Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet JAVA APPLICATIONS PROF SERVICES	

Solicitation No. - N° de l'invitation 01B68-100049/A	**Date** 2013-01-04

Client Reference No. - N° de référence du client
01B68-100049

GETS Reference No. - N° de référence de SEAG
PW-$$EL-609-25292

File No. - N° de dossier 609el.01B68-100049	**CCC No./N° CCC - FMS No./N° VME**

Solicitation Closes - L'invitation prend fin at - à **02:00 PM** on - le **2013-02-15**	**Time Zone Fuseau horaire** Eastern Standard Time EST

F.O.B. - F.A.B.
Plant-Usine: ☐   **Destination:** ☐   **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à: Josée Bastien	**Buyer Id - Id de l'acheteur** 614el
Telephone No. - N° de téléphone (819) 956-6770 ( )	**FAX No. - N° de FAX** ( ) -

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
DEPARTMENT OF AGRICULTURE AND AGRI-FOOD
1341 BASELINE ROAD
TOWER 4, 3RD FLOOR
ATTN: PAUL HEBERT
OTTAWA
Ontario
K1A0C5
Canada

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	**Delivery Offered - Livraison proposée**

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

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature   **Date**

Canada

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BID SOLICITATION

SOLUTIONS-BASED INFORMATICS AND PROFESSIONAL SERVICES

REQUIRED BY

AGRICULTURE AND AGRI-FOOD CANADA (AAFC)

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List of Annexes to the Resulting Contract:

Annex A   Statement of Work

Appendix A to Annex A - AAFC Technical Background Information
Appendix B to Annex A - Tasking Procedure
Appendix C to Annex A - Task Authorization (TA) Form
Appendix D to Annex A - Resource Assessment Criteria
Appendix E to Annex A - Certifications at the TA stage

Annex B   Basis of Payment
Annex C   Security Requirements Check List
Annex D   Claim for Progress Payment

List of Annex and Attachments to Part 2 (Bidder Instructions):

Annex B   Basis of Payment
Attachment 1   Bid Evaluation Criteria

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Attachment 2   Bid Submission Form

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

Annex B   Basis of Payment
Attachment 1   Bid Evaluation Criteria
Attachment 2   Bid Submission Form

List of Annex and Attachments to Part 4 (Evaluation Procedures and Basis of Selection):

Annex B   Basis of Payment
Attachment 1   Bid Evaluation Criteria

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PART 1 - GENERAL INFORMATION

1.1   Introduction

This document states terms and conditions that apply to bid solicitation 01B68-100049/A. It is divided into seven parts plus annexes and attachments as follows:

Part 1   General Information: provides a general description of the requirement;

Part 2   Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3   Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4   Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5   Certifications: includes the certifications to be provided;

Part 6   Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7   Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the SRCL, the Basis of Payment, the RFP Evaluation Criteria, the Bid Submission Form and other annexes and attachments.

1.2   Summary

(a)   This bid solicitation is being issued to satisfy the requirement of Agriculture and Agri-Food Canada (AAFC) (the "Client") for Solutions-Based Informatics Professional Services (SBIPS) under the SBIPS Supply Arrangement (SA) method of Supply.

(b)   It is intended to result in the award of 1 contract for two (2) years plus four (4) irrevocable options allowing Canada to extend the term of the contract.

(c)   There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (http://ssi-iss.tpsgc-pwgsc.gc.ca) Website

(d)   The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).

1.3   Description of Requirement

(a)   The Client's requirement is described in this bid solicitation and in particular in the Statement or Work attached at Annex A.

(b)   Only SBIPS SA Holders currently holding a SBIPS SA for Tier 2 in the NCR Region in the Systems Integration Domain under the EN537-05IT01series of Supply Arrangements (SAs) are eligible to compete. The SBIPS Supply Arrangement EN537-05IT01is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express

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terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the SBIPS SA.

(c) Supply Arrangement (SA) Holders that are invited to compete as a Joint Venture, must submit a proposal as the Joint Venture and must have already been qualified under the SA EN537-05IT01 as a joint venture.

(d) The following resources in Categories of Personnel described below are required on an as and when requested basis:

CATEGORY	EXPERIENCE LEVEL		
	LEVEL 1	LEVEL 2	LEVEL 3
Application/Software Architect		X	X
Programmer/Software Developer	X	X	X
BI Programmer/Software Developer	X	X	X
Test Coordinator		X	X
Tester	X	X	X
Database Administrator		X	X
Database Modeller		X	X
Network Analyst		X	X
System Administrator		X	X
Technical Architect		X	X
Technology Architect		X	X
Business Analyst	X	X	X
Business Transformation Architect	X	X	X
Technical Writer	X	X	X
Project Coordinator	X	X	X
Project Leader		X	X
Project Manager		X	X
J2EE Development Project Manager		X	X
Project Executive	X	X	X
Quality Assurance Specialist / Analyst	X	X	X
Risk Management Specialist		X	X

1.4   Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

(a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

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

(c) The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with Subsection 5.4 amended by deleting "sixty (60) days" and inserting "180 days". If there is a conflict between the provisions of 2003 and this document, this document prevails.

2.2 Submission of Bids

(a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

(b) Location for Delivery of Bid: Bids must not be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.

The bid must be delivered to the following location, by the time and date indicated on page 1 of the bid solicitation:

Department of Public Works and Government Services
Bid Receiving Unit
Portage III, 0A1, 11 Laurier Street
Gatineau, Quebec K1A 0S5

Bd Receiving Unit Address is Solely for Delivery of Bids: The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

(c) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted

2.3 Enquiries - Bid Solicitation

(a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

(a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

(b) A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province

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or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder.

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

2.5   Improvement of Requirement During Solicitation Period

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

2.6   Volumetric Data

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

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1   Bid Preparation Instructions

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

   (i)   Section I: Technical Bid (4 hard copies)

   (ii)   Section II: Financial Bid (2 hard copies)

   (iii)   Section III: Certifications (2 hard copies)

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

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

   (i)   use 8.5 x 11 inch (216 mm x 279 mm) paper;

   (ii)   use a numbering system that corresponds to the bid solicitation;

   (iii)   include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and

   (iv)   include a table of contents.

(c)   Multiple bids from the same Bidder (or a bid from a Bidder and another bid from any of its affiliates) are not permitted in response to this bid solicitation. Each Bidder must submit only a single bid. For the purpose of this bid solicitation, individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. If any Bidder submits more than one bid (or an affiliate also submits a bid), either on its own or as part of a joint venture, Canada will choose in its discretion which bid to consider.

3.2   Section I: Technical Bid

(a)   The technical bid consists of the following:

   (i)   **Bid Submission Form**: Bidders are requested to include the Bid Submission Form - Attachment "2" with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

   (ii)   **Substantiation of Technical Compliance**: The technical bid must substantiate the compliance with the specific articles of Attachment "1" - Bid Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "1", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

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(iii) **For the Proposed Resources**: The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

(A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).

(B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.

(C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.

(D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

(E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant date(s) (month and year) for the experience claimed (i.e., the start date and end date).

(F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as this bid solicitation, will not be considered "demonstrated" for evaluation purposes. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

(iv) **Customer Reference Contact Information**: When requested by PWGSC, the Bidder must provide customer references who must each confirm the facts identified in the Bidder's proposal. For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

3.3 Section II: Financial Bid

(a) **Pricing**: Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the initial contract period must not exceed those rates set out in Annex "C" to Part A Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates. The rates

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quoted for any option period must not be lower than the corresponding rate(s) quoted for the initial contract period. Failure to abide with this condition will result in a bid being considred non-responsive.

(b) **Variation in Professional Services Resource Rates from Year to Year:** The Bidder may propose different rates for resources for future periods of the resulting contract, including option years at a rate higher than the current applicable ceiling rate. The Bidder's firm per diem rate must remain within the current applicable ceiling rate for the initial contract period of any resulting contract.

(c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

(d) **Blank Prices**: Bidders are requested to insert "$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, $0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is $0.00 will be declared non-responsive.

3.4 **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a)   Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

(b)   An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

(c)   In addition to any other time periods established in the bid solicitation:

(i)   Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

(ii)   Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation - Mandatory Technical Criteria

(a)   Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.   The Mandatory evaluation criteria are described in Attachment " 1 " - Bid Evaluation Criteria.

(b)   Point-Rated Technical Criteria:

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated evaluation criteria are described in Attachment " 1 " - Bid Evaluation Criteria.

(c)   Reference Checks: 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 allocate any points nor 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 Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will 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 Bidder. Crown references will be accepted.

(d)   Number of Resources Evaluated:

Only a certain number of resources per category will be evaluated as part of this bid solicitation as identified in Attachment 1 - Bid Evaluation Criteria. Additional resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award,

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the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix D to Annex A.

(e) **Resource Qualifications:** The qualifications and experience of the proposed resource(s) will be evaluated against the requirements set out in this bid solicitation. Canada may request proof of successful completion of formal training, as well as reference information. The Contracting Authority reserves the right to request references from a Bidder to conduct a reference check to verify the accuracy of the information provided.

4.3   Financial Evaluation

(a) The Bidder must provide firm, all inclusive per diem rates for the initial contract period and option periods for each Resource Category identified in Annex "B" using the tables attached at Annex "B" . The Financial evaluation will be conducted only on proposals that are technically responsive by using these rates to calculate the Total Financial Score. For the initial contract period of any contract (from date of award) resulting from this bid solicitation, the applicable firm per diem rates must not exceed those rates specified in Annex "C" - Schedule of Per Diem Rates of the SA Holder's Supply Arrangement for each relevant resource. Failure to abide with this condition will result in a proposal being considered non-responsive.

(b) **Firm Per Diem Median Rate Evaluation Method**

1)   There are two financial evaluation methods possible for this requirement. The first method will be used if 3 or more bids are determined responsive (see 2) Financial Evaluation - Method 1 below, and the second method will be used if fewer than 3 bids are determined responsive (see 3) Financial Evaluation - Method 2 below.

2)   **Financial Evaluation - Method 1**: The following financial evaluation method will be used if 3 or more bids are determined responsive:

(i)   **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY**: The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each period and each Resource Category, the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and any rate of a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

(ii)   **STEP 2 - POINTS ALLOCATION**: For each period and each Resource Category points will be allocated as follows:

(A)   A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.

(B)   A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate Within the median band limit}} \quad x \quad \text{Maximum Points Assigned at Table 1 below}$$

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(C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1

Resource Categories	Level	Initial Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4	Total Points
Application/Software Architect	2	10	10	10	10	10	50
Application/Software Architect	3	10	10	10	10	10	50
Programmer/Software Developer	1	10	10	10	10	10	50
Programmer/Software Developer	2	10	10	10	10	10	50
Programmer/Software Developer	3	10	10	10	10	10	50
BI Programmer/Software Developer	1	10	10	10	10	10	50
BI Programmer/Software Developer	2	10	10	10	10	10	50
BI Programmer/Software Developer	3	10	10	10	10	10	50
Test Coordinator	2	10	10	10	10	10	50
Test Coordinator	3	10	10	10	10	10	50
Tester	1	10	10	10	10	10	50
Tester	2	10	10	10	10	10	50
Tester	3	10	10	10	10	10	50
Database Administrator	2	10	10	10	10	10	50
Database Administrator	3	10	10	10	10	10	50
Database Modeller	2	10	10	10	10	10	50
Database Modeller	3	10	10	10	10	10	50
Network Analyst	2	10	10	10	10	10	50
Network Analyst	3	10	10	10	10	10	50
System Administrator	2	10	10	10	10	10	50
System Administrator	3	10	10	10	10	10	50
Technical Architect	2	10	10	10	10	10	50
Technical Architect	3	10	10	10	10	10	50
Technology Architect	2	10	10	10	10	10	50
Technology Architect	3	10	10	10	10	10	50
Business Analyst	1	10	10	10	10	10	50
Business Analyst	2	10	10	10	10	10	50
Business Analyst	3	10	10	10	10	10	50
Business Transformation Architect	1	10	10	10	10	10	50
Business Transformation Architect	2	10	10	10	10	10	50
Business Transformation Architect	3	10	10	10	10	10	50
Technical Writer	1	10	10	10	10	10	50
Technical Writer	2	10	10	10	10	10	50
Technical Writer	3	10	10	10	10	10	50
Project Coordinator	1	10	10	10	10	10	50

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Project Coordinator	2	10	10	10	10	10	50
Project Coordinator	3	10	10	10	10	10	50
Project Leader	2	10	10	10	10	10	50
Project Leader	3	10	10	10	10	10	50
Project Manager	2	10	10	10	10	10	50
Project Manager	3	10	10	10	10	10	50
J2EE Development Project Manager	2	10	10	10	10	10	50
J2EE Development Project Manager	3	10	10	10	10	10	50
Project Executive	1	10	10	10	10	10	50
Project Executive	2	10	10	10	10	10	50
Project Executive	3	10	10	10	10	10	50
Quality assurance Specialist / Analyst	1	10	10	10	10	10	50
Quality assurance Specialist / Analyst	2	10	10	10	10	10	50
Quality assurance Specialist / Analyst	3	10	10	10	10	10	50
Risk Management Specialist	2	10	10	10	10	10	50
Risk Management Specialist	3	10	10	10	10	10	50
Totals		**510**	**510**	**510**	**510**	**510**	**2,550**

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

   (iv) ***EXAMPLE OF A FINANCIAL EVALUATION USING METHOD 1***

TABLE 2							
EXAMPLE OF A FINANCIAL EVALUATION USING METHOD 1							
Category of Personnel	**Points Assigned**	**Bidder 1**		**Bidder 2**		**Bidder 3**	
		Year 1	**Year 2**	**Year 1**	**Year 2**	**Year 1**	**Year 2**
Programmer	150 (75 pts. per year)	$400.00	$400.00	$420.00	$450.00	$450.00	$450.00
Business Analyst	100 (50 pts. per year)	$600.00	$600.00	$600.00	$620.00	$650.00	$820.00
Project Manager	50 (25 pts. per year)	$555.00	$900.00	$750.00	$800.00	$700.00	$800.00
TOTAL	300						

STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BANDS FOR EACH PERIOD AND EACH CATEGORY OF PERSONNEL

(Median 1) For the Programmer Category of Personnel, the year 1 median would be $420.00. The lower median band limit would be $336.00 and higher median band limit would be $546.00.

(Median 2) For the Programmer Category of Personnel, the year 2 median would be $450.00. The lower median band limit would be $360.00 and higher median band limit would be $585.00.

(Median 3) For the Business Analyst Category of Personnel, the year 1 median would be $600.00. The lower median band limit would be $480.00 and higher median band limit would be $780.00.

(Median 4) For the Business Analyst Category of Personnel, the year 2 median would be $620.00. The lower median band limit would be $496.00 and higher median band limit would be $806.00.

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

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

STEP 2 - POINT ALLOCATION

Bidder 1:

Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)

Programmer Year 2 = 75 points (lowest rate within the lower and upper median band limits)

Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)

Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)

Project Manager Year 1 = 0 points (outside the lower and higher median band limits)

Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of $800.00 / Bidder's proposed rate of $900.00) Multiplied by 25 pts)

Bidder 2:

Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $420.00) Multiplied by 75 pts)

Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)

Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $620.00) Multiplied by 50 pts)

Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of $700.00 / Bidder's proposed rate of $750.00) Multiplied by 25 pts)

Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)

Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of $400.00 / Bidder's proposed rate of $450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of $600.00 / Bidder's proposed rate of $650.00) Multiplied by 50 pts)

Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)

Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)

Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

STEP 3 - TOTAL FINANCIAL SCORE

Bidder 1

75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points

Bidder 2

71.43 + 66.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points

Bidder 3

66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

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3)   Financial Evaluation - Method 2: The following financial evaluation method will be used if less than 3 bids are determined responsive:

(i)   **STEP 1 - POINTS ALLOCATION**: For each period and each Resource Category points will be allocated as follows:

(A)   Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \quad x \quad \begin{array}{l}\text{Maximum Points Assigned}\\\text{at Table 1 above}\end{array}$$

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

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

(c)   **Substantiation of Professional Services Rates**

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

(i)   an invoice (referencing a contract serial number) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant Resource Category, where those services were provided in the National Capital Region for at least three months within the twelve months prior to the bid solicitation issuance date, and the fees charged were equal to or less than the rate offered to Canada;

(ii)   in relation to the invoice in (i), a signed contract with, or a letter of reference signed by, the Bidder's client that includes at least 50% of the tasks listed in this solicitation's Statement of Work for the Resource Category being examined for an unreasonably low rate;

(iii)   in respect of each referenced contract, a resume for the resource that performed under that contract that shows the resource would pass the Resource Category's mandatory requirements; and

(iv)   the name, telephone number and, if available, e-mail address of the invoiced client for each of the resources invoiced, so Canada can verify any facts presented for the affected categories.

Once Canada requests substantiation of the rates bid for any Resource Category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. Where Canada determines that the information provided by the Bidder does not substantiate the unreasonably low rates, the proposal will be considered non-responsive and will receive no further consideration. Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

(d)   **Formulae in Pricing Tables**

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If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

4.4   Basis of Selection

(a)   A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid that obtains the highest combined rating of technical merit and price, by adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 60 while the total possible financial score is 40.

(b)   One contract may be awarded in total as a result of this solicitation.

(c)   Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

(d)   If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the highest technical score will become the top-ranked Bidder.

(e)   Evaluation of Proposal - Best Overall Value

The Method of Selection to issue the resulting Contract is the Best Overall Value.

The technically responsive proposal that obtains the highest combined rating of technical merit and price, by adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 60 while the total financial score is 40. Where two or more proposals achieve the identical highest combined technical (60%) and financial (40%) score, the proposal with the highest Total Financial Score will be recommended for award of a contract.

Calculation of Technical Score: The technical component score will constitute 60% of the total Bidder's score. The Final Technical score (out of 60 points) and the formula identified in Section 2.0 - Points Rated Requirement of Attachment 1 - Bid Evaluation Criteria, will be computed for each responsive Bidder. The Final Technical score will then be converted to points (i.e. Scored), and rounded to two decimal places, based upon compliant proposals at this phase of the evaluation, using the following formula:

$$\frac{\text{Total Bidder Technical Score Obtained}}{\text{Maximim Points Assigned (60 pts)}} \quad x \quad \frac{60}{\text{Points}} \quad = \quad \frac{\text{Technical Score}}{\text{(Max. of 60 points)}}$$

The Bidder must obtain a minimum overall pass mark of 42 points out of a maximum of 60 points in order to be considered responsive.

Calculation of Financial Score: The Total Estimated Cost, will be calculated, in accordance with the following formula:

$$\frac{\text{Bidder's Total Financial Score}}{\text{Table 1 - Maximum Points Assigned (2,550 pts)}} \quad x \quad \frac{40}{\text{Points}} \quad = \quad \frac{\text{Financial Proposal Score}}{\text{(Max. of 40 points)}}$$

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PART 5 - CERTIFICATIONS

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

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

5.1   Certifications Precedent to Contract Award

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

5.2   Federal Contractors Program - Certification

(a)   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 contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

(b)   Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.

(c)   If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

(d)   Each bidder is requested to indicate in its bid whether it is:

(i)   not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

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

(iii)   subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of $200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or

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(iv)   subject to FCP, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).

(e)   Further information on the FCP is available on the following HRSDC Website: http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml.

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

5.3   Former Public Servant Certification

(a)   Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

(b)   For the purposes of this clause,

(i)   "**former public servant**" means a former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

(A)   an individual;

(B)   an individual who has incorporated;

(C)   a partnership made of former public servants; or

(D)   a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

(ii)   "**lump sum payment period**" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the 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.

(iii)   "**pension**" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canadian Pension Plan Act*, R.S., 1985, c. C-8.

(c)   If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:

(i)   name of former public servant;

(ii)   date of termination of employment or retirement from the Public Service.

(d)   If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:

(i)   name of former public servant;

(ii)   conditions of the lump sum payment incentive;

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(iii)   date of termination of employment;

(iv)   amount of lump sum payment;

(v)   rate of pay on which lump sum payment is based;

(vi)   period of lump sum payment including start date, end date and number of weeks; and

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

(e)   For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is $5,000, including the Goods and Services Tax or Harmonized Sales Tax.

(f)   By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1   Security Requirement

(a)   Before award of a contract, the following conditions must be met:

  (i)   the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b)   Canada will not delay the award of any contract to allow Bidders to obtain the required clearance.

(c)   For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.

(d)   In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

6.2   Financial Capability

(a)   SACC Manual clause A9033T (2012-07-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."

(b)   In the case of a joint venture Bidder, each member of the joint venture must meet the financial capability requirements.

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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 Agriculture and Agri-Food Canada (AAFC) and its Portfolio Partners.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract.

7.2 Task Authorization

(a) **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 the Task Authorization (TA) Form at Appendix C to Annex A. The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until an authorized TA has been received by the Contractor. The Contractor acknowledges that any work performed before an authorized TA has been received will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: The process for the assessment of the additional resources and the approval of TA responses is described in Appendix B to Annex A and in Appendix D to Annex A.

(c) **Contractor's Response to Draft Task Authorization**: The Contractor must provide the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total estimated cost 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 issue the TA.

(d) **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 $300,000.00 (including GST/HST), the TA must be signed by:

the Technical Authority; and

representatives from AAFC; and

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(B) for any TA with a value greater than this amount, a TA must include the following signatures:

the Technical Authority; and

representatives from AAFC; and

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.

(e) Periodic Usage Reports:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under authorized TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. 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) Each report must contain the following information for each validly issued TA (as amended):

(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, Category of Personnel 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.).

(iii) Each report must also contain the following cumulative information for all the validly issued TAs (as amended):

(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 authorized TAs; and

(B) the total amount, GST or HST extra, expended to date against all validly issued tasks.

(f) 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 B. 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

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3%. 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).

(g) **Consolidation of TAs for Administrative Purposes**: The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

7.3   Minimum Work Guarantee

(a)   In this clause, "**Minimum Contract Value**" means 3% of the amount identified as the Total Estimated Cost on page 1 of the Contract when it is first awarded.

(b)   The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.

(c)   If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.

(d)   Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.4   Standard Clauses and Conditions

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

(a)   General Conditions:

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

(b)   Supplemental General Conditions:

The following Supplemental General Conditions:

(i)   4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii)   4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5   Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE# EN537-05IT01-SBIPSG3

(a)   The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).

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(b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY or SECRET as required**, granted or approved by CIISD/PWGSC.

(c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

(d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.

(e) The Contractor must comply with the provisions of the:

 (i) Security Requirements Check List EN537-05IT01SBIPSG3, described in Annex "C"**;** and

 (ii) Industrial Security Manual (Latest Edition).

7.6 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

 (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) 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) **Option to Extend the Contract**:

 (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one-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.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Josée Bastien
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: (819) 956-6770
E-mail address: josee.bastien@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

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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

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

(i)   Professional Services provided under a Task Authorization with a Maximum Price: For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii)   Professional Services provided under a Task Authorization with a Firm Price: For professional services requested by Canada, in accordance with an approved 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 B, GST/HST extra).

Estimated Cost: $_____

(iii)   Where the contract includes Work for which there are no separate line items in the Annex B, Basis of Payment, the prices for this Work are included in the rates/prices for the Services detailed in Annex B. For example, there will be no additional costs associated with the provision of Management Services as described in this contract.

(iv)   Pre-Authorized Travel and Living Expenses:

Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work outside the National Capital Area, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit. The Contractor will not be able to charge for time spent travelling at the per diem rates set out in the Contract.

(v)   GST/HST: Estimated Cost: $_____

(vi)   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.

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(vii) **Professional Services Rates**: In Canada's experience, Bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If three times or more the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.

(viii) **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(b) **Limitation of Expenditure**

(i) **Limitation of Expenditure - Cumulative Total of all Task Authorizations**

(A) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of $_____. Customs duties are included or subject to exemption, as applicable and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

(B) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(C) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75 percent committed, or

four (4) months before the contract expiry date, or

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

whichever comes first.

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

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(i) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Milestone Payments**

(i) For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and

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accepted, Canada will make milestone payments in accordance with the schedule of milestones detailed in that TA and the payment provisions of the Contract, up to 90% of the amount claimed and approved by Canada if:

(A)   an accurate and complete claim for milestone payment using form at Annex D - Claim for Progress Payment, and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(B)   the total amount for all milestone payments paid by Canada under that TA does not exceed 90 percent, or the other percentage specified in the TA, of the total amount to be paid under the TA;

(C)   all the certificates appearing on Claim for Progress Payment form have been signed by the respective authorized representatives; and

(D)   all work associated with the milestone and any deliverable required have been completed, delivered, and accepted by Canada.

(ii)   The balance of the amount payable will be paid in accordance with the basis of payment provisions of the Contract following delivery and acceptance of the Work for which milestone payments were made.

(e)   **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.

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

(i)   To the best of the Contractor's knowledge, the prices it is charging to Canada under the Contract are not higher than the lowest prices/rates that it has charged any other customer (including other Government of Canada entities) for a similar quality and quantity of goods and services in the year before the Contract was awarded.

(ii)   The Contractor also agrees that, if after the date of the Contract it reduces the prices it charges to other customers for a similar quality and quantity of goods and services, it will reduce the prices for all remaining deliveries under the Contract (with notice to the Contracting Authority).

(iii)   At any time during the 6 years after making the final payment under the Contract or until all claims and disputes then outstanding are settled, whichever is later, Canada has the right to audit the Contractor's records to verify that it is receiving (or has received) these prices. Canada will give at least 2 weeks of notice before the audit.

(iv)   During this audit, the Contractor must produce invoices and contracts for similar quality or quantity of goods or services sold to other customers from one year before the Contract was awarded until the end of the Contract Period. If the Contractor is required by law or by contract to keep another customer's information confidential, the Contractor may black out any information on the invoices or contracts that could reasonably reveal the identity of the customer (such as the customer's name and address), as long as the Contractor provides, together with the invoices and contracts, a certification from its Chief Financial Officer describing the profile of the customer (e.g., whether it is a public sector or private sector customer and the customer's size and service locations).

(v)   In determining whether the goods and services sold to another customer were of similar quality, the terms and conditions of the contract under which those goods and services were delivered will be considered, if those terms and conditions are reasonably likely to have had a material effect on pricing.

(vi)   If Canada's audit reveals that the Contractor charged lower prices for a similar quality and quantity of goods and services under any contract where deliveries were made in the year before the Contract was awarded, or that the Contractor delivered additional goods or services under the Contract after reducing its prices for other customers but without

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reducing the prices under the Contract, then the Contractor must pay to Canada the difference between the amount charged to Canada and the amount charged to the other customer, up to a maximum of 25% of the value of the Contract.

(vii) Canada acknowledges that this commitment does not apply to prices charged by any affiliates of the Contractor

(g)   **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.9   Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

7.10   Certifications

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

7.11   Applicable Laws

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

7.12   Priority of Documents

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

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

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    (i)   4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

    (ii)   4006 (2010-08-16) Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c)   General Conditions 2035 (2011-05-16);

(d)   Annex A, Statement of Work - Annex A including its Appendices as follows;

    (i)   Appendix A to Annex A - AAFC Technical Background Information

    (ii)   Appendix B to Annex A - Tasking Procedures;

    (iii)   Appendix C to Annex A - Task Authorization (TA);

    (iv)   Appendix D to Annex A - Resource Assessment Criteria;

    (v)   Appendix E to Annex A - Certification at the TA stage; and

(e)   Annex B, Basis of Payment;

(f)   Annex C, Security Requirements Check List;

(g)   Annex D, Claim for Progress Payment;

(h)   the signed Task Authorizations including any required Certifications;

(i)   Supply Arrangement Number EN537-05IT01/xxx/EI (the "Supply Arrangement"); and

(j)   the Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*.

7.13   Foreign Nationals (Canadian Contractor)

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

7.14   Foreign Nationals (Foreign Contractor)

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

7.15   Insurance Requirements

(a)   <u>Contractor's Responsibility</u>

    (i)   It will be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract. Any such insurance will be provided and maintained by the Contractor at its own expense. The insurance stipulation provisions contained herein will not limit any insurance required by federal, provincial or municipal law. The required insurance is to the benefit and protection of the Contractor and will not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provision of the Contract.

    (ii)   To meet the insurance requirements of the Contract, the Contractor must provide in its application a Certificate of Insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements or, at the request of the Contracting Authority, a certified true copy of all applicable insurance policies.

(b)   <u>Commercial General Liability (CGL)</u>

Commercial General Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN $10 million** per accident or occurrence and in the annual aggregate.

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(c)   CGL Endorsements

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

(i)   Additional Insured Endorsement: Canada is included as an additional insured, but only with respect to liabilities that may arise from the contractor's own negligence, in the performance of the contract.

(ii)   The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

(iii)   Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation;

(iv)   Cross Liability Endorsement: Without increasing the limit of liability, the policy will protect all insured parties to the full extent of coverage provided. Further, the policy will apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each;

(v)   Contractual Liability Endorsement: The policy will, on a blanket basis or by specific reference to threshold limits of the SO/SA Tiers, extend to assumed liabilities with respect to contractual insurance provisions;

(vi)   Contingent Employer's Liability Endorsement": To protect Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of their employees;

(vii)   Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, will be included as additional insured.

(viii) Voluntary Medical Payments, $5,000 per person, $25,000 per accident: To provide, without contestation, for expenses incurred in instances of minor accidental bodily injuries.

(ix)   Products and Completed Operations Broad Form (24 months): While not limited to, the endorsement should include service, assembly and repair activities as well as material, parts or equipment furnished in connection with the work performed by the Contractor or on it's behalf.

(x)   Personal Injury Broad Form: While not limited to, the endorsement should include coverage for Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(xi)   Independent Contractors Liability Endorsement (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor; all subcontractors are included as Insured by the policy;

(xii)   Non-Owned Automobile Endorsement: To protect the Contractor for liabilities arising by their use of vehicles owned by other parties including Canada.

(xiii) Where the Contractor is a Joint Venture, for the purposes of this Contract and any related documents (including insurance certificates), Canada requires that the Joint Venture Contractor identify itself by a single name. Upon request by Canada, a Joint Venture Contractor must specify the name of the Joint Venture to the Contracting Authority.

(d)   Errors and Omissions insurance

Errors and Omissions Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN $1 million** per loss and in the annual aggregate, inclusive of defence costs.

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

(e)   Errors and Omissions Endorsements

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

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

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

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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 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) _____ 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.

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(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.

7.18   Professional Services - General

(a)   The Contractor must provide professional services on request as specified in this Contract.

(b)   If there must be a change in a resource performing work under the TA (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Specific Individuals"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).

(c)   All resources provided by the Contractor must meet the qualifications described in the TA (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.

(d)   The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.

(e)   If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

7.19   Safeguarding Electronic Media

(a)   Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b)   If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense

7.20   Reporting Requirements

The Contractor must provide the following reports as part of the Management Services to the Contracting Authority at the following times:

(a)   <u>Monthly Timesheets</u> – AAFC will define projects and activities against which all Contractor time must be reported. This is done on a monthly basis and must account for all time which appears on contractors monthly timesheets.

(b)   <u>Monthly Progress Reporting</u> - The Contractor shall prepare, at no additional cost to Canada, a Monthly Contract Status Report detailing the work performed during the previous month for all approved TAs currently ongoing under the Contract. The Monthly Contract Status Report shall be submitted to the Technical Authority within one week following the month end in a format acceptable

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to the Technical Authority. As a minimum, each monthly report shall document the following information for each approved TA:

(i)   TA reference #;

(ii)   Firm Price or Per Diem to a Maximum TA;

(iii)   Financial Summary; including approved maximum financial-limit, current month billing amount, total cost billed and balance remaining;

(iv)   Resource Utilization Summary (Per Diem to a Maximum TAs); including maximum number of days, current month utilization, and balance remaining by resource category;

(v)   Progress Report (Firm Price TAs); an overview of the significant activities completed against each milestone / deliverable; a summary of outstanding activities to complete each milestone / deliverable; and identification of any issues that may prevent completion of the TA within the approved schedule and/or budget; and

(vi)   Issues and Recommendations relating to the conduct of the work (if applicable).

(c)   Additional TA Reporting - TAs containing specific deliverables and/or milestones may identify additional reporting requirements as deemed appropriate to report on the progress of a particular TA (e.g. Earned Value Reporting).

7.21   Representations and Warranties

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.22   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   Warranties 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 after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.24   Transition Services at end of Contract Period

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(a)   The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to 6 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.

7.25   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 5 working days to deliver the action plan to the Client and the Contracting Authority, and 20 working days to rectify the underlying problem.

(e)   In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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ANNEX A

STATEMENT OF WORK

1.   BACKGROUND

The Information Systems Branch (ISB) of Agriculture and Agri-Food Canada (AAFC) supports the department's delivery of agriculture programs by designing, developing and maintaining the information-based and knowledge-based systems used to connect staff, producers, and the public with agriculture information and knowledge resources.

AAFC works in close collaboration with its agriculture Portfolio Partners to secure success for the Canadian agriculture and agri-food sector and for Canada. Along with AAFC, the organizations within the portfolio support the Minister with advice and guidance relating to their particular sectors. AAFC's Portfolio Partners currently include: Canadian Grain Commission; Canadian Food Inspection Agency; Canadian Dairy Commission; Farm Credit Canada; Farm Products Council of Canada; and Canada Agriculture Review Tribunal. The current list of AAFC's Portfolio Partners can be found at http://www4.agr.gc.ca/AAFC-AAC/display-afficher.do?id=1173977418249&lang=engzx.

To meet its new program, corporate and operational applications mandate, ISB has a requirement to develop Java-based corporate and operational applications. As AAFC does not possess the necessary resources to develop all applications in-house it will utilize external resources and expertise to fulfill its mandate and respond in a timely manner to Program announcements. AAFC's current standard for new applications is Java 2 Platform, Enterprise Edition (J2EE platform) on an Oracle database integrated with reporting tools such as IBM/Cognos ReportNet and BIRT (Eclipse).

AAFC has undertaken an *Enterprise Applications Portfolio Benchmark and Roadmap* exercise to reduce application development and support costs and complexity while improving service delivery. This roadmap will also identify the critical technology requirements and performance targets and the technology alternatives and milestones for meeting those targets. It will also identify alternate technology "roads" for meeting certain performance objectives and may result in changes to AAFC's technological environment.

Decisions have been made to work towards the establishment of one fully integrated organization to support the IM/IT requirements of both AAFC and CFIA. Both organizations are currently evaluating various ways to improve efficiency by leveraging the existing resources and technological environments available in both organizations. CFIA has recently completed its own *Enterprise Applications Portfolio Benchmark and Roadmap* exercise.

Refer to Appendix A to Annex A to this SOW for additional information regarding AAFC's current technical environment.

2.   SCOPE OF WORK

2.1   SUMMARY OF WORK

AAFC and its Portfolio Partners require a software/application integrator that can provide Solutions-Based Professional Informatics Services, on an as and when requested basis, for strategic planning and application development, integration, testing and maintenance.

The Contractor will be requested, on an as-and-when requested basis, via approved Task Authorizations (TAs), to provide qualified professional services resources, primarily in the National Capital Region (NCR), to support AAFC's Information Services Branch (ISB) and AAFC's Portfolio Partners in the delivery of work packages normally associated with the planning, design, development, implementation and support of applications, which may be larger or more complex (i.e. approximately $2M - $5M development effort) Java-based applications to meet AAFC's program and corporate application requirements. In addition, pending the outcome of the Roadmap exercise, there may be a need for the Contractor to provide

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strategic planning expertise to assist AAFC and CFIA in the integration of their respective technical architectures. The Contractor and AAFC will utilize a collaborative approach to the development of Task Authorization (TA) work packages, refer to Appendix B to Annex A section 2 for further details.

AAFC has implemented a governance process to examine and prioritize IM/IT initiatives within the department. It is anticipated that AAFC will continue to develop applications in-house using AAFC staff augmented by additional contract resources via various contracting vehicles. It will be at AAFC's discretion to determine which applications development projects and activities will be undertaken by the Contractor.

AAFC will manage the lifecycle of these application projects using a phased or gated approach. Each application initiative begins with a planning and analysis requirements definition and solution options or design phase to obtain project approval. Subject to project approval and funding, AAFC will collaborate with the Contractor to negotiate the scope of work for the subsequent stage(s) of the application project.

2.2   RESPONSIBILITIES

The Contractor will plan and manage all professional services resources provided to AAFC's ISB and Portfolio Partners under this Contract. The Contractor's responsibilities include overseeing the quality of work delivered by its resources as well as managing the resources to ensure the work is completed within the agreed upon budget and schedule as laid-out in the Task Authorization (TA). AAFC will rely of the expertise of the Contractor to plan and deliver the work in a manner such that all requirements of AAFC are met. Refer to Appendix B to Annex A section 2 for additional information regarding the collaborative approach to TAs.

The Contractor's resources will collaborate with AAFC resources and other contract personnel as appropriate to deliver the services. In delivering the services under the Contract, the Contractor's resources will be expected to continue using already established and AAFC approved tools, methods and systems for application development and maintenance.

2.3   CONTRACT INITIATION

The Contractor must, at no cost to AAFC, participate in a contract initiation meeting with AAFC and the Contracting Authority. At the initial meeting, the Contractor will be required to make an oral presentation to AAFC describing its' approach to the delivery of the work under the Contract including:

a)   Project Management Methodology
b)   Application Development Methodology and Tool Set
c)   Quality Management Plan
d)   Deliverable Documentation Plan
e)   Contract Management Approach

At this session, the AAFC Technical Authority will provide comments and discuss any required adjustments to the Contractor's approach as proposed in its solicitation response. The final agenda for the contract initiation meeting will be provided upon Contract award.

The contract initiation meeting will be a face-to-face meeting, held at AAFC in the National Capital Region (NCR), within five days following issue of the agenda. Additional meetings may be required as determined by the Technical Authority.

3.   RESOURCE REQUIREMENTS

The required Work and deliverables will be defined in each Task Authorization (TA). The Contractor must provide resources, on an as-and-when requested basis, via approved Task Authorizations (TAs), in any of the categories identified by an "x" under the Experience Level in the table below. Resource Categories are defined in Appendix D to Annex A, Resource Assessment Criteria.

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Reference	Category	Level 1	Level 2	Level 3
1.	Application/Software Architect		x	x
2.	Programmer/Software Developer	x	x	x
3.	BI Programmer/Software Developer	x	x	x
4.	Test Coordinator		x	x
5.	Tester	x	x	x
6.	Database Administrator		x	x
7.	Database Modeller		x	x
8.	Network Analyst		x	x
9.	System Administrator		x	x
10.	Technical Architect		x	x
11.	Technology Architect		x	x
12.	Business Analyst	x	x	x
13.	Business Transformation Architect	x	x	x
14.	Technical Writer	x	x	x
15.	Project Coordinator	x	x	x
16.	Project Leader		x	x
17.	Project Manager		x	x
18.	J2EE Development Project Manager		x	x
19.	Project Executive	x	x	x
20	Quality Assurance Specialist/Analyst	x	x	x
21.	Risk Management Specialist		x	x

4.   MANAGEMENT SERVICES

The following Management Services as described in this Article, must be provided at no cost to Canada from the time of Contract award.

4.1   SOFTWARE DEVELOPMENT TECHNOLOGY AND TOOLS

The Contractor must deliver the required work using AAFC's standard software development technologies and tools as identified in each TA and this Contract. AAFC's current standards and future directions are identified below and are subject to change over time. Additional information regarding AAFC's technical environment is provided in Appendix A to Annex A to this SOW. This Contract is not the exclusive vehicle for AAFC to procure professionnal services for AAFC's Program and Corporate Application Division and AAFC may choose to develop application reporting separately from this Contract.

Java Software Development Tool Category	AAFC Standards	Licensing Responsibility
Modelling Tool	• MyEclipse UML • Microsoft Visio	Contractor
Integrated Development Environment (IDE)	• Eclipse	Contractor
Unit Test Tool	• JUnit and related tools (i.e. EasyMock, DbUnit)	Contractor
Source Management Tool	• Subversion (SVN)	Contractor
Build Tool	• Apache ANT • CruiseControl • Apache Maven	Contractor
Bug and Issue Tracking	• JIRA	AAFC can provide the Contractor with access via VPN

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Java Software Development Tool Category	AAFC Standards	Licensing Responsibility
Modelling Tool	• MyEclipse UML • Microsoft Visio	Contractor
Reporting Tool	• BIRT (Eclipse)	Contractor
	• JasperReports	Contractor
	• IBM/Cognos ReportNet	AAFC can provide the Contractor with access via VPN
Database	• Oracle 11G (or higher)	Contractor

4.2   PROJECT MANAGEMENT METHODOLOGY

The Contractor must ensure the use of a formal project management methodology to manage the delivery of all Work. The project management methodology must enable the Contractor to manage its resources to ensure all Work is completed within the agreed upon budget and schedule and ensure that each project/system implemented conforms to AAFC's requirements. The project management methodology must address, but is not limited to, the following areas of project management:

a)   Risk (including knowledge transfer between incoming and outgoing Contractor resources);
b)   Human Resource (HR);
c)   Scope;
d)   Schedule;
e)   Communications;
f)   Organizational Impacts; and
g)   Technical Performance.

4.3   APPLICATION DEVELOPMENT METHODOLOGY AND TOOL SET

The Contractor must ensure the use a formal application development methodology and tool set to plan, design and develop the Java-based applications under this Contract. AAFC is moving toward the Rational Unified Process (RUP) as its iterative software development process framework for all new application development projects in the department; as such the Contractor's application development methodology and tool set must adhere, or be adaptable, to the Rational Unified Process (RUP). AAFC may, at its discretion, require the Contractor to adapt its methodology or tool set to meet AAFC's requirements on an application by application basis.

4.4   QUALITY MANAGEMENT PLAN

i.   The Contractor must use a formal quality management (QM) plan to ensure that all deliverables to AAFC are of high quality. The QM plan must include internal quality assurance processes to ensure the overall quality and functionality of the Java applications delivered under the contract. The QM plan must include processes for performance of reviews, inspections and tests necessary to substantiate that the services and materiel provided conform to the specifications and requirements of any tasking issued. The QM plan must also ensure that resources provided under the Contract are knowledgeable and experienced in the use of the Contractor's QM program and processes. AAFC will conduct user acceptance testing (UAT) of the new applications and any deficiencies must be rectified by the Contractor.

ii.   The Contractor must, revise and finalize its QM plan based on input from AAFC at the contract initiation meeting. The final QM plan must be submitted, within 10 days following the contract initiation meeting, to the Technical Authority for review and approval. AAFC, at its discretion, may not issue TAs to the Contractor until the Technical Authority has approved the QM plan.

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iii. The Contractor must have a QM plan approved by the Technical Authority within 45 days of contract award and manage the contract in accordance with the approved plan.

4.5   DELIVERABLE DOCUMENTATION PLAN

i. The Contractor must document contract deliverables, including software application code that is developed under the contract, so that applicable deliverables can be easily understood and maintained by AAFC or a subsequent contractor.

ii. The Contractor must provide documentation, as identified at the each TA, that complies with AAFC deliverable standards and project team standards that are dictated at the start of the project phase and detailed in the TA.

iii. The Contractor must revise and finalize its deliverable documentation plan based on input from AAFC at the contract initiation meeting. The final deliverable documentation plan must be submitted, within 10 business days following the contract initiation meeting, to the Technical Authority for review and approval. AAFC, at its discretion, may not issue TAs to the Contractor until the Technical Authority has approved the deliverable documentation plan.

iv. Failure to have a deliverable documentation plan approved by the Technical Authority within 45 calendar days of contract award or manage the contract in accordance with the approved plan may, at AAFC's discretion, result in termination of the contract.

4.6   CORRESPONDENCE

All correspondence related to the provision of the required services, either initiated by the Contractor personnel or by any section of AAFC, shall be submitted to the Technical Authority for review, approval and signature (as required). Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

4.7   NUMBER OF COPIES AND FORMAT OF DELIVERABLES

Unless otherwise specified by the Technical Authority, one hard copy and one electronic copy of any deliverables shall be provided to the Technical Authority. Deliverables shall be provided in the MS Office Suite format, using the then current version in use at AAFC (Note: AAFC is currently using MS Office version 2003). The Task Authorization will indicate the format if any specialized deliverable is requested.

4.8   ELECTRONIC LIBRARY

The Contractor shall maintain on AAFC premises an electronic library of all work in progress, delivered items and review comments, and shall perform version control.

4.9   MEETINGS

The Contractor shall make all necessary preparations in order to actively participate in any meeting convened by the Technical Authority. All meetings will be conducted at AAFC's location in the NCR, unless otherwise requested by the Technical Authority.

If required by the Technical Authority, the Contractor resources shall prepare minutes of all discussions and record of decisions of the meeting(s) and shall provide them to the Technical Authority, for review and approval, no later than three (3) business days after each meeting.

The Contractor shall maintain a history of all meetings as well as all incremental changes to action items and submit it to the Technical Authority when requested.

5.   TASKS AND ACTIVITIES

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Contractor resources will be required to prepare and complete various tasks and activities related to the system development lifecycle of AAFC's program, corporate and operational applications under specific Task Authorizations (TAs) as requested to support AAFC's ISB and Portfolio Partners. These tasks and activities, as well as their schedule, content and format, will be identified in each TA and may include, but are not limited to the following sample tasks and activities:

i.   Planning and Analysis:
   a)   Strategic Planning;
   b)   Preliminary analysis and development of recommendations;
   c)   Assessment of technologies and tools;
   d)   Development of business cases; and
   e)   Preparation of Treasury Board (TB) submissions for approval.

ii.   Project Initiation:
   a)   Development of project charters, project plans and related documentation;
   b)   Development of business cases;
   c)   Options analysis;
   d)   High level requirements gathering; and
   e)   Proof of concept.

iii.   Application Planning:
   a)   Requirements gathering for the application;
   b)   Development of high level functional and technical specifications through the use of business process maps, use cases, Joint Application Development (JAD) sessions and documented outcome, business workflow and organizational models, and solution prototypes;
   c)   Development of documentation standards for the project;
   d)   Development of risk assessment and mitigation plan;
   e)   Development of high-level project cost estimate, work plan, schedule and related documentation for future project phases; and
   f)   Project status reporting.

iv.   Application and Database Design:
   a)   Development of detailed technical and functional design;
   b)   Development and documentation of the application system architecture and design;
   c)   Development and documentation of the logical data model;
   d)   Assist AAFC in obtaining AAFC-IM/IT governance and gate approvals related to development of the application;
   e)   Development of detailed estimate, work plan and schedule for project implementation;
   f)   Identification of all documentation requirements, including a statement of purpose, scope and table of contents for each required document/manual;
   g)   Development of application deployment procedures;
   h)   Updating of the risk assessment and mitigation plan; and
   i)   Project status reporting.

v.   Application Build:
   a)   Development of the source code and operational programs as per the approved requirements and design documentation;
   b)   Creation of the physical database as per the design;
   c)   Development of the appropriate Structured Query Language (SQL) as per physical database design;
   d)   Perform unit testing and variance correction of the application;
   e)   Support the testing work activities described below by correcting variances as reported by the System Test team;
   f)   Production-ready application source code and executables;

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g) Application development and integration within AAFC's information technology environment;
h) Preparation of all required documentation and manuals;
i) Training and knowledge transfer to AAFC staff;
j) Updating of the risk assessment and mitigation plan; and
k) Project status reporting.

vi. Testing:
a) Development of the master test plan and system test plan deliverables;
b) Development of the test cases as per the test plan deliverables;
c) Execution and maintenance of the test cases;
d) Identify and report variances, and provide assistance to the developers in problem determination as appropriate;
e) Documentation of all variances and resolutions.
f) Provide environment/infrastructure support for the development and test environments:
i. Configure and support the AAFC-provided development software on the integration and system test servers;
ii. Configure and support the developer workstation tools used by the Application Development team; and
iii. Support the integration and system test application servers.
g) Provide support for AAFC's User Acceptance Testing:
h) Provide support for AAFC's deployment of the application in the UAT and production environments.

vii. Application Enhancement, Support and Maintenance:
a) Development of cost estimate, release and enhancement plan, and schedule for ongoing application maintenance;
b) Completing changes required to enhance application functionality;
c) Applying fixes to application problems;
d) Updating of the risk assessment and mitigation plan; and
e) Project status reporting.

viii. Transition-out Activities:

a) Development of a transition plan for review and approval including:
i. Roles and responsibilities;
ii. Tasks required for transition:
iii. Knowledge transfer requirements and training plan;
iv. Required documentation; and
v. Milestones and timelines.
b) Conduct transition-out activities as identified in the approved transition plan.

6. RESOURCE TASKS AND ACTIVITIES

The tasks, activities and deliverables as well as their schedule, content and format (as applicable) associated with the specific category of personnel will be identified in each TA and may include, but is not limited to, the following:

6.1 Application/Software Architect:

i. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
ii. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;

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iii. Select and incorporate available software programs;
iv. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
v. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
vi. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
vii. Correct program errors by revising instructions or altering the sequence of operations;
viii. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

6.2 Programmer/Software Developer

i. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
ii. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
iii. Select and incorporate available software programs;
iv. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
v. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
vi. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
vii. Correct program errors by revising instructions or altering the sequence of operations; and
viii. Test instructions, assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

6.3 Business Intelligence (BI) Programmer/Software Developer

i. Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
ii. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
iii. Select and incorporate available software programs;
iv. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
v. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
vi. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
vii. Correct program errors by revising instructions or altering the sequence of operations; and
viii. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

6.4 Test Coordinator

i. Provide advice, guidance and coordination efforts for test strategies and plans, selection of automated testing tools, and identification of resources required for testing; and
ii. Plan, organize, and schedule testing efforts for large systems, including the execution of systems integration tests, specialized tests, and user acceptance testing (e.g., stress tests).

6.5 Tester

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i. Test planning and coordination;
ii. Supervision of testing in accordance with the plan;
iii. Management and monitoring of test plans for all levels of testing;
iv. Management of walkthroughs and reviews related to testing and implementation readiness;
v. Status reporting;
vi. Development of test scenarios and test scripts;
vii. Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
viii. Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
ix. Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure; and
x. Establishing a validation and verification capability which assumes functional and performance compliance.

6.6 Database Administrator

i. Define new database structures;
ii. Define data conversion strategy;
iii. Define database conversion specifications;
iv. Customize data base conversion routines;
v. Finalize Conversion Strategy;
vi. Generate new database with the client;
vii. Work very closely with the users in order to maintain and safeguard the database;
viii. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
ix. Maintain data dictionaries;
x. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
xi. Mediates and resolves conflicts among users' needs for data;
xii. Develop and implement security procedures for the database, including access and user account management;
xiii. Advise programmers, analysts, and users about the efficient use of data;
xiv. Maintain configuration control of the database;
xv. Perform or coordinate updates to the database design; and
xvi. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database, develop and coordinate back-up, disaster recovery and virus protection procedures.

6.7 Database Modeler

i. The Data Architect has both strategic and tactical responsibility for developing and maintaining the Architecture and Data Models for corporate and project specific initiatives;
ii. This responsibility includes the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets;
iii. Design, develop and maintain Logical Data Models;
iv. Analyze proposed changes to databases from the context of the Logical Data Model;
v. Provide technical expertise in the use and optimization of data modeling techniques to team Members;

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vi.   Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members;

vii.   Provide assistance to project team and business users relating to data issues and data analysis concepts;

viii.   Participate in the development of data modeling and metadata policies and procedures;

ix.   Participate in data analysis as a result of new/updated requirements;

x.   Apply approved changes to logical data models;

xi.   Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities;

xii.   Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture;

xiii.   Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them;

xiv.   Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.

xv.   Comply with corporate repository metadata directions;

xvi.   Provide input to refinement of data architectures;

xvii.   Participate in data architecture refinement;

xviii.   Define access strategies; and

xix.   Construct, monitor and report on work plans and schedules.

6.8   Network Analyst

i.   Prepare implementation plans for particular technologies;

ii.   Installs and monitors particular facets of technology;

iii.   Configures and optimizes technical installations;

iv.   Troubleshoots and responds to user problems; and

v.   Maintain up to date knowledge of particular technologies and products supporting that technology.

6.9   System Administrator

i.   Install, monitor, upgrade and maintain operating systems;

ii.   Install, monitor, upgrade and maintain hardware and software;

iii.   Work with Business Analysts, Project Managers, Developers, and clients/stakeholders to maintain and improve software performance;

iv.   Apply problem solving skills to troubleshoot and resolve technical problems;

v.   Ensure timely and reliable system administration procedures, such as backup and recovery; and

vi.   Analyze system performance and recommend improvements.

6.10   Technical Architect

i.   Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;

ii.   Identify policies and requirements that drive out a particular solution;

iii.   Analyze and evaluate alternative technology solutions to meet business problems;

iv.   Ensure the integration of all aspects of technology solutions;

v.   Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes; and

vi.   Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them.

6.11   Technology Architect

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i. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
ii. Identify the policies and requirements that drive out a particular solution;
iii. Analyze and evaluate alternative technology solutions to meet business problems;
iv. Ensures the integration of all aspects of technology solutions;
v. Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
vi. Provide information, direction and support for emerging technologies;
vii. Perform impact analysis of technology changes;
viii. Provide support to applications and technical support teams in the proper application of existing infrastructure; and
ix. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

6.12 Business Analyst

i. Develop and document statements of requirements for considered alternatives;
ii. Perform business analyses of functional requirements to identify information, procedure, and decision flows;
iii. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems;
iv. Develop data dictionary;
v. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
vi. Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes;
vii. Establish acceptance test criteria with client; and
viii. Support and use the selected departmental methodologies.

6.13 Business Transformation Architect

i. Analysis and development of business success "critical success factors";
ii. Analysis and development of architecture requirements design, process development, process mapping and training;
iii. Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
iv. Participate in change impact analysis and change management activities;
v. Participate in organizational realignment (job re-design organizational re-structuring);
vi. Coordinate development of training and coordination with other stakeholders; and
vii. Create presentations and present to various stakeholders, and facilitate meetings and discussions.

6.14 Technical Writer

i. Document help text, user manuals, technical documentation, web page content, etc;
ii. Review documentation standards and the existing project documentation;
iii. Determine documentation requirements and make plans for meeting them;
iv. Gather information concerning the features and functions provided by the developers;
v. Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;
vi. Develop a table of content for each document/manual and write or edit the required content;
vii. Investigate the accuracy of the information collected by making direct use of the material being documented;
viii. Prepare or coordinate the preparation of any required illustrations and diagrams;
ix. Design the layout of the documents/manuals; and

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x. Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

6.15 Project Coordinator

i. Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks;
ii. Provide administrative and technical support of a clerical nature as required to a project team;
iii. Assist in performing such tasks as maintaining project documentation and application/system libraries;
iv. Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
v. Track project change requests;
vi. Maintain and updates relevant project information in manual and electronic files; project information might include such things as project activity schedule, status reports, correspondence;
vii. Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work; and
viii. Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

6.16 Project Leader

i. Specify the general requirements of the system, develop broad system alternatives and identify their administrative, economic and technical feasibility and practically as well as associated policy and organizational change requirements;
ii. Analyse and evaluate each alternative based on make/buy, impact and cost/benefit considerations, and propose, justify, plan and cost the implementation of the selected alternative;
iii. Produce overall plan, a detailed plan for the functional analysis phase, and obtain approval of preliminary analysis;
iv. Plan, direct and control the activities of a system development team within scheduled time and cost parameters;
v. Evaluate proposed computer applications to determine technical, operational and economic feasibility;
vi. Design and test systems to ensure that the objectives of the system are met and that the outputs produced are in accordance with client requirements; and
vii. Monitor the design, implementation and operations start-up of the proposed system against established goals, objectives and milestones.

6.17 Project Manager

i. Manage several Project Managers, each responsible for an element of the project and its associated project team;
ii. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
iii. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
iv. Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
v. Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
vi. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;
vii. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and

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viii.   Project sign-off.

6.18   J2EE Development Project Manager

i.   Manage several Project Managers, each responsible for an element of the project and its associated project team;

ii.   Manage the J2EE application project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;

iii.   Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;

iv.   Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;

v.   Report progress of the project on an ongoing basis and at scheduled points in the life cycle;

vi.   Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;

vii.   Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and

viii.   Project sign-off.

6.19   Project Executive

i.   Provides assistance and guidance related to organizational and strategic planning;

ii.   Manage several Project Managers, each responsible for an element of the project and its associated project team;

iii.   Define and document project objectives, determine budget requirements;

iv.   Meet with other organizational executives to ensure all organizational (internal and external) stakeholders are committed and moving forward on project and organizational goals;

v.   Resolve issues related to the project;

vi.   Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and

vii.   Project sign-off.

6.20   Quality Assurance Specialist / Analyst

i.   Lead development of test plans, test scripts and test data;

ii.   Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;

iii.   Identify and document software defects;

iv.   Participate with other project resources to resolve defects; and

v.   Perform regression testing of software applications.

6.21   Risk Management Specialist

i.   Conduct risk assessments;

ii.   Identify project risks and overall project risks;

iii.   Recommend alternative solutions, methodologies and strategies for risk mitigation and management;

iv.   Produce risk management plans;

v.   Conduct risk assessments for troubled projects to quickly assess associated risks and recommend courses of action to minimize inherent risks;

vi.   Assist in prioritization and assignment of risks;

vii.   Assist in the development and implementation of Risk Management Plans;

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viii.   Manage the implementation of Risk Management Plans to identify, analyze, plan, track and control project risks on a continuous basis throughout the project life cycle; and

ix.   Coach, mentor and train project teams in risk mitigation techniques.

7.   LOCATION FOR PROVISION OF SERVICES

a)   Contractor's Location

The majority of the work will be conducted at the Contractor's location unless otherwise requested by AAFC as follows:

i.   The Contractor must have the capacity to re-create AAFC's technical, development tools and technical application environment(s) (as stipulated in Appendix A to Annex A) at its location as may be necessary for the purposes of application planning, design and development. It is expected that testing activities associated with the implementation of the Java applications will be conducted on-site at AAFC in the NCR;

ii.   AAFC will provide virtual private network (VPN) remote access to Contractor resources as required (Note: Advance notice is required to establish VPN access for new resources);

iii.   AAFC will provide shared temporary satellite office space for the Contractor on-site at AAFC to support operational requirements as needed;

iv.   The Contractor must attend, at no additional cost to Canada, meetings on-site at AAFC in the NCR as required to plan and report on progress of the work under the contract. In addition the Contractor's resources may be required to commute, at no additional cost to Canada, between multiple AAFC locations in the NCR, and the Contractor's location in the course of their work; and

v.   Some resources may require a high-level of face-to-face interaction with AAFC personnel in the NCR.

b)   Travel to other AAFC Locations

The Contractor's resources may have to travel outside of the National NCR. In such cases, and with the prior authorization of the Technical Authority, travel and living expenses may be reimbursed to the Contractor. All travel and living expenses are subject to Treasury Board (TB) regulations and guidelines.

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ANNEX B

BASIS OF PAYMENT

In respect of the "Firm Per Diem Rates" for the initial contract period listed below, Firm Per Diem Rates must not exceed those rates set out in Annex (C) Schedule of Per Diem Rates of the SA Holder's Supply Arrangement.

The rate(s) quoted for any option period(s) must not be lower than the corresponding rate(s) quoted for the Initial Contract Period.

INITIAL CONTRACT PERIOD:

Resource Category	Initial Contract Period (From Date of award for a period of 2 years)	
	Level of Expertise	Firm Per Diem Rate
Application/Software Architect	Level #2	$
Application/Software Architect	Level #3	$
Programmer/Software Developer	Level #1	$
Programmer/Software Developer	Level #2	$
Programmer/Software Developer	Level #3	$
BI Programmer/Software Developer	Level #1	$
BI Programmer/Software Developer	Level #2	$
BI Programmer/Software Developer	Level #3	$
Test Coordinator	Level #2	$
Test Coordinator	Level #3	$
Tester	Level #1	$
Tester	Level #2	$
Tester	Level #3	$
Database Administrator	Level #2	$
Database Administrator	Level #3	$
Database Modeller	Level #2	$
Database Modeller	Level #3	$
Netword Analyst	Level #2	$
Netword Analyst	Level #3	$
System Administrator	Level #2	$
System Administrator	Level #3	$
Technical Architect	Level #2	$
Technical Architect	Level #3	$
Technology Architect	Level #2	$
Technology Architect	Level #3	$
Business Analyst	Level #1	$
Business Analyst	Level #2	$
Business Analyst	Level #3	$
Business Transformation Architect	Level #1	$
Business Transformation Architect	Level #2	$
Business Transformation Architect	Level #3	$
Technical Writer	Level #1	$
Technical Writer	Level #2	$
Technical Writer	Level #3	$
Project Coordinator	Level #1	$
Project Coordinator	Level #2	$

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Project Coordinator	Level #3	$
Project Leader	Level #2	$
Project Leader	Level #3	$
Project Manager	Level #2	$
Project Manager	Level #3	$
J2EE Development Project Manager	Level #2	$
J2EE Development Project Manager	Level #3	$
Project Executive	Level #1	$
Project Executive	Level #2	$
Project Executive	Level #3	$
Quality Assurance Specialist/Analyst	Level #1	$
Quality Assurance Specialist/Analyst	Level #2	$
Quality Assurance Specialist/Analyst	Level #3	$
Risk Management Specialist	Level #2	$
Risk Management Specialist	Level #3	$

OPTION PERIODS:

Resource Category	Option Period 1 (For a period of 1 year)	
	Level of Expertise	Firm Per Diem Rate
Application/Software Architect	Level #2	$
Application/Software Architect	Level #3	$
Programmer/Software Developer	Level #1	$
Programmer/Software Developer	Level #2	$
Programmer/Software Developer	Level #3	$
BI Programmer/Software Developer	Level #1	$
BI Programmer/Software Developer	Level #2	$
BI Programmer/Software Developer	Level #3	$
Test Coordinator	Level #2	$
Test Coordinator	Level #3	$
Tester	Level #1	$
Tester	Level #2	$
Tester	Level #3	$
Database Administrator	Level #2	$
Database Administrator	Level #3	$
Database Modeller	Level #2	$
Database Modeller	Level #3	$
Netword Analyst	Level #2	$
Netword Analyst	Level #3	$
System Administrator	Level #2	$
System Administrator	Level #3	$
Technical Architect	Level #2	$
Technical Architect	Level #3	$
Technology Architect	Level #2	$
Technology Architect	Level #3	$
Business Analyst	Level #1	$
Business Analyst	Level #2	$
Business Analyst	Level #3	$
Business Transformation Architect	Level #1	$
Business Transformation Architect	Level #2	$

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Business Transformation Architect	Level #3	$
Technical Writer	Level #1	$
Technical Writer	Level #2	$
Technical Writer	Level #3	$
Project Coordinator	Level #1	$
Project Coordinator	Level #2	$
Project Coordinator	Level #3	$
Project Leader	Level #2	$
Project Leader	Level #3	$
Project Manager	Level #2	$
Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
Project Executive	Level #1	$
Project Executive	Level #2	$
Project Executive	Level #3	$
Quality Assurance Specialist/Analyst	Level #1	$
Quality Assurance Specialist/Analyst	Level #2	$
Quality Assurance Specialist/Analyst	Level #3	$
Risk Management Specialist	Level #2	$
Risk Management Specialist	Level #3	$

Resource Category	Level of Expertise	Option Period 2 (For a period of 1 year) Firm Per Diem Rate
Application/Software Architect	Level #2	$
Application/Software Architect	Level #3	$
Programmer/Software Developer	Level #1	$
Programmer/Software Developer	Level #2	$
Programmer/Software Developer	Level #3	$
BI Programmer/Software Developer	Level #1	$
BI Programmer/Software Developer	Level #2	$
BI Programmer/Software Developer	Level #3	$
Test Coordinator	Level #2	$
Test Coordinator	Level #3	$
Tester	Level #1	$
Tester	Level #2	$
Tester	Level #3	$
Database Administrator	Level #2	$
Database Administrator	Level #3	$
Database Modeller	Level #2	$
Database Modeller	Level #3	$
Netword Analyst	Level #2	$
Netword Analyst	Level #3	$
System Administrator	Level #2	$
System Administrator	Level #3	$
Technical Architect	Level #2	$
Technical Architect	Level #3	$
Technology Architect	Level #2	$
Technology Architect	Level #3	$
Business Analyst	Level #1	$

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Business Analyst	Level #2	$
Business Analyst	Level #3	$
Business Transformation Architect	Level #1	$
Business Transformation Architect	Level #2	$
Business Transformation Architect	Level #3	$
Technical Writer	Level #1	$
Technical Writer	Level #2	$
Technical Writer	Level #3	$
Project Coordinator	Level #1	$
Project Coordinator	Level #2	$
Project Coordinator	Level #3	$
Project Leader	Level #2	$
Project Leader	Level #3	$
Project Manager	Level #2	$
Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
Project Executive	Level #1	$
Project Executive	Level #2	$
Project Executive	Level #3	$
Quality Assurance Specialist/Analyst	Level #1	$
Quality Assurance Specialist/Analyst	Level #2	$
Quality Assurance Specialist/Analyst	Level #3	$
Risk Management Specialist	Level #2	$
Risk Management Specialist	Level #3	$

Resource Category	Option Period 3 (For a period of 1 year)	
	Level of Expertise	Firm Per Diem Rate
Application/Software Architect	Level #2	$
Application/Software Architect	Level #3	$
Programmer/Software Developer	Level #1	$
Programmer/Software Developer	Level #2	$
Programmer/Software Developer	Level #3	$
BI Programmer/Software Developer	Level #1	$
BI Programmer/Software Developer	Level #2	$
BI Programmer/Software Developer	Level #3	$
Test Coordinator	Level #2	$
Test Coordinator	Level #3	$
Tester	Level #1	$
Tester	Level #2	$
Tester	Level #3	$
Database Administrator	Level #2	$
Database Administrator	Level #3	$
Database Modeller	Level #2	$
Database Modeller	Level #3	$
Netword Analyst	Level #2	$
Netword Analyst	Level #3	$
System Administrator	Level #2	$
System Administrator	Level #3	$
Technical Architect	Level #2	$

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Technical Architect	Level #3	$
Technology Architect	Level #2	$
Technology Architect	Level #3	$
Business Analyst	Level #1	$
Business Analyst	Level #2	$
Business Analyst	Level #3	$
Business Transformation Architect	Level #1	$
Business Transformation Architect	Level #2	$
Business Transformation Architect	Level #3	$
Technical Writer	Level #1	$
Technical Writer	Level #2	$
Technical Writer	Level #3	$
Project Coordinator	Level #1	$
Project Coordinator	Level #2	$
Project Coordinator	Level #3	$
Project Leader	Level #2	$
Project Leader	Level #3	$
Project Manager	Level #2	$
Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
Project Executive	Level #1	$
Project Executive	Level #2	$
Project Executive	Level #3	$
Quality Assurance Specialist/Analyst	Level #1	$
Quality Assurance Specialist/Analyst	Level #2	$
Quality Assurance Specialist/Analyst	Level #3	$
Risk Management Specialist	Level #2	$
Risk Management Specialist	Level #3	$

Resource Category	Option Period 4 (For a period of 1 year)	
	Level of Expertise	Firm Per Diem Rate
Application/Software Architect	Level #2	$
Application/Software Architect	Level #3	$
Programmer/Software Developer	Level #1	$
Programmer/Software Developer	Level #2	$
Programmer/Software Developer	Level #3	$
BI Programmer/Software Developer	Level #1	$
BI Programmer/Software Developer	Level #2	$
BI Programmer/Software Developer	Level #3	$
Test Coordinator	Level #2	$
Test Coordinator	Level #3	$
Tester	Level #1	$
Tester	Level #2	$
Tester	Level #3	$
Database Administrator	Level #2	$
Database Administrator	Level #3	$
Database Modeller	Level #2	$

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Database Modeller	Level #3	$
Netword Analyst	Level #2	$
Netword Analyst	Level #3	$
System Administrator	Level #2	$
System Administrator	Level #3	$
Technical Architect	Level #2	$
Technical Architect	Level #3	$
Technology Architect	Level #2	$
Technology Architect	Level #3	$
Business Analyst	Level #1	$
Business Analyst	Level #2	$
Business Analyst	Level #3	$
Business Transformation Architect	Level #1	$
Business Transformation Architect	Level #2	$
Business Transformation Architect	Level #3	$
Technical Writer	Level #1	$
Technical Writer	Level #2	$
Technical Writer	Level #3	$
Project Coordinator	Level #1	$
Project Coordinator	Level #2	$
Project Coordinator	Level #3	$
Project Leader	Level #2	$
Project Leader	Level #3	$
Project Manager	Level #2	$
Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
J2EE Development Project Manager	Level #2	$
Project Executive	Level #1	$
Project Executive	Level #2	$
Project Executive	Level #3	$
Quality Assurance Specialist/Analyst	Level #1	$
Quality Assurance Specialist/Analyst	Level #2	$
Quality Assurance Specialist/Analyst	Level #3	$
Risk Management Specialist	Level #2	$
Risk Management Specialist	Level #3	$

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ANNEX C
SECURITY REQUIREMENTS CHECK LIST

(SEE ATTACHED)

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ANNEX D
CLAIM FOR PROGRESS PAYMENT
(SEE ATTACHED)

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ATTACHMENT 1
BID EVALUATION CRITERIA

Technical proposals will be evaluated and scored in accordance with the following evaluation criteria (Mandatory and Rated Requirements). Substantiation of mandatory and point-rated requirements must not simply be a repetition of the criteria, but must explain and demonstrate how the Bidder meets the requirement. Where Canada determines that the substantiation of a mandatory requirement is not complete, the Bidder will be considered non-responsive. In the case of point-rated requirements, unless the Bidder demonstrates that the requirement is met, points will not be awarded.

1.   MANDATORY QUALIFICATION REQUIREMENTS

1.1   CORPORATE MANDATORY REQUIREMENTS

Experience and Expertise of the Bidder		
Criteria	**Mandatory Requirement**	**Bidder's Response**
		Demonstrated experience **(Bidders to insert data)**
M.1	**Corporate Experience (Reference Projects)** The Bidder must provide three (3) reference projects where the Bidder was contracted to deliver professional services, in Canada, for the End-to-end Development or Maintenance of an enterprise application on the Java 2 Platform, Enterprise Edition (J2EE platform) (version 1.3 or more recent) and including: i. A minimum of one (out of the three proposed) contract must have had a minimum total value of $5,000,000 (in Canadian dollars); and ii. A minimum of one (out of the three proposed) must have been completed in the National Capital Region (NCR). For each reference project provided: i. The contract for professional services must have had a minimum total value of $2,000,000 (in Canadian dollars); iii. The contract must have been completed in the last seven (7) years or has been ongoing for a	

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	minimum of twelve (12) months (as of RFP closing date); and iv. The contract must have included the provision of resources in at least four (4) out of the following seven (7) categories (any level), or equivalent: a) Project Manager; b) Project Leader; c) Business Analyst; d) Application / Software Architect; e) Programmer / Software Developer; f) Database Administrator.	
M.2	**Contractor's Representative** The Bidder must propose an individual. located in the NCR, that will be its representative responsible at an operational level to manage the resulting contract and report on the progress of work. The proposed candidate must have a minimum of two (2) years demonstrated experience as the single point of contact, on behalf of a contractor, with responsibility for the management of a contract with a minimum contract value of $2,000,000.00 (in Canadian dollars) and for maintaining the business relationship between the contractor and the client.	
M.3	**Project Management Methodology** a) The Bidder must identify by name the project management methodology that it proposes to use to manage the delivery of all work under the resulting contract in accordance with SOW article 2.4.3. b) The Bidder must describe its methodology in each of the following elements of project management: i.Risk (including knowledge transfer between incoming and outgoing Contractor resources); ii.HR; iii.Scope; iv.Schedule; v.Communications; vi.Organizational Impacts; and	

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	vii.Technical Performance.	
M.4	**Application Development Methodology and Tool Set** a) The Bidder must identify by name and provide an overview of the formal application development methodology and tool set that it proposes to use to plan, design and develop the Java-based applications under the resulting contract in accordance with SOW article 2.4.4. b) The Bidder must propose an application development methodology and tool set that adheres, or is adaptable, to the Rational Unified Process (RUP). The Bidder must also identify how the proposed application development methodology and tool does this.	
M.5	**Quality Management Plan** The Bidder must provide a description of the quality management plan that it proposes to use to ensure that all deliverables to AAFC are of high quality under the resulting contract in accordance with SOW article 2.4.5. It is suggested that the quality management plan not exceed four pages.	
M.6	**Deliverable Documentation Plan** The Bidder must provide a deliverable documentation plan that describes the documentation that it proposes to provide to ensure that all deliverables under the contract, including software application code, are easily understood and maintained by AAFC or a subsequent contractor in accordance with SOW article 4.5. It is suggested that the deliverable documentation plan not exceed four pages.	

1.2   MANDATORY RESOURCE EVALUATION CRITERIA

The Bidder must demonstrate its ability to provide qualified resources to support AAFC anticipated Java application development requirements in the NCR by proposing a different resource to fulfill each category contained in #M-7 to M-12 below. Resources cannot be proposed for more than one category. Proposed resources must have previously worked with the Bidder in the NCR for a minimum of six months in the same proposed resource category. Refer to Appendix D to Annex A for definitions of each Resource Category.

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a)   The Bidder must fully complete the mandatory evaluation criteria tables #M-7 to M-12 (below), substantiation of demonstrated experience must be included in this table. Do not provide a résumé for the proposed resource.

b)   If the Bidder submits more than the stipulated number of reference projects to demonstrate experience, the maximum number will be evaluated in the sequence presented.

M.7   J2EE DEVELOPMENT PROJECT MANAGER, LEVEL 3

Experience and Expertise of the Proposed – J2EE Development Project Manager, Level 3 Name of proposed Resource: _____		
Criteria	**Mandatory Requirement**	**Bidder's Response**
		Demonstrated experience **(Bidders to insert data)**
M.7.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.7.2	The Bidder must demonstrate that the proposed resource has experience as a Project Manager, on a minimum of two (2) projects, responsible for a portfolio of projects and overseeing the activities several Project Managers or Project Leaders that are each responsible for an element of the project portfolio and its associated project team. To be considered each project must have been completed within the last seven (7) years and the resource must have worked on the project for a minimum of six (6) months.	
M.7.3	The Bidder must demonstrate that the proposed resource has experience as a Project Manager, on a minimum of two (2) projects, for the end-to-end system development of web applications on the J2EE platform (version 1.3 or more recent). To be considered each project must have been completed within the last seven (7) years and the resource must have worked on the project for a minimum of six (6) months.	

M.8   PROJECT LEADER, LEVEL 3

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Experience and Expertise of the Proposed – Project Leader, Level 3

Name of proposed Resource: _____

Criteria	Mandatory Requirement	Bidder's Response
		Demonstrated experience **(Bidders to insert data)**
M.8.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.8.2	The Bidder must demonstrate that the proposed resource has experience as a Project Leader, on a minimum of two (2) projects, for the development of web applications on the J2EE platform (version 1.3 or more recent). To be considered each project must have been completed within the last seven (7) years and the resource must have worked on the project for a minimum of six (6) months.	

M.9 BUSINESS ANALYST, LEVEL 3

Experience and Expertise of the Proposed – Business Analyst, Level 3

Name of proposed Resource: _____

Criteria	Mandatory Requirement	Bidder's Response
		Demonstrated experience **(Bidders to insert data)**
M.9.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.9.2	The Bidder must demonstrate that the proposed resource has experience as a Business Analyst on a minimum of two (2) web application development projects. To be considered each project must have been completed within the last seven (7) years and the resource must have worked on the project for a minimum of six (6) months.	

M.10 APPLICATION / SOFTWARE ARCHITECT, LEVEL 3

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Experience and Expertise of the Proposed – Application / Software Architect, Level 3

Name of proposed Resource: _____

Criteria	Mandatory Requirement	Bidder's Response
		Demonstrated experience **(Bidders to insert data)**
M.10.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.10.2	The Bidder must demonstrate that the proposed resource has a minimum of three (3) years experience, within the last seven (7) years, as an Application/Software Architect designing Java applications on the J2EE platform (version 1.3 or more recent).	

M.11   PROGRAMMER / SOFTWARE DEVELOPER, LEVEL 3

Experience and Expertise of the Proposed – Programmer/Software Developer , Level 3

Name of proposed Resource: _____

Criteria	Mandatory Requirement	Bidder's Response
		Demonstrated experience **(Bidders to insert data)**
M.11.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.11.2	The Bidder must demonstrate that the proposed resource has a minimum of three (3) years experience, within the last seven years, as a Programmer/Software Developer developing applications on the J2EE platform (version 1.3 or more recent).	
M.11.3	The Bidder must demonstrate that the proposed resource has experience, on a minimum of two (2) projects, leading a development team that utilized Java application development tools with Oracle databases to develop, implement, and unit test enterprise-grade applications on the J2EE platform.	

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	To be considered each project must have been completed within the last seven (7) years and the resource must have worked on the project for a minimum of six (6) months.	

M.12 DATABASE ADMINISTRATOR, LEVEL 3

Experience and Expertise of the Proposed – Database Administrator, Level 3

Name of proposed Resource: _____

Criteria	Mandatory Requirement	Bidder's Response
		Demonstrated experience **(Bidders to insert data)**
M.12.1	The Bidder must demonstrate that the proposed resource has previously been placed by the Bidder, on one (1) or more contracts, in the NCR with a minimum combined duration of six (6) months in the same resource category.	
M.12.2	The Bidder must demonstrate that the proposed resource has a minimum of five (5) years experience, within the last seven (7) years, as a Database Administrator for web applications that use Oracle version 9i (or higher) as the backend.	

2. POINT RATED REQUIREMENT

Minimum pass marks have been assigned to each area of the technical evaluation criteria as specified in the table below.

Technical Evaluation Criteria	Max. Score	Technical Scoring Formula	Min. Pass Marks (70%)
Corporate Experience:			
• R-1 Corporate Experience (Reference Projects 1 -3)	300		
Sub-total 1	**300**	[Bidders Score for R-1 (out of 300) / 300] x 30 points	**21 points**
Proposed Approach:			
• R-2 Project Management Methodology	50		
• R-3 Application Development Methodology and Tool Set	50		
• R-4 Quality Management Program	50		
• R-5 Documentation of Deliverables	50		
• R-6 Experience Negotiating Application Development Projects Using A Phased Approach	50		
Sub-total 2	**250**	[Bidders Score for R-2 to R-6 (out of 250) / 250] x 30 points	**21 points**
Final Technical Score =		**60 points**	**42 points**

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Technical Evaluation Criteria	Max. Score	Technical Scoring Formula	Min. Pass Marks (70%)
Corporate Experience:			
Sub-total 1 + Sub-total 2			

R-1   CORPORATE EXPERIENCE (REFERENCE PROJECTS)

The Bidder should further describe **each** of the three (3) reference projects provided in response to M-1 Corporate Experience (Reference Projects) by completing the table that follows for each of the projects separately.

Corporate Reference Project # _____ **Client Organization Name:** _____			
			BIDDER'S RESPONSE
#	**RATED CRITERIA**	**POINTS MAX**	**DEMONSTRATED EXPERIENCE** **(Bidders to insert data)**
R.1.1	**Scope of Work** The Bidder should demonstrate that its work on the reference project included: a) Where the completed deliverables included a minimum of 3 out of 5 of the tasks and activities described in Annex A, SOW, section 2.5 i; b) Project Initiation - Where the completed deliverables included a minimum of 3 out of 5 of the tasks and activities described in Annex A, SOW, section 2.5 ii; c) Application Planning - Where the completed deliverables included a minimum of 4 out of 6 of the tasks and activities described in Annex A, SOW, section 2.5 iii; d) Application & Database Design - Where the completed deliverables included a minimum of 7 out of 9 of the tasks and activities described in Annex A, SOW, section 2.5 iv; e) Application Build - Where the completed deliverables included a minimum of 9 out of 11 of the tasks	**30**	The Bidder will receive up to 30 points as follows: **4 points** - for each criterion (a to g) demonstrated; and **2 points** (bonus) - if project demonstrates all 7 criterion (a to g).

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Corporate Reference Project # _____

Client Organization Name: _____

#	RATED CRITERIA	POINTS MAX	BIDDER'S RESPONSE DEMONSTRATED EXPERIENCE (Bidders to insert data)
	and activities described in Annex A, SOW, section 2.5 v; f) Testing - Where the completed deliverables included a minimum of 6 out of 8 of the tasks and activities described in Annex A, SOW, section 2.5 vi; and g) Application Enhancement, Support and Maintenance - Where the completed deliverables included a minimum of 4 out of 5 of the tasks and activities described in Annex A, SOW, section 2.5 vii.		
R.1.2	**Tools & Technologies** The Bidder should demonstrate that it utilized any of the following tools, technologies or methods to develop the referenced Java enterprise application: a) Workflow or business process management capabilities using a COTS or open source workflow/BPM solution incorporating open standards (e.g., BPMN, WS-BPEL); b) Apache Axis 2 framework to implement web services; c) Oracle (version 10g or higher) for persistent data storage; d) Industry-dominant visual modeling tools that support Unified Modeling Language (UML) diagramming and code generation or round-trip engineering (e.g. Rational Software Architect, Sparx Enterprise Architect, Eclipse-based UML tools such as Eclipse UML2, MyEclipse UML or Apollo for	**30**	The Bidder will receive up to 30 points as follows: **3 points** - for each criterion (a to k) demonstrated to a maximum of 30 points.

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Corporate Reference Project # _____

Client Organization Name: _____

#	RATED CRITERIA	POINTS MAX	BIDDER'S RESPONSE DEMONSTRATED EXPERIENCE (Bidders to insert data)
	Eclipse, No Magic MagicDraw, Gentleware Poseidon for UML); e) Use of an automated testing tool, such as Rational or Selenium, to support the testing of the application; f) Java application build automation tools such as Apache Ant or Apache Maven; g) Eclipse or an Eclipse-based tool (i.e. Rational Software Architect, CodeGear JBuilder, MyEclipse) as an Integrated Development Environment; h) Integration technologies that utilize SOAP or REST as an open standard; i) Iterative and incremental application development methodology based on the Unified Software Development Process; j) Subversion (SVN) as a source code version control system; k) Atlassian JIRA as a bug and issue tracking system.		
R.1.3	**Application Integration** The Bidder should demonstrate that it was responsible for the integration of the referenced enterprise application with any of the following corporate systems (if so, provide details): a) Integrated with corporate ERP applications such as SAP, PeopleSoft using APIs (e.g., BAPI, RFC, SOA, RMI, JMS);	40	The Bidder will receive up to 40 points as follows: **12 points** - for each criterion (a to c) demonstrated; and **4 points** (bonus) - if project demonstrates all 3 criterion (a to c).

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Corporate Reference Project # _____

Client Organization Name: _____

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)**
	b) Integrated with IBM/Cognos Business Intelligence tools using SD Keys ; and c) Integrated with Government of Canada Secure Channel.		
MAX. AVAILABLE POINTS		100	
100 points per project for a Maximum 300 points combined total for 3 projects		300	
POINTS ACHIEVED			

R-2   PROJECT MANAGEMENT METHODOLOGY

PROJECT MANAGEMENT METHODOLOGY			
			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** **a) Organization Name** **b) Management Level Contact Name and E-mail Address or Phone #**
R.2.1	The Bidder should provide one reference project where the project management methodology proposed in response to Corporate Evaluation Criteria #M-3 was used to manage the delivery of the work. To be considered, the reference project provided must: Have been completed in the last seven (7) years. If the reference project is not complete, the contract	10	**Demonstrated utilization of proposed project management methodology set:** 10 points - The Bidder demonstrated how each element of the project management methodology (described in response to M-3) was utilized to manage the referenced project.
		10	**Project Scope** **10 points** - Project was for the development of a web application on the

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PROJECT MANAGEMENT METHODOLOGY

#	Rated Criteria	Points Max	Bidder's Response Demonstrated Experience **(Bidders to insert data)** Client Particulars: a) Organization Name b) Management Level Contact Name and E-mail Address or Phone #
	must have been in place for a minimum of twelve months.		J2EE platform (version 1.3 or more recent); or **5 points** - Project was for the development of a web application.
		10	**Project Size** **10 points** - The cost of end-to-end application development was a minimum of $5,000,000 (Canadian); or **5 points** - The cost of end-to-end application development was a minimum of $2,000,0000 (Canadian).
		10	**Project Complexity** **10 points** - Project was for the end-to-end development project with a service oriented architecture framework based on the J2EE platform (version 1.3 or more recent).
		10	**Tools & Technologies** - Similarity of the reference project tools and technologies will be evaluated based on the following tools and technologies: i. An Oracle (version 9i or more recent) backend; ii. Rational Unified Process (RUP) as the iterative software development process framework; iii. Spring MVC as the Web framework; iv. Hibernate as the persistence framework; or v. Spring as the Inversion Control framework.

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PROJECT MANAGEMENT METHODOLOGY

#	RATED CRITERIA	POINTS MAX	BIDDER'S RESPONSE DEMONSTRATED EXPERIENCE **(Bidders to insert data)** Client Particulars: a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
			Points will be awarded as follows:· **10 points** - If 5 out of 5 tools/technologies demonstrated; or **6 points** - If 4 out of 5 tools/technologies demonstrated.
MAX. AVAILABLE POINTS		**50**	
POINTS ACHIEVED			

R-3   APPLICATION DEVELOPMENT METHODOLOGY AND TOOL SET

APPLICATION DEVELOPMENT METHODOLOGY AND TOOL SET

#	RATED CRITERIA	POINTS MAX	BIDDER'S RESPONSE DEMONSTRATED EXPERIENCE **(Bidders to insert data)** Client Particulars: a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
R.3.1	The Bidder should provide one reference project where the application development methodology and tool set proposed in response to Corporate Evaluation Criteria #M-4 was used to plan, design and develop an application. To be considered, the reference project provided must: i. Have been a Java-based application development project;	**10** **10**	**Demonstrated utilization of proposed application development methodology and tool set.** 10 points - The Bidder demonstrated that the proposed application development methodology and tool set (described in response to M-4) was applied for the referenced project. **Project Scope** **10 points** - Project was for the development of a web application on the

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APPLICATION DEVELOPMENT METHODOLOGY AND TOOL SET

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** **a) Organization Name** **b) Management Level Contact Name and E-mail Address or Phone #**
	and ii. Have been completed in the last seven years. If the reference project is not complete, the contract must have been in place for a minimum of twelve months.		J2EE platform (version 1.3 or more recent); or **5 points** - Project was for the development of a web application.
		10	**Project Size** **10 points** - The cost of end-to-end application development was a minimum of $5,000,000 (Canadian); or **5 points** - The cost of end-to-end application development was a minimum of $2,000,000 (Canadian).
		10	**Project Complexity** **10 points** - Project was for the end-to-end development project with a service oriented architecture framework based on the J2EE platform (version 1.3 or more recent).
		10	**Tools & Technologies** - Similarity of the reference project tools and technologies will be evaluated based on the following tools and technologies: i. An Oracle (version 9i or more recent) backend; ii. Rational Unified Process (RUP) as the iterative software development process framework; iii. Spring MVC as the Web framework; iv. Hibernate as the persistence framework; or

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APPLICATION DEVELOPMENT METHODOLOGY AND TOOL SET

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
			v. Spring as the Inversion Control framework. Points will be awarded as follows:· **10 points** - If 5 out of 5 tools/technologies demonstrated; or **6 points** - If 4 out of 5 tools/technologies demonstrated
MAX. AVAILABLE POINTS		50	
POINTS ACHIEVED			

R.4   QUALITY MANAGEMENT PROGRAM

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
R.4.1	The Bidder should provide one reference project where the same quality management plan proposed in response to Corporate Evaluation Criteria #M-5 was used to manage the quality and functionality of the application. To be considered, the reference project provided must:	10	Demonstrated utilization of proposed quality management plan. **10 points** - The Bidder demonstrated that the proposed quality management plan (described in response to M-5) was applied for the referenced project.
		10	**Project Scope** **10 points** - Project was for the development of a web application on the

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QUALITY MANAGEMENT PROGRAM

			BIDDER'S RESPONSE
#	**RATED CRITERIA**	**POINTS MAX**	**DEMONSTRATED EXPERIENCE** **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
	i. Have been a Java-based application development project; ii. Have been completed in the last five years. If the reference project is not complete, the contract must have been in place for a minimum of eighteen months.		J2EE platform (version 1.3 or more recent); or **5 points** - Project was for the development of a web application.
		10	**Project Size** **10 points** - The cost of end-to-end application development was a minimum of $5,000,000 (Canadian); or **5 points** - The cost of end-to-end application development was a minimum of $2,000,000 (Canadian).
		10	**Project Complexity** **10 points** - Project was for the end-to-end development project with a service oriented architecture framework based on the J2EE platform (version 1.3 or more recent).
		10	**Tools & Technologies** - Similarity of the reference project tools and technologies will be evaluated based on the following tools and technologies: i. An Oracle (version 9i or more recent) backend; ii. Rational Unified Process (RUP) as the iterative software development process framework; iii. Spring MVC as the Web framework; iv. Hibernate as the persistence framework; or

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QUALITY MANAGEMENT PROGRAM

			BIDDER'S RESPONSE
#	**RATED CRITERIA**	**POINTS MAX**	**DEMONSTRATED EXPERIENCE** **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
			v. Spring as the Inversion Control framework. Points will be awarded as follows: **10 points** - If 5 out of 5 tools/technologies demonstrated; or **6 points** - If 4 out of 5 tools/technologies demonstrated.
MAX. AVAILABLE POINTS		**50**	
POINTS ACHIEVED			

R.5   DOCUMENTATION OF DELIVERABLES

DOCUMENTATION OF DELIVERABLES

			BIDDER'S RESPONSE
#	**RATED CRITERIA**	**POINTS MAX**	**DEMONSTRATED EXPERIENCE** **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
R.5.1	The Bidder should provide one reference project where the same deliverable documentation plan proposed in response to Corporate Evaluation Criteria #M-6 was used to ensure that the client was able to understand and maintain the software code developed under the contract.	**10**	Demonstrated utilization of proposed deliverable documentation plan: **10 points** - The Bidder demonstrated that the proposed deliverable documentation plan (described in response to M-6) was applied for the referenced project.
		10	**Project Scope**

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DOCUMENTATION OF DELIVERABLES

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
	To be considered, the reference project provided must: i. Have been a Java-based application development project; ii. Have been completed in the last seven years. If the reference project is not complete, the contract must have been in place for a minimum of twelve months.		**10 points** - Project was for the development of a web application on the J2EE platform (version 1.3 or more recent); or **5 points** - Project was for the development of a web application.
		10	**Project Size** : **10 points** - The cost of end-to-end application development was a minimum of $5,000,000 (Canadian); or **5 points** - The cost of end-to-end application development was a minimum of $2,000,000 (Canadian).
		10	**Project Complexity**: **10 points** - Project was for the end-to-end development project with a service oriented architecture framework based on the J2EE platform (version 1.3 or more recent).
		10	**Tools & Technologies** - Similarity of the reference project tools and technologies will be evaluated based on the following tools and technologies: i. An Oracle (version 9i or more recent) backend; ii. Rational Unified Process (RUP) as the iterative software development process framework; iii. Spring MVC as the Web framework; iv. Hibernate as the persistence framework; or

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DOCUMENTATION OF DELIVERABLES

			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Particulars:** a) **Organization Name** b) **Management Level Contact Name and E-mail Address or Phone #**
			v. Spring as the Inversion Control framework. Points will be awarded as follows:· **10 points** - If 5 out of 5 tools/technologies demonstrated; or **6 points** - If 4 out of 5 tools/technologies demonstrated.
MAX. AVAILABLE POINTS		**50**	
POINTS ACHIEVED			

R.6 EXPERIENCE NEGOTIATING APPLICATION DEVELOPMENT PROJECTS USING A PHASED APPROACH

EXPERIENCE NEGOTIATING APPLICATION DEVELOPMENT PROJECTS USING A PHASED APPROACH			
			BIDDER'S RESPONSE
#	RATED CRITERIA	POINTS MAX	DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Organization Name & cross-reference (M-1 Project #_____)**
R.6.1	The Bidder should demonstrate its experience working collaboratively with clients to develop and negotiate requirements for each phase of an application development project. The reference project description should include: a) An overview of the application	10	**a) Project Overview Description** **10 points -** The Bidder demonstrated that it utilized a collaborative approach to develop and negotiate the requirements for each phase of an end-to-end application development project.
			If points are awarded in a) above; then up to 40 additional points may be awarded as follows (if 0 points

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EXPERIENCE NEGOTIATING APPLICATION DEVELOPMENT PROJECTS USING A PHASED APPROACH

#	RATED CRITERIA	POINTS MAX	BIDDER'S RESPONSE
			DEMONSTRATED EXPERIENCE **(Bidders to insert data)** **Client Organization Name & cross-reference (M-1 Project #_____)**
	development initiative and the collaborative approach that was utilized to develop and negotiate, with the client, the requirements for each phase of the project; b) The Bidder's total contract cost for the application development work; and c) A detailed breakdown of the phases that comprised the total contract cost of the, including: • Identification of each phase; • $ value of each phase and • If the phase was delivered on a Firm Fixed Price or Time and materials (i.e. Per Diem) basis. To be considered, the reference project provided <u>must</u> be one of the three Corporate Reference Projects provided in response to #M-1.		are awarded then the reference project will not be evaluated any further):
		10	**b) Project Size** ▪ **10 points -** The Bidder's total contract cost for application development work was a minimum of $5,000,000 (Canadian); or ▪ **5 points -** The Bidder's total contract cost for application development work was a minimum of $2,000,000 (Canadian).
		30	**c) Financial details of each Phase** The percentage of the total contract cost (based on total $ provided in b above) of the end-to-end application development project that was delivered on a Firm Fixed Price basis will be evaluated and points awarded as follows: ▪ **30 points -** 86 – 100% of the total $ value of contract was delivered on a firm fixed price basis; ▪ **20 points -** 70 – 85% of the total $ value of contract was delivered on a firm fixed price basis; ▪ **10 points -** 50 – 69% of the total $ value of contract was delivered on a firm fixed price basis; ▪ **0 points –** Less than 50% of the total $ value of contract was delivered on a firm fixed price basis.
MAX. AVAILABLE POINTS		**50**	
POINTS ACHIEVED			

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ATTACHMENT 2

BIDDER FORMS

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

Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that [*check the box that applies*]:	
	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	

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

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APPENDIX A TO ANNEX A
AAFC TECHNICAL BACKGROUND INFORMATION

AAFC's departmental standard for new applications is Java 2 Platform, Enterprise Edition (J2EE platform) running on an Oracle database backend. Additional information regarding AAFC's IM/IT infrastructure and standards is provided below. This information is subject to change pending the outcome of the *Enterprise Applications Portfolio Benchmark and Roadmap* exercise that is currently underway.

1.1.   BACKGROUND

AAFC has developed an Enterprise Technical Architecture Framework (ETAF) that sets out the department's approach to managing its information technology (IT) infrastructure. Core to ETAF is the concept of an Utility Infrastructure Service (UIS) where the infrastructure requirements of the department are supplied as allocated capacity from a shared IT resource. This approach is similar to that of an electric power utility which delivers electricity capacity from a common generation facility.

Two major goals of ETAF are to optimize the cost effectiveness of the department's IT infrastructure investments while significantly improving client service. To achieve these goals ETAF encourages standardization of technologies, IT virtualization, IT resource sharing, and automation. The end state expectation is that all client requests for service will be realized through one or more virtualized environments built from predefined component templates (operating system, applications servers, etc.) executing on shared physical equipment.

1.2   TECHNICAL ENVIRONMENT

The shared infrastructure resources of UIS are divided into three distinct sections: the compute engine, the storage sub-system, and the UIS network. The following paragraphs provide an overview of each section and the relevant technologies employed.

The compute engine serves as the execution section for the applications. It may be thought of as one or more servers of sufficient aggregate processing capacity to meet the needs of all executing applications. It is further subdivided into two containers: an X86 container, and an IA64 container. Virtualization technologies employed are VMware for the X86 container and HP VSE for the IA64 container. Linux and Windows Server 2008 are supported in the X86 container while the IA64 container supports HP-UX, Linux 64, and Windows Server 2003 64 bit.

All storage requirements are met through SAN supplied capacity from shared disk arrays and tape libraries. Storage needs are addressed by either or both direct disk connection (LUNs) and, for file access, a clustered file service. To reinforce the storage subsystem within ETAF it is stated here that there are no disk drives installed in any server comprising the compute engine.

The network delivers two necessary functions: the communication medium for an application, as well as, a crucial element of the infrastructure's IT security. The network employs security measures that ensures only appropriate types of traffic are allowed to traverse a specific zone.

1.3   APPLICATION TECHNICAL ENVIRONMENT

Each application deployed within AAFC will subscribe to the UIS for its technical environment from which it will execute. An applications technical environment is defined as follows:

- A landscape that identifies each of the systems to be deployed by the application. Currently AAFC identifies the following systems: development, test, performance, RATE (Release, Acceptance, and Testing Environment), production, training, and maintenance. A landscape must have as a minimum two systems.

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- A system defines the related executable elements (application objects) of an application and the associated flow of communications (network activity). Software version levels would be detailed for each object. Note, the identified objects of a system should be same for each system of the landscape. Minor deviations across the systems are allowed.

- An application object is identified for each executable component of an application to facilitate ETAF's IT security model. A simple example will be used to clarify the identification of discrete executable components of an application. Consider a simple browser based application written in Java, executing on an servlet container, and storing its data in a database. For this example there would be three identified discrete executable components: the presentation component in the form of a WEB server (**WS**), the servlet container executing the business logic (**AS**), and, third, the database component (**DB**).

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The following diagram shows an example landscape of five systems (Dev, Tst, Perf, RATE, and Prod) each with three application objects (WS – web server, AS – application server, and DB – database). The configuration of the application objects is determined in the Dev system and subsequently installation templates are created for each application templates. It is the province of the development team to determine the configuration and validate through testing the templates. AAFC's operations unit will deploy the landscape as per the landscape using the previously developed templates.
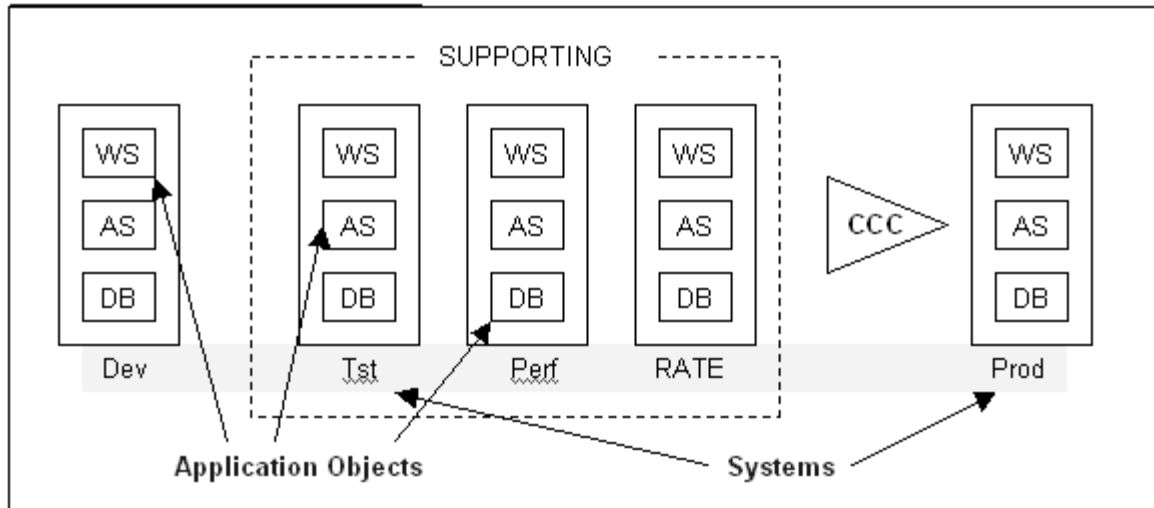

Figure 1: Example landscape

1.4 ETAF RULES OF ENGAGEMENT

The following outline the rules governing the technical environment associated with an application:

i.   AAFC's Technical Architecture and IT Engineering unit are responsible for guiding an application's infrastructure requirements to ensure an ETAF compliant landscape.

ii.   AAFC's IT Engineering unit in collaboration with the application development team develop templates for each application object as identified in the landscape design.

iii.   Application development team is responsible to test and confirm the validity of the templates.

iv.   AAFC's IT Operations unit is responsible for the deployment of the application landscape on the shared infrastructure environment of AAFC.

v.   AAFC's IT Operations unit is tasked with all administration and management duties related to the application objects infrastructure elements, such as, operating system tuning, software patch management, backup/restore, etc.

vi.   When an AAFC standard infrastructure component template exist for a component identified by an application's landscape said template will be deployed in order to deliver that functionality.

vii.   AAFC's IT Operations unit is responsible for selecting the site (data centre 1 or 2) an application system is deployed.

1.5 DEVELOPMENT TOOLS ENVIRONMENT

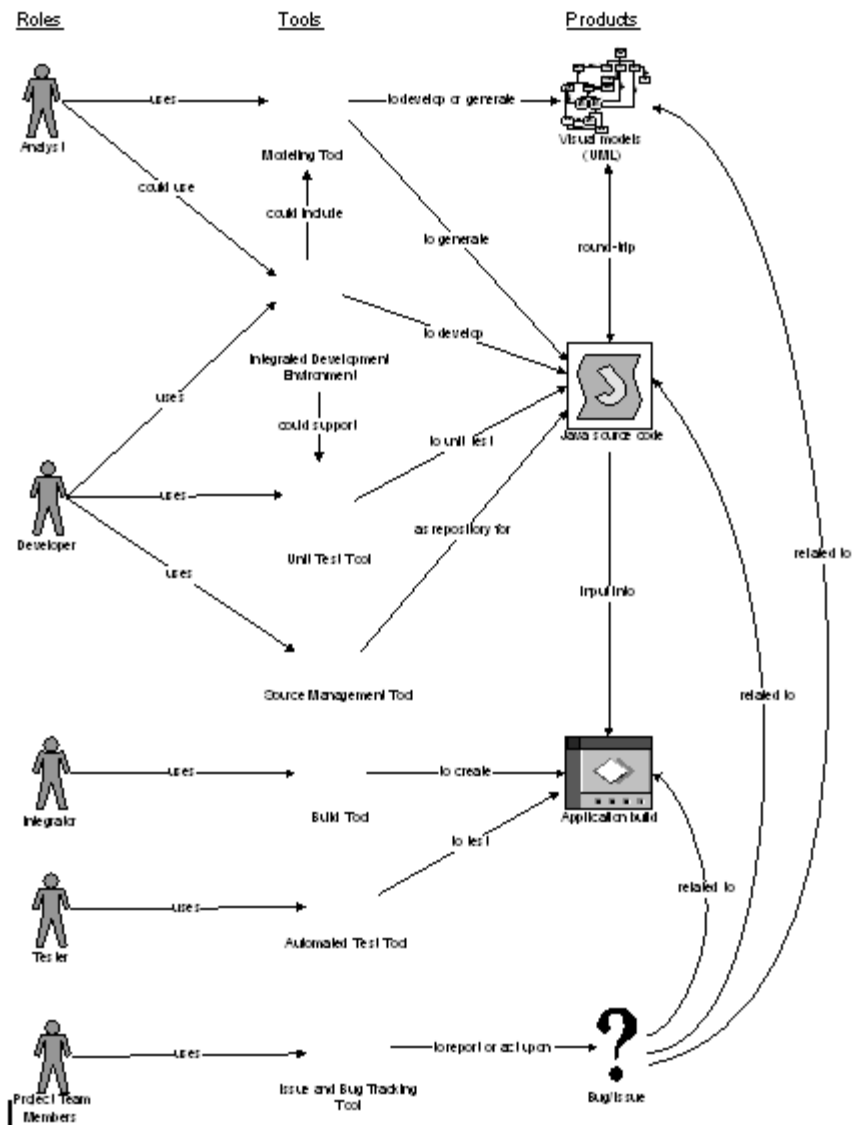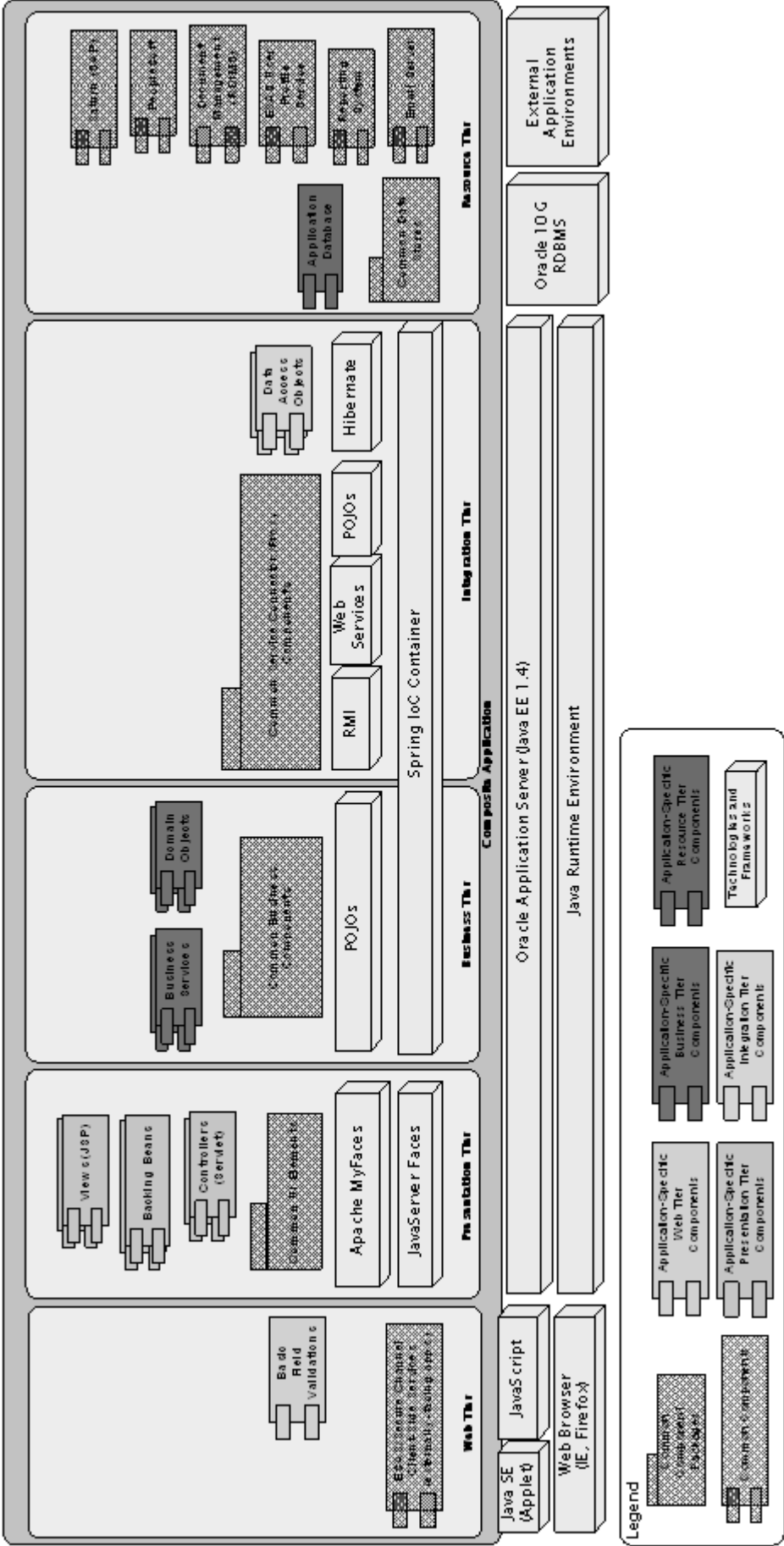| Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
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Java Software Development Tool Category	AAFC Standards
Modelling Tool	• MyEclipse UML • Microsoft Visio
Integrated Development Environment (IDE)	• Eclipse
Unit Test Tool	• JUnit and related tools (i.e. EasyMock, DbUnit)
Source Management Tool	• Subversion (SVN)
Build Tool	• Apache ANT • CruiseControl • Apache Maven
Bug and Issue Tracking	• JIRA
Reporting Tool	• BIRT (Eclipse)
	• JasperReports
	• IBM/Cognos ReportNet
Database	• Oracle 11G (or higher)

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APPENDIX B TO ANNEX A
TASKING PROCEDURES

1.   TASK AUTHORIZATION (TA) INITIATION

Where a requirement for a specific task has been identified and a TA is to be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Task Authorization", a Task Authorization Form (TA Form) as attached at Appendix C of Annex "A" will be prepared by the Technical Authority and sent to the Contractor.   A TA Form will contain the following information, if applicable:

i.   a task number;

ii.   the date by which the Contractor's quotation must be received by the Technical Authority;

iii.   the Categories of Resources and the number required;

iv.   the required start and completion dates (if any);

v.   a schedule of milestone completion dates for major work activities, deliverables and payments (if applicable);

vi.   the number of person-days of effort, if required (at the descretion of AAFC);

vii.   whether the work performance will require on-site activities at a given location;

viii. a description of any travel requirement, including the content and format of any required travel report;

ix.   whether performance of the work will require on-site activities;

x.   the level of security clearance required of the Contractor's personnel;

xi.   the language profile required of the Contractor's personnel;

xii.   any funding sources against which the task will be tracked;

xiii. the maximum TA price payable to the Contractor for performing the task, indicating how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

xiv. and any other constraints that might affect the completion of the task.

2.   COLLABORATIVE APPROACH TO TASK AUTHORIZATIONS

Task Authorizations (on either a "Firm Price" or "Maximum Price" basis) will be issued as required in accordance with the terms of the contract and using the following collaborative approach:

i.   AAFC will manage its projects using Task Authorizations (TAs) and a phased or gated approach. Prior to completion of a particular stage or phase of a project (i.e. TA), the Contractor will collaborate with AAFC to develop the requirements for the subsequent stage or phase of the project and determine if the work will be conducted on a Firm Price or Per Diem to a Maximum Price basis.

ii.   The Contractor will then document the Scope of Work (SOW) for the TA including:
    i.   Description of the tasks and activities to be performed;
    ii.   List of deliverables and acceptance criteria (as applicable);
    iii.   Progress reporting requirements including frequency and content; and
    iv.   Assumptions / Constraints.

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iii. The Contractor is responsible for the overall management of the performance of all aspects of the work set out in the TA including work performed by its subcontractors. AAFC will rely of the expertise of the Contractor to plan and deliver the work in a manner such that all requirements of AAFC are met. The acceptance of any deliverable by AAFC will not have the effect of limiting any requirement or provision of the Contract or TA unless agreed to by AAFC through a TA Amendment.

iv. Once AAFC and the Contractor have agreed upon the SOW for the TA, the Contractor will (at no cost to Canada) develop a TA Quotation to conduct the required work. The TA Quotation must detail:
   i. Work Plan, including milestones and deliverables;
   ii. Proposed schedule, including interdependencies, in Microsoft Project;
   iii. Resource Plan, including the level of effort by resource category, required to complete the proposed milestones and deliverables;
   iv. Proposed Personnel, identifying each resource by name that is proposed to fulfill the positions identified in the Resource Plan; and
   v. Proposed Cost to conduct the work, using the Per Diem rates identified in Annex B (excluding HST), as follows:
      a. Maximum Price TAs – the Contractor must detail for each proposed resource, the applicable resource category, Per Diem Rate and estimated number of days; or
      b. Firm Price TAs – the Contractor may, at the discretion of AAFC, be required to provide a complete breakdown of the firm all inclusive price, broken down by the resource category and level (showing applicable Per Diem Rate and level of effort), disbursements and any other expenses associated with carrying out the work. A Milestone Payment schedule may also be required.

v. The Technical Authority will review the proposed TA Quotation and meet with the Contractor as may be required to clarify or negotiate the TA. The Contractor will revise or rework the TA Quotation if required to address any deficiencies or concerns identified by AAFC.

vi. Once AAFC and the Contractor have reached agreement regarding the TA Quotation, AAFC will prepare the TA form and include any certifications required as detailed in Appendix E to Annex A, for approvals and/or signatures. A copy of the agreed upon SOW and TA Quotation will be attached to the TA. It is at AAFC's discretion to decide to proceed with any TA.

vii. AAFC may amend a TA if both parties agree that the essence of the Scope of Work of the TA (including project objectives or schedule) has changed due to shifting business requirements and priorities at AAFC.

3. ASSESSMENT OF THE PROPOSED RESOURCES UNDER A TA QUOTATION

When requested by AAFC, for each proposed resource the Contractor must complete the Response Table(s) at Appendix D of this Annex "A" applicable to the Categories of Resources identified in the TA and should 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 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 E to Annex "A", Certifications). For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before a TA Form is received by the Contractor.

B) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of the quotation and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the Contract Period.

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C)   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.

D)   For any requirements that specify a particular time period (e.g., two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date).

E)   The work experience must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

4.   Acceptance

4.1   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. All TA Forms estimated at $300,000.00 or less will be approved and signed by the Technical Authority who will send a copy of the signed TA to the Contracting Authority. All TA Forms estimated at over $300,000.00 will be signed by the Technical Authority and the Contracting Authority.

4.2   The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a fully signed TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX C TO ANNEX A

TASK AUTHORIZATION (TA) FORM

CONTRACTOR		CONTRACT NUMBER:	
COMMITMENT #		FINANCIAL CODING:	
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:

1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)

SEE attached for STATEMENT OF WORK and CERTIFICATIONS required.

2. PERIOD OF SERVICES:	FROM (DATE):		TO (DATE):
3. WORK LOCATION:			
4. TRAVEL REQUIREMENTS:			
5. LANGUAGE REQUIREMENTS:			
6. OTHER CONDITIONS/CONSTRAINTS:			
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR PERSONNEL:			

8. CONTRACTOR'S RESPONSE:

CATEGORY AND NAME OF PROPOSED RESOURCE	PWGSC SECURITY FILE NUMBER	PER DIEM RATE	ESTIMATED # OF DAYS	TOTAL COST
		ESTIMATED COST		
		GST/HST		
		TOTAL LABOUR COST		
		TOTAL TRAVEL & LIVING COST		
		FIRM PRICE OR MAXIMUM TA PRICE		

Approvals	
OP Leader / Project Manager Name: Signature:_____ Date: _____	Recommends proceeding with issuance of TA / TA amendmen

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TASK AUTHORIZATION (TA) FORM

CONTRACTOR		CONTRACT NUMBER:	
COMMITMENT #		FINANCIAL CODING:	
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:

Technical Authority Name: Signature:_____ Date: _____	Approves that the TA work is required and AAFC has funds available. Approves the TA wording and the context.
Contractor Authorized Representative Name: Signature:_____ Date: _____	Approves and confirms that <u>Contractor Name</u> commits to doing the work required under this task Authorization
Supply Management Division (SMD) Name: Signature:_____ Date: _____	Recommends proceeding with issuance of TA / TA amendment.
Chief Information Officer (CIO) Name: Signature:_____ Date: _____	*(When required only)* Approves proceeding with the issuance of TA /TA amendment.
PWGSC Contracting Authority Name*:* Signature:_____ Date: _____	*(Signature required for projects valued at $300,000. or more, included).* Approves that the TA work is in accordance with the Contract and that there is sufficient funds within the Contract.
Attachments: **List as applicable**	

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.

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APPENDIX D TO ANNEX A
RESOURCES ASSESSMENT CRITERIA

All Professional Services resources provided under this Contract must meet the Resource Assessment Criteria that follows.

For a project provided as demonstration of experience to be considered, the resource must have worked on the project for the following <u>minimum duration</u>:

- Level 1 = min. 3 months
- Level 2 = min. 4 months
- Level 3 = min. 6 months

1. APPLICATION/SOFTWARE ARCHITECT

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as an Application/Software Architect.
- Level 3: Over 10 years of experience as an Application/Software Architect.

For the purpose of this contract, the roles and responsibilities of an Application/Software Architect are defined as follows:

- Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
- Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
- Select and incorporate available software programs;
- Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations; and/or
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY JAVA EXPERIENCE

- Level 2: A minimum of two years hexperience, within the last seven years, as an Application/Software Architect designing Java applications on the J2EE platform (version 1.3 or more recent).
- Level 3: A minimum of three years experience, within the last seven years, as an Application/Software Architect designing Java applications on the J2EE platform (version 1.3 or more recent).

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and assessed at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.

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Level 3: A minimum of three years experience within the last seven years.

- Experience as an Application/Software Architect on an application development project on the J2EE platform utilizing some or all specific tools, methods or technologies such as:

  - A Service Oriented Architecture framework/principles;
  - JSF/My Faces or Spring MVC as the Web Framework;
  - Apache Axis2 as the Web Framework;
  - Hibernate as the Persistence Framework;
  - Spring as the Inversion of Control Framework;
  - A loosely-coupled, component-based architecture based on; Model View Controller; Application Service /Service Façade; Business Object or Data Access Object;
  - Oracle version 9i or 10g for persistent data storage;
  - Oracle Application Server version 10.1.3;
  - Integration technologies that utilize open standards (e.g., SAOP, REST, XML, RMI, RPC, etc.); and/or
  - Eclipse or an Eclipse-based tool (i.e. Rational Software Architect, CodeGear JBuilder, MyEclipse) as an Integrated Development Environment.

- Experience as an Application/Software Architect on an application development project on the J2EE platform where his/her tasks and activities may have included:

  - Developing applications on the J2EE platform that integrate or share financial data with SAP;
  - Developing applications on the J2EE platform that integrate or share HR data with PeopleSoft;
  - Using Adobe or other e-Forms technologies (e.g. fillable-field PDFs, Adobe LiveCycle);
  - Developing visual models in support of software development using Industry-dominant visual modeling tools that support Unified Modeling Language (UML) diagramming and code generation or round-trip engineering (e.g. Rational Software Architect, Sparx Enterprise Architect, Eclipse-based UML tools such as Eclipse UML2, MyEclipse UML or Apollo for Eclipse, No Magic MagicDraw, Gentleware Poseidon for UML);
  - Working in an operational service environment in which ITIL processes have been implemented;
  - Integrating the application with Secure Channel or a service that integrates with Secure Channel using Trust Certificates or similar single sign-on requirements (e.g. AAFC's ESAS);
  - Utilizing IT security policies, standards, guidelines and procedures as input to technical architecture frameworks, strategies;
  - Analyzing functional requirements to identify information, procedures and decision flows;
  - Identifying requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
  - Developing, analyzing, designing and development storage infrastructure/architecture to ensure high levels of data quality and availability;
  - Monitoring industry trends to ensure that solutions fit with government and industry directions for technology; and/or
  - Developing, analyzing, designing and identifying and documenting system specific standards relating to Rational Unified Process (RUP); programming; documentation and testing; covering program libraries; data dictionaries; and naming conventions.

2. PROGRAMMER/SOFTWARE DEVELOPER

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Programmer/Software Developer.
- Level 2: 5 to 10 years of experience as a Programmer/Software Developer.

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- Level 3**:** Over 10 years of experience as a Programmer/Software Developer.

For the purposes of this contract, the roles and responsibilities of a Programmer/Software Developer are defined as follows:

- Develop and prepare diagrammatic plans for solution of business, scientific and technical problems;
- Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
- Select and incorporate available software programs;
- Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations; and/or
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY JAVA EXPERIENCE

- Level 1: A minimum of one year experience, within the last seven years, as a Programmer/Software Developer developing applications on the J2EE platform (version 1.3 or more recent).
- Level 2: A minimum of two years experience, within the last seven years, as a Programmer/Software Developer developing applications on the J2EE platform (version 1.3 or more recent).
- Level 3: A minimum of three years experience, within the last seven years, as a Programmer/Software Developer developing applications on the J2EE platform (version 1.3 or more recent).

MANDATORY ORACLE EXPERIENCE

- Level 1: Experience, on one project within the last seven years, as a member of a development team that utilized Java application development tools with Oracle databases to develop, implement, and unit test enterprise-grade applications on the J2EE platform.
- Level 2: Experience, on two projects within the last seven years, as a member of a development team that utilized Java application development tools with Oracle databases to develop, implement, and unit test enterprise-grade applications on the J2EE platform.
- Level 3: Experience, on two projects within the last seven years, leading a development team that utilized Java application development tools with Oracle databases to develop, implement, and unit test enterprise-grade applications on the J2EE platform.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and assessed at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- Experience on an application development project that utilized Web-Service standards including WSDL, WS-* and REST;

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- Experience on an application development project that utilized Service Oriented Architecture (SOA) principles;
- Experience on an application development project leading a development team using the Rational Unified Process (RUP) development process from Inception through to Transition;
- Experience on an application development project authoring RUP artifacts including Elaboration and Construction Plans, Architecture Specifications, and Use Cases;
- Experience delivering application design services using Java application development tools with Oracle databases (version 9i or more recent);
- Experience delivering application development and Integration services using Java application development tools with Oracle databases (version 9i or more recent);
- Experience using Java application development tools with Oracle databases to develop functional and system design specifications;
- Experience using Java application development tools with Oracle databases to develop manual code changes, screen and report changes;
- Experience using Eclipse or an Eclipse-based tool (i.e. Rational Software Architect, CodeGear JBuilder, MyEclipse) as an Integrated Development Environment to produce an operational system;
- Experience using Web UI Framework to produce an operational system;
- Experience using "Hibernate" as a Persistence Framework to produce an operational system;
- Experience using "Spring" as an Inversion of Control Framework to produce an operational system;
- Experience on an application development project on the J2EE platform utilizing a loosely-coupled, component-based architecture based on; Model View Controller; Application Service/Service Façade; Business Object or Data Access Object;
- Experience on an application development project on the J2EE platform utilizing Apache Axis 2 or Axis 1.x framework to implement web services;
- Experience on an application development project on the J2EE platform utilizing Oracle 10g for persistent data storage;
- Experience on an application development project on the J2EE platform utilizing Oracle Application Server version 10.1.3; and/or
- Experience on an application development project on the J2EE platform utilizing Eclipse or an Eclipse-based tool (i.e. Rational Software Architect, CodeGear JBuilder, MyEclipse) as an Integrated Development Environment.

3. BUSINESS INTELLIGENCE (BI) PROGRAMMER/SOFTWARE DEVELOPER

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Programmer/Software Developer.
- Level 2: 5 to 10 years of experience as a Programmer/Software Developer.
- Level 3: Over 10 years of experience as a Programmer/Software Developer.

For the purposes of this contract, the roles and responsibilities of a Programmer/Software Developer are defined as follows:

- Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
- Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
- Select and incorporate available software programs;
- Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;

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- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations; and/or
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY BUSINESS INTELLIGENCE (BI) EXPERIENCE

- Level 1: A minimum of one year experience, within the last seven years, as a Programmer/Software Developer developing and publishing BI Reports using Cognos Suite 8.x (or higher) including experience with Report Net (version 1.1 or more recent).
- Level 2: A minimum of two years experience, within the last seven years, as a Programmer/Software Developer developing and publishing BI Reports using Cognos Suite 8.x (or higher) including experience with Report Net (version 1.1 or more recent).
- Level 3: A minimum of three years experience, within the last seven years, as a Programmer/Software Developer developing and publishing BI Reports using Cognos Suite 8.x (or higher) including experience with Report Net (version 1.1 or more recent).

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Programmer/Software Developer for applications developed on the J2EE platform (version 1.3 or more recent).

4. TEST COORDINATOR

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Test Coordinator.
- Level 3: Over 10 years of experience as a Test Coordinator.

For the purposes of this contract, the roles and responsibilities of a Test Coordinator are defined as follows:

- Provide advice, guidance and coordination efforts for test strategies and plans, selection of automated testing tools, and identification of resources required for testing; and/or
- Plan, organize, and schedule testing efforts for large systems, including the execution of systems integration tests, specialized tests, and user acceptance testing (e.g., stress tests).

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 1 out of 2 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.

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Level 3: A minimum of three years experience within the last seven years.

Experience as a Test Coordinator for applications developed on the J2EE platform (version 1.3 or more recent).

5. TESTER

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Tester.
- Level 2: 5 to 10 years of experience as a Tester.
- Level 3: Over 10 years of experience as a Tester.

For the purposes of this contract, the roles and responsibilities of a Tester are defined as follows:

- Test planning and coordination;
- Supervision of testing in accordance with the plan;
- Management and monitoring of test plans for all levels of testing;
- Management of walkthroughs and reviews related to testing and implementation readiness;
- Status reporting;
- Development of test scenarios and test scripts;
- Establishing and maintaining source and object code libraries for a multi-platform, multi-operating system environment;
- Establishing software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- Establishing and operating "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure; and/or
- Establishing a validation and verification capability which assumes functional and performance compliance.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 5 out of 10 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- Experience test planning an application on the J2EE platform using automated bug tracking tools;
- Experience executing test plans for an application on the J2EE platform;
- Experience providing technical guidance to stakeholders during the User Acceptance Testing phase of an application development project on the J2EE platform;
- Experience interacting with developers and Quality Assurance groups;
- Experience in test planning and execution of unit testing;
- Experience in test planning and execution of integrated testing;
- Experience in test planning and execution of performance testing;
- Experience creating/updating application specific user manuals and maintain associated libraries;

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- Experience establishing and creating source and object code libraries for multi-platform, multi-operating system environment, including but not limited to Linux and Windows operating environments and J2EE application development platforms; and/or
- Experience using an automated test tool for bug and problem identification (e.g. JProfiler, Rational Suite, etc.).

6. DATABASE ADMINISTRATOR

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Database Administrator.
- Level 3: Over 10 years of experience as a Database Administrator.

For the purposes of this contract, the roles and responsibilities of a Database Administrator are defined as follows:

- Define new database structures;
- Define data conversion strategy;
- Define database conversion specifications;
- Customize data base conversion routines;
- Finalize Conversion Strategy;
- Generate new database with the client;
- Work very closely with the users in order to maintain and safeguard the database;
- Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
- Maintain data dictionaries;
- Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
- Mediates and resolves conflicts among users' needs for data;
- Develop and implement security procedures for the database, including access and user account management;
- Advise programmers, analysts, and users about the efficient use of data;
- Maintain configuration control of the database;
- Perform and/or coordinate updates to the database design; and/or
- Control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database develop and coordinate back-up, disaster recovery and virus protection procedures.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 8 out of 16 of the above tasks and activities.

MANDATORY ORACLE EXPERIENCE

- Level 2: A minimum of three years experience, within the last seven years, as a Database Administrator developing web application that use Oracle version 9i (or higher) as the backend.
- Level 3: A minimum of five years experience, within the last seven years, as a Database Administrator developing web application that use Oracle version 9i (or higher) as the backend.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

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- Experience as a Database Administrator for web applications, developed on the J2EE platform, using Oracle version 10g (or higher) as the backend;
- Experience as a Database Administrator for web applications, developed on the J2EE platform, using PL/SQL;
- Experience writing complex SQL statements and tuning of SQL statements for a web application on the J2EE platform;
- Experience developing RDMS data models for Oracle with a minimum of 40 entities;
- Experience developing conceptual data models for Oracle;
- Experience developing logical data models for Oracle;
- Experience developing Physical data models for Oracle;
- Experience developing and implementing data migration/conversion plans for Oracle (version 9i or more recent);
- Experience developing data conversion procedures for Oracle (version 9i or more recent);
- Experience validating converted/migrated data for Oracle (version 9i or more recent);
- Experience making recommendation in regards to new applications on a J2EE platform with an Oracle backend;
- Experience developing procedures and scripts (queries) for new applications on a J2EE platform with an Oracle backend; and/or
- Experience testing procedures in support of the development, integration and testing of new applications on a J2EE platform with an Oracle backend.

7. DATABASE MODELER

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Database Modeler.
- Level 3: Over 10 years of experience as a Database Modeler.

For the purposes of this contract, the roles and responsibilities of a Database Modeler are defined as follows:

- The Data Architect has both strategic and tactical responsibility for developing and maintaining the Architecture and Data Models for corporate and project specific initiatives;
- This responsibility includes the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets;
- Design, develop and maintain Logical Data Models;
- Analyze proposed changes to databases from the context of the Logical Data Model;
- Provide technical expertise in the use and optimization of data modeling techniques to team Members;
- Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members;
- Provide assistance to project team and business users relating to data issues and data analysis concepts;
- Participate in the development of data modeling and metadata policies and procedures;
- Participate in data analysis as a result of new/updated requirements;
- Apply approved changes to logical data models;
- Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities;
- Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture;
- Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them;

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- Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
- Comply with corporate repository metadata directions;
- Provide input to refinement of data architectures;
- Participate in data architecture refinement;
- Define access strategies; and/or
- Construct, monitor and report on work plans and schedules.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 9 out of 19 of the above tasks and activities.

MANDATORY ORACLE EXPERIENCE

- Level 2: A minimum of three years experience, within the last seven years, as a Database Modeler developing web application that use Oracle version 9i (or higher) as the backend.
- Level 3: A minimum of five years experience, within the last seven years, as a Database Modeler developing web application that use Oracle version 9i (or higher) as the backend.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Database Administrator for applications developed on the J2EE platform (version 1.3 or more recent).

8. NETWORK ANALYST

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Network Analyst.
- Level 3: Over 10 years of experience as a Network Analyst.

For the purposes of this contract, the roles and responsibilities of a Network Analyst are defined as follows:

- Prepare implementation plans for particular technologies;
- Installs and monitors particular facets of technology;
- Configures and optimizes technical installations;
- Troubleshoots and responds to user problems; and/or
- Maintain up to date knowledge of particular technologies and products supporting that technology.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 2 out of 5 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

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Experience as a Network Analyst for applications developed on the J2EE platform (version 1.3 or more recent).

9. SYSTEM ADMINISTRATOR

EXPERIENCE LEVELS

- <u>Level 2</u>: 5 to 10 years of experience as a System Administrator.
- <u>Level 3</u>**:** Over 10 years of experience as a System Administrator.

For the purposes of this contract, the roles and responsibilities of a System Administrator are defined as follows:

- Install, monitor, upgrade and maintain operating systems;
- Install, monitor, upgrade and maintain hardware and software;
- Work with Business Analysts, Project Managers, Developers, and clients/stakeholders to maintain and improve software performance;
- Apply problem solving skills to troubleshoot and resolve technical problems;
- Ensure timely and reliable system administration procedures, such as backup and/or recovery; and/or
- Analyze system performance and recommend improvements.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 3 out of 6 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

<u>Level 2</u>: A minimum of two years experience within the last seven years.
<u>Level 3</u>: A minimum of three years experience within the last seven years.

Experience as a System Administrator for applications developed on the J2EE platform (version 1.3 or more recent).

10. TECHNICAL ARCHITECT

EXPERIENCE LEVELS

- <u>Level 2</u>: 5 to 10 years of experience as a Technical Architect.
- <u>Level 3</u>**:** Over 10 years of experience as a Technical Architect.

For the purposes of this contract, the roles and responsibilities of a Technical Architect are defined as follows:

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensure the integration of all aspects of technology solutions;
- Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes; and/or
- Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them.

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A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 3 out of 6 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Technical Architect for applications developed on the J2EE platform (version 1.3 or more recent).

11. TECHNOLOGY ARCHITECT

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Technology Architect.
- Level 3: Over 10 years of experience as a Technology Architect.

For the purposes of this contract, the roles and responsibilities of a Technology Architect are defined as follows:

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify the policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensures the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Provide information, direction and support for emerging technologies;
- Perform impact analysis of technology changes;
- Provide support to applications and/or technical support teams in the proper application of existing infrastructure; and/or
- Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 9 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Technology Architect for applications developed on the J2EE platform (version 1.3 or more recent).

12. BUSINESS ANALYST

EXPERIENCE LEVELS

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- • **Level 1**:Less than 5 years of experience as a Business Analyst.
- • **Level 2**: 5 to 10 years of experience as a Business Analyst.
- • **Level 3:** Over 10 years of experience as a Business Analyst.

For the purposes of this contract, the roles and responsibilities of a Business Analyst are defined as follows:

- ▪ Develop and document statements of requirements for considered alternatives;
- ▪ Perform business analyses of functional requirements to identify information, procedure, and decision flows;
- ▪ Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems;
- ▪ Develop data dictionary;
- ▪ Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- ▪ Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes;
- ▪ Establish acceptance test criteria with client; and/or
- ▪ Support and use the selected departmental methodologies.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY WEB APPLICATION EXPERIENCE

- • **Level 1**: Experience as a Business Analyst on a minimum of one web application development project within the last seven years.
- • **Level 2**: Experience as a Business Analyst on a minimum of two web application development projects within the last seven years.
- ▪ **Level 3:** Experience as a Business Analyst on a minimum of two web application development projects within the last seven years.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- • Experience as a Business Analyst on a web application project developed on the J2EE platform (version 1.3 or more recent);
- • Experience analyzing business functional requirements to identify information, procedures and decision flows following the Rational Unified Process (RUP) Requirements Analysis Discipline Manager;
- • Experience preparing business process maps and high-level work flows using the Unified Modeling Language (UML) methodology and business, workflow and organizational modeling software tools;
- • Experience meeting with clients individually and in Joint Application Development (JAD) sessions to define detailed business requirements;
- • Experience documenting requirements in "Use Case" format;
- • Experience identifying candidate processes for redesign;
- • Experience prototyping potential solutions following SOA methodology;
- • Experience identifying modifications to the automated processes; and/or

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- ▪ Has completed a minimum of 15 hours of formal Business Analysis (BA) training courses from a recognized program. Recognized BA training programs include those that are aligned with the International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK).

13. BUSINESS TRANSFORMATION ARCHITECT

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Business Transformation Architect.
- Level 2: 5 to 10 years of experience as a Business Transformation Architect.
- Level 3: Over 10 years of experience as a Business Transformation Architect.

For the purposes of this contract, the roles and responsibilities of a Business Transformation Architect are defined as follows:

- ▪ Analysis and development of business success "critical success factors";
- ▪ Analysis and development of architecture requirements design, process development, process mapping and training;
- ▪ Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities;
- ▪ Participate in change impact analysis and change management activities;
- ▪ Participate in organizational realignment (job re-design organizational re-structuring);
- ▪ Coordinate development of training and coordination with other stakeholders; and/or
- ▪ Create presentations and present to various stakeholders, and facilitate meetings and discussions.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 3 out of 7 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Business Transformation Architect for applications developed on the J2EE platform (version 1.3 or more recent).

14. TECHNICAL WRITER

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Technical Writer.
- Level 2: 5 to 10 years of experience as a Technical Writer.
- Level 3: Over 10 years of experience as a Technical Writer.

For the purposes of this contract, the roles and responsibilities of a Technical Writer are defined as follows:

- Document help text, user manuals, technical documentation, web page content, etc;
- Review documentation standards and the existing project documentation;
- Determine documentation requirements and makes plans for meeting them;
- Gather information concerning the features and functions provided by the developers;
- Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;

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- Develop a table of content for each document/manual and write or edit the required content;
- Investigate the accuracy of the information collected by making direct use of the material being documented;
- Prepare or coordinate the preparation of any required illustrations and diagrams;
- Design the layout of the documents/manuals; and/or
- Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 5 out of 10 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Technical Writer for technical documents related to the the J2EE platform (version 1.3 or more recent).

15. PROJECT COORDINATOR

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Project Coordinator.
- Level 2: 5 to 10 years of experience as a Project Coordinator.
- Level 3: Over 10 years of experience as a Project Coordinator.

For the purposes of this contract, the roles and responsibilities of a Project Coordinator are defined as follows:

- Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks;
- Provide administrative and technical support of a clerical nature as required to a project team;
- Assist in performing such tasks as maintaining project documentation and application/system libraries;
- Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
- Track project change requests;
- Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence;
- Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work; and/or
- Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

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ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Project Coordinator supporting an IT Project Team.

16. PROJECT LEADER

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Project Leader.
- Level 3**:** Over 10 years of experience as a Project Leader.

For the purposes of this contract, the roles and responsibilities of a Project Leader are defined as follows:

- Specify the general requirements of the system, develop broad system alternatives and identify their administrative, economic and technical feasibility and practically as well as associated policy and organizational change requirements;
- Analyse and evaluate each alternative based on make/buy, impact and cost/benefit considerations, and propose, justify, plan and cost the implementation of the selected alternative;
- Produce overall plan, a detailed plan for the functional analysis phase, and obtain approval of preliminary analysis;
- Plan, direct and control the activities of a system development team within scheduled time and cost parameters;
- Evaluate proposed computer applications to determine technical, operational and economic feasibility;
- Design and test systems to ensure that the objectives of the system are met and that the outputs produced are in accordance with client requirements; and/or
- Monitor the design, implementation and operations start-up of the proposed system against established goals, objectives and milestones.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 3 out of 7 of the above tasks and activities.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- Experience as a Project Leader for a web application project, developed on the J2EE platform (version 1.3 or more recent), where JSF/My Faces or Spring MVC was used as the Web Framework;
- Experience as a Project Leader for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Apache Axis2 was used as the Web Framework;
- Experience as a Project Leader for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Hibernate was used as the Persistence Framework;

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- Experience as a Project Leader for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Spring was used as the Inversion of Control Framework;
- Experience developing and maintaining project Work Breakdown Structures and schedules, conducting critical path analysis and identifying project scheduling and dependency issues;
- Experience leading functional and technical design reviews, integration/functional and system testing and verifying test results;
- Experience developing (or leading the development of) and implementing Risk Management Plans to identify, analyze, plan, track and control project risks on a continuous basis throughout the project lifecycle; and/or
- Experience as a Project Leader on an application development project that included integration with a minimum of one corporate application (e.g. SAP, BI, Data Warehouse, etc.).

17. PROJECT MANAGER

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Project Manager.
- Level 3**:** Over 10 years of experience as a Project Manager.

For the purposes of this contract, the roles and responsibilities of a Project Manager are defined as follows:

- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and/or
- Project sign-off.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY PORTFOLIO MANAGEMENT EXPERIENCE

- Level 2: Not applicable.
- Level 3: Experience as a Project Manager, on a minimum of two projects within the last seven years, responsible for a portfolio of projects and overseeing the activities several Project Managers or Project Leaders that are each responsible for an element of the project portfolio and its associated project team

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

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- Experience developing presentations, presenting such to management and making recommendations to Management based on the analysis of presented material;
- Experience defining and documenting the objectives for an application development project and determining budgetary requirements;
- Experience determining the terms of reference for an application development project team including composition, roles and responsibilities of team members;
- Experience using Microsoft Project to schedule and track activities for an application development project;
- Experience continuously managing risk throughout the life of an application development project;
- Experience using formal project management methodologies such as PMBoK, Enhanced Management Framework, Rational Unified Process or equivalent to plan and deliver an application development project;
- Experience using the ITIL Framework to plan and deliver an application development project; and/or
- Experience successfully managing an application development project in terms of resources; project schedule; and project scope.

18. J2EE DEVELOPMENT PROJECT MANAGER

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Project Manager.
- Level 3: Over 10 years of experience as a Project Manager.

For the purposes of this contract, the roles and responsibilities of a Project Manager are defined as follows:

- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and/or
- Project sign-off.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 4 out of 8 of the above tasks and activities.

MANDATORY PORTFOLIO MANAGEMENT EXPERIENCE

- Level 2: Not applicable.
- Level 3: Experience as a Project Manager, on a minimum of two projects within the last seven years, responsible for a portfolio of projects and overseeing the activities several Project Managers or Project Leaders that are each responsible for an element of the project portfolio and its associated project team.

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MANDATORY JAVA EXPERIENCE

- <u>Level 2</u>: Experience as a Project Manager, on a minimum of two projects within the last seven years, for the development of web applications on the J2EE platform (version 1.3 or more recent).
- <u>Level 3</u>: Experience as a Project Manager, on a minimum of two projects, within the last seven years, for the development of web applications on the J2EE platform (version 1.3 or more recent).

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- Experience as a Project Manager for a web application project, developed on the J2EE platform (version 1.3 or more recent), where JSF/My Faces or Spring MVC was used as the Web Framework;
- Experience as a Project Manager for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Apache Axis2 was used as the Web Framework;
- Experience as a Project Manager for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Hibernate was used as the Persistence Framework;
- Experience as a Project Manager for a web application project, developed on the J2EE platform (version 1.3 or more recent), where Spring was used as the Inversion of Control Framework;
- Experience developing presentations, presenting such to management and making recommendations to Management based on the analysis of presented material;
- Experience defining and documenting the objectives for an application development project and determining budgetary requirements;
- Experience determining the terms of reference for an application development project team including composition, roles and responsibilities of team members;
- Experience using Microsoft Project to schedule and track activities for an application development project;
- Experience continuously managing risk throughout the life of an application development project;
- Experience using formal project management methodologies such as PMBoK, Enhanced Management Framework, Rational Unified Process or equivalent to plan and deliver an application development project;
- Experience using the ITIL Framework to plan and deliver an application development project; and/or
- Experience managing an application development project in terms of resources; project schedule; and project scope.

19. PROJECT EXECUTIVE

EXPERIENCE LEVELS

- <u>Level 1</u>: Less than 5 years of experience as a Project Executive.
- <u>Level 2</u>: 5 to 10 years of experience as a Project Executive.
- <u>Level 3</u>**:** Over 10 years of experience as a Project Executive.

For the purposes of this contract, the roles and responsibilities of a Project Executive are defined as follows:

- Provide assistance and guidance related to IM/IT organizational and strategic planning;

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- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Define and document project objectives, determine budget requirements;
- Meet with other organizational executives to ensure all organizational (internal and external) stakeholders are committed and moving forward on project and organizational goals;
- Resolve issues related to the project;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and/or
- Project sign-off.

A candidate is deemed to meet the resource category where the minimum years of experience is demonstrated conducting a minimum of 3 out of 7 of the above tasks and activities.

MANDATORY PORTFOLIO MANAGEMENT EXPERIENCE

- Level 1: Not applicable.
- Level 1: Not applicable.
- Level 3: Experience as a Project Executive, on a minimum of two projects within the last seven years, responsible for a portfolio of projects and overseeing the activities of several Project Managers or Project Leaders that are each responsible for an element of the project portfolio and its associated project team.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.
Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

- Experience as a Project Executive for the development of web applications on the J2EE platform (version 1.3 or more recent).

20. QUALITY ASSURANCE SPECIALIST/ANALYST

EXPERIENCE LEVELS

- Level 1: Less than 5 years of experience as a Quality Assurance Specialist/Analyst.
- Level 2: 5 to 10 years of experience as a Quality Assurance Specialist/Analyst.
- Level 3: Over 10 years of experience as a Quality Assurance Specialist/Analyst.

For the purposes of this contract, the roles and responsibilities of a Quality Assurance Specialist/Analyst are defined as follows:

- Lead development of test plans, test scripts and test data;
- Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;
- Identify and document software defects;
- Participate with other project resources to resolve defects; and/or
- Perform regression testing of software applications.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 1: A minimum of one year experience within the last five years.

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Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Quality Assurance Specialist/Analyst for applications developed on the J2EE platform (version 1.3 or more recent).

21. RISK MANAGEMENT SPECIALIST

EXPERIENCE LEVELS

- Level 2: 5 to 10 years of experience as a Risk Management Specialist.
- Level 3: Over 10 years of experience as a Risk Management Specialist.

For the purposes of this contract, the roles and responsibilities of a Risk Management Specialist are defined as follows:

- Conduct risk assessments;
- Identify project risks and overall project risks;
- Recommend alternative solutions, methodologies and strategies for risk mitigation and management;
- Produce risk management plans;
- Conduct risk assessments for troubled projects to quickly assess associated risks and recommend courses of action to minimize inherent risks;
- Assist in prioritization and assignment of risks;
- Assist in the development and/or implementation of Risk Management Plans;
- Manage the implementation of Risk Management Plans to identify, analyze, plan, track and control project risks on a continuous basis throughout the project life cycle; and/or
- Coach, mentor and train project teams in risk mitigation techniques.

ADDITIONAL KNOWLEDGE AND EXPERIENCE REQUIREMENTS

The following experience may be required (on a TA by TA basis) and evaluated at the TA stage as applicable:

Level 2: A minimum of two years experience within the last seven years.
Level 3: A minimum of three years experience within the last seven years.

Experience as a Risk Management Specialist for applications developed on the J2EE platform (version 1.3 or more recent).

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APPENDIX E 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 TA Form when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

_____   _____

Print name of authorized individual & sign above   Date

b)   The Contractor certifies that the individuals proposed for completing the subject work meet the mandatory assessment criteria associated wiht the resource category and level as set out in Appendix D to Annex A, and is are aware that the Department of Public Works and Government Services reserves the right to verify any information provided in this regard and that untrue statements may result in the TA response being declared non-responsive or in other action which the Minister may consider appropriate.

_____   _____

Print name of authorized individual & sign above   Date

CERTIFICATION OF AVAILABILITY AND STATUS OF PERSONNEL

2.   AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under any Task Authorization resulting from this Contract, the persons proposed in the TA response will be available to commence performance of the work within a reasonable time from the date of acceptance of the Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

_____   _____

Print name of authorized individual & sign above   Date

3.   STATUS OF PERSONNEL

If the Contractor has proposed any person in fulfillment of this requirement who is not an employee of the Contractor, the Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement. As well, the Contractor hereby certifies that the proposed person is aware that overtime may be required and is willing to comply.

_____   _____

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Print name of authorized individual & sign above   Date

4.   CERTIFICATION OF LANGUAGE- ENGLISH OR BILINGUAL

The Contractor certifies that the proposed resources in response to this Task Authorization are 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.

OR

The Contractor certifies that the proposed resources in response to this Task Authorization are fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in Fench and English without any assistance and with minimal errors.

_____   _____
Print name of authorized individual & sign above   Date

5. SECURITY CLEARANGE

The Contractor is requested to submit the following security information for each proposed resource in response to this Task Authorization.

Security Information	Contractor to insert data
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Claim for Progress Payment
Demande de paiement progressif

If necessary, use form PWGSC-TPSGC 1112 to record detail costs
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date (YY-MM-DD - AA-MM-JJ)	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat

Contractor's Procurement Business Number (PBN) Numéro d'entreprise-approvisionnement (NEA) de l'entrepreneur	Financial Code(s) - Code(s) financier(s)

Contractor's Report of Work Progress (if needed, use additional sheets)
Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim ▶ Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) **Description** : (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	(A + B)
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total			
Goods and Services Tax (GST) / /Harmonized Sales Tax (HST) Taxe sur les produits et services (TPS) / Taxe de vente harmonisée (TVH)			
Total			
Less holdbacks on expenditures only (GST/HST excluded) Moins les retenues sur les dépenses uniquement (TPS/TVH en sus)			

Total Amount of Claim (including GST/HST included)
Montant total de la demande (TPS/TVH incluse)

Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	▶	Amount due Montant dû

Canadä

PWGSC-TPSGC 1111 (05/2011)

	Claim No. N° de la demande		Contract Serial No. N° de série du contrat

CERTIFICATE OF CONTRACTOR

I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contrat; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

ATTESTATION DE L'ENTREPRENEUR

J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et(ou) un paiement anticipé a été ou sera effectué par le Canada.

Contractor 's Signature - Signature de l'entrepreneur	Title - Titre	Date

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

This claim, or a portion of this claim, is for an advance payment.

I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor 's Signature - Signature de l'entrepreneur	Title - Titre	Date

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.

ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

Autorité scientifique ou responsable du projet / de l'inspection : J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

Responsable de l'inspection (tous les autres contrats) : J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Scientific / Project / Inspection Authority Signature de l'autorité scientifique ou responsable du projet / de l'inspection	Date

PWGSC Contracting Authority: I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

Autorité contractante de TPSGC : J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.z

Contracting Authority Signature de l'autorité contractante	Title - Titre	Date

Client's Authorized Signing Officer - (must sign the interim claim): I certify that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande provisoire) : J'atteste que la demande est conforme au contrat.

Client Signature du client	Title - Titre	Date

Client's Authorized Signing Officer - (must sign the final claim): I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande finale) : J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client	Title - Titre	Date

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		Security Classification / Classification de sécurité
		UNCLASSIFIED

Government **Gouvernement**
of Canada **du Canada**

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction ITSPD/Acquisitions

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

Supply Arrangement for the provision of Solutions Based Informatics Professional Services to the Government of Canada

	No Non	Yes Oui
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	✓	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	✓	

6. Indicate the type of access required / Indiquer le type d'accès requis

	No Non	Yes Oui
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		✓
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	✓	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	✓	

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	✓	NATO / OTAN		Foreign / Étranger	

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion	✓	All NATO countries Tous les pays de l'OTAN		No release restrictions Aucune restriction relative à la diffusion	
Not releasable À ne pas diffuser					
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A	✓	NATO UNCLASSIFIED NATO NON CLASSIFIÉ		PROTECTED A PROTÉGÉ A	
PROTECTED B PROTÉGÉ B	✓	NATO RESTRICTED NATO DIFFUSION RESTREINTE		PROTECTED B PROTÉGÉ B	
PROTECTED C PROTÉGÉ C	✓	NATO CONFIDENTIAL NATO CONFIDENTIEL		PROTECTED C PROTÉGÉ C	
CONFIDENTIAL CONFIDENTIEL	✓	NATO SECRET NATO SECRET		CONFIDENTIAL CONFIDENTIEL	
SECRET SECRET	✓	COSMIC TOP SECRET COSMIC TRÈS SECRET		SECRET SECRET	
TOP SECRET TRÈS SECRET				TOP SECRET TRÈS SECRET	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	

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Security Classification / Classification de sécurité
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :   ✓ No / Non   ☐ Yes / Oui

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

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

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

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

✓ RELIABILITY STATUS / COTE DE FIABILITÉ	✓ CONFIDENTIAL / CONFIDENTIEL	✓ SECRET / SECRET	☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET– SIGINT / TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐ NATO SECRET / NATO SECRET	☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?   ✓ No / Non   ☐ Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Contract Number / Numéro du contrat

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UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

[✓] No / Non [ ] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

[✓] No / Non [ ] Yes / Oui

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

Security Classification / Classification de sécurité
UNCLASSIFIED

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