solicitation.

## 01 Code of Conduct for Procurement

1. To comply with the Code of Conduct for Procurement, bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and any resulting instrument, submit bids and enter into instruments only if they will fulfill all obligations of an instrument. To ensure fairness, openness and transparency in the bidding process, the following activities are prohibited:
  - (a) payment of a contingency fee by any party to a contract to a person to whom the Lobbying Act (1985, c. 44 (4th Supp.)) applies;
  - (b) corruption, collusion, bid-rigging or any other anti-competitive activity in the bidding process for contracts for the provision of goods or services.
2. By submitting a bid, the Bidder certifies that neither the Bidder nor any of the Bidder's Affiliates has ever been convicted of a criminal offence in respect of the activities stated in (a) or (b) above or is the subject of outstanding criminal charges in respect of such activities filed subsequent to September 1, 2010.

3. Bidders further understand that the commission of certain offences will render them ineligible to be awarded an instrument. By submitting a bid, the Bidder certifies that neither the Bidder nor any of the Bidder's Affiliates has ever been convicted or is the subject of outstanding criminal charges in respect of an offence under any of the following provisions:

Section 121 (Frauds on the government and Contractor subscribing to election fund), Section 124 (Selling or Purchasing Office), Section 380 (Fraud committed against Her Majesty) or Section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return) subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

4. For the purpose of this section, business concerns, organizations or individuals are Bidder's Affiliates if, directly or indirectly, 1) either one controls or has the power to control the other, or 2) a third party has the power to control both. Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the charges or convictions contemplated in this section which has the same or similar management, ownership, or principal employees as the Bidder that is charged or convicted, as the case may be.
5. Except in the limited circumstances set out in subsection 6 below, the Offer/Arrangement Authority will declare non-responsive any bid in respect of which the information contained in the certifications contemplated above is determined to be untrue in any respect by the Offer/Arrangement Authority .
6. Subsection 5 has no application in the circumstances where a bidder has pled guilty of an offence contemplated in Section 01, 1. (b) and the Bidder has provided with its bid an assurance from the Competition Bureau of Canada indicating that the Bidder has been granted leniency, or in the circumstances where the Bidder provides documentation from the National Parole Board that the Bidder has obtained a criminal pardon in relation to such offence.
7. The Bidder acknowledges and agrees that the certifications contemplated must remain valid during the period of any resulting instrument arising from this bid solicitation.

## 02 Procurement Business Number

Canadian suppliers are required to have a Procurement Business Number (PBN) before instrument award. Suppliers may register for a PBN online at Supplier Registration Information. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

03 Standard Instructions, Clauses and Conditions

Pursuant to the Department of Public Works and Government Services Act (S.C.1996, c.16), the instructions, clauses and conditions identified in the bid solicitation and any resulting instrument by number, date, and title are incorporated by reference into and form part of the bid solicitation and resulting instrument as though expressly set out in the bid solicitation and resulting instrument.

04 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid containing an instrument. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

05 Submission of Bids

1. Canada requires that each bid, at closing date and time or upon request from the Offer/Arrangement Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with Section 17.
2. It is the Bidder's responsibility to:
  - (a) obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
  - (b) prepare its bid in accordance with the instructions contained in the bid solicitation;
  - (c) submit by closing date and time a complete bid;
  - (d) send its bid only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation. The facsimile number and related instructions for bids transmitted by facsimile are provided in Section 08;
  - (e) ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid; and,
  - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.
3. If Canada has provided bidders with multiple formats of a document (for example, a document may be downloaded through the Government



Electronic Tendering Service (GETS) but may also be made available on CD-ROM through GETS), the format downloaded through GETS will take precedence. If Canada posts an amendment to the bid solicitation revising any documents provided to bidders in multiple formats, Canada will not necessarily update all formats to reflect these revisions. It is the Bidder's responsibility to ensure that revisions made through any bid solicitation amendment issued through GETS are taken into account in the alternate formats it uses of bid solicitation documents.

4. Bids will remain open for acceptance for a period of not less than two hundred and twenty (220) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
5. Bid documents and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the Access to Information Act (R.S. 1985, c. A-1) and the Privacy Act (R.S., 1985, c. P-21).
7. Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
8. A bid cannot be assigned or transferred in whole or in part.

#### 06 Late Bids

PWGSC will return bids delivered after the stipulated bid solicitation closing date and time, unless they qualify as a delayed bid as described below.

#### 07 Delayed Bids

1. A bid delivered to the specified bid receiving unit after the closing date and time but before the award date of the first instrument issued as a result of this bid solicitation may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Purolator Inc. is not considered to be part of CPC for the purposes of

delayed bids. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:

- (a) a CPC cancellation date stamp; or
- (b) a CPC Priority Courier bill of lading; or
- (c) a CPC Xpresspost label

that clearly indicates that the bid was mailed before the bid closing date.

- 2. For bids transmitted by facsimile, only the date, time and place of receipt recorded by PWGSC will be accepted as evidence of a delayed bid.
- 3. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by PWGSC.
- 4. Postage meter imprints, whether imprinted by the Bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

#### 08 Transmission by Facsimile

- 1. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- 2. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
  - (a) receipt of garbled or incomplete bid;
  - (b) availability or condition of the receiving facsimile equipment;
  - (c) incompatibility between the sending and receiving equipment;
  - (d) delay in transmission or receipt of the bid;
  - (e) failure of the Bidder to properly identify the bid;
  - (f) illegibility of the bid; or
  - (g) security of bid data.
- 3. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05. The complete bid must be received by the bid closing date and time.

#### 09 Customs Clearance

It is the responsibility of the Bidder to allow sufficient time to obtain customs clearance, where required, before the bid closing date and time. Delays related to the obtaining of customs clearance cannot be construed as "undue delay in the mail" and will not be accepted as a delayed bid under Section 07.

#### 10 Legal Capacity

The Bidder must have the legal capacity to agree to the terms of an instrument. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Offer/Arrangement Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

#### 11 Rights of Canada

Canada reserves the right to:

- (a) reject any or all bids received in response to the bid solicitation;
- (b) enter into negotiations with bidders on any or all aspects of the standing offer contained in their bids;
- (c) authorize for utilization any standing offer in whole or in part without negotiations;
- (d) cancel the bid solicitation at any time;
- (e) reissue the bid solicitation; and
- (f) issue supply arrangements to bidders who qualify throughout the entire period of the supply arrangement on a quarterly basis.

#### 12 Rejection of Bid

1. Canada may reject a bid where any of the following circumstances is present:

- (a) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to bid on the requirement;
- (b) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to bid on the requirement, or the portion of the requirement the employee or subcontractor is to perform;

(c) with respect to current or prior transactions with the Government of Canada

- (i) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
- (ii) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
- (iii) Canada has exercised its contractual remedies of suspension or termination for default with respect to a standing offer, supply arrangement or contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
- (iv) Canada determines that the Bidder's performance on other standing offers, supply arrangements or contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with the applicable clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.

2. Where Canada intends to reject a bid pursuant to a provision of subsection 1. (c), the Offer/Arrangement Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.

### 13 Communications - Solicitation Period

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation must be directed only to the Offer/Arrangement Authority identified in the bid solicitation. Failure to comply with this requirement may result in the bid being declared non-responsive.

To ensure consistency and quality of information provided to bidders, significant enquiries received and the replies to such enquiries will be provided simultaneously to bidders to which the bid solicitation has been sent, without revealing the sources of the enquiries.

### 14 Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

### 15 Conduct of Evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
  - (a) seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
  - (b) contact any or all references supplied by bidders to verify and validate any information submitted by them;
  - (c) request, before award of any resulting instrument, specific information with respect to bidders' legal status;
  - (d) conduct a survey of bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
  - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation; in the case of error in the extension of prices, the unit price will govern.
  - (f) verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
  - (g) interview, at the sole costs of bidders, any bidder and/or any or all of the resources proposed by bidders to fulfill the requirement of the bid solicitation.
2. Bidders will have the number of days specified in the request by the Offer/Arrangement Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

## 16 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - (a) the name of each member of the joint venture;
  - (b) the Procurement Business Number (PBN) of each member of the joint venture and the PBN of the joint venture itself;
  - (c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
  - (d) the name of the joint venture, if applicable.

2. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. The bid and any resulting instrument must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Offer/Arrangement Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting instrument. If an instrument is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for its performance.

#### 17 Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:
  - (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest.  
This bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Offer/Arrangement Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Offer/Arrangement Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

#### 18 Entire Requirement

The bid solicitation documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a bidder from any source is not

relevant. Bidders should not assume that practices used under previous instruments will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

19 Further Information

1. For further information, bidders may contact the Offer/Arrangement Authority identified in the bid solicitation.
2. For bid solicitations issued out of PWGSC headquarters, enquiries concerning receipt of bids may be addressed to the Bid Receiving Unit, Procurement Operational Support Division, telephone 819-956-3370. For bid solicitations issued out of PWGSC regional offices, enquiries concerning receipt of bids may be addressed to the Offer/Arrangement Authority identified in the bid solicitation.