

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des soumissions
- TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

This document contains a security requirement.

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services Division / Division
des services professionnels en informatique
11 Laurier St., / 11, rue Laurier
3C2, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet TASK BASED INFORMATICS	
Solicitation No. - N° de l'invitation W6369-12P5TO/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W6369-12-P5TO	Date 2012-05-07
GETS Reference No. - N° de référence de SEAG PW-\$\$ZM-610-24386	
File No. - N° de dossier 610zm.W6369-12P5TO	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-30	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Henderson, George	Buyer Id - Id de l'acheteur 610zm
Telephone No. - N° de téléphone (819) 956-6148 ()	FAX No. - N° de FAX (819) 956-1207
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Solicitation No. - N° de l'invitation

W6369-12P5TO/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

610zm

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

W6369-12-P5TO

File No. - N° du dossier

610zmW6369-12P5TO

CCC No./N° CCC - FMS No/ N° VME

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BID SOLICITATION
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
(CATEGORY OF PERSONNEL - LEVEL 2 AND 3)

ENTERPRISE APPLICATIONS INTEGRATIONS SOLUTIONS
FOR
THE DEPARTMENT OF NATIONAL DEFENCE

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List of Annexes to the Resulting Contract:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Evaluation Criteria
Annex E	Bid Submission Form

Forms:

- DND Task Authorization Form 626

Attachments:

Solicitation No. - N° de l'invitation: W6369-12P5TO/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur 610ZM

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Client Ref. No. - N° de réf. du client: W6369-12P5TO

File No. - N° du dossier: 610 W6369-12P5TO

CCC No./N° CCC - FMS No./N° VME

- Attachment 1 to Annex A: Statement of Work
- Attachment 1 to Annex C: Security Requirement Checklist
- Attachment 1 to Annex D: Evaluation Criteria

BID SOLICITATION FOR ENTERPRISE APPLICATIONS INTEGRATIONS SOLUTIONS FOR

THE DEPARTMENT OF NATIONAL DEFENCE

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to bid solicitation W6369-125PTO. 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, Basis of Payment, Security Requirement Checklist and Evaluation Criteria & Basis of Selection.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of *two* contract(s), each for *three* years plus *two additional one-year* irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plain-e.html#top>) 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

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Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement and the Canada-Panama Free Trade Agreement.

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

CATEGORY OF PERSONNEL	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED	SECURITY CLEAR-ANCE REQUIRED	LANGUAGE REQUIREMENT
A.6 Programmer/Software Developer	2	2	1 Top Secret (TS) 1 TS SIGINT	English
A.8 System Analyst	2	2	1 Top Secret (TS) 1 TS SIGINT	English
B.1 Business Analyst	3	2	1 Top Secret (TS) 1 TS SIGINT	English
B.11 IT Instructor	3	2	1 Top Secret (TS) 1 TS SIGINT	English
I.9 System Administrator	2	2	1 Top Secret (TS) 1 TS SIGINT	English
I.11 Technology Architect	2	2	1 Top Secret (TS) 1 TS SIGINT	English
P.9 Project Manager	3	2	1 Top Secret (TS) 1 TS SIGINT	English

SECURITY REQUIREMENT: The Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must be citizens of Canada and must **EACH** hold a valid personnel security screening at the level of **TOP SECRET SIGINT**, processed by Canadian Industrial Security Directorate and granted by Communications Security Establishment.

1.3 Communications Notification

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

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.

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 (2012-03-02) 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, time and place indicated on page 1 of the bid solicitation.

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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

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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.

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 (five hard copies and one soft copy on CD)
- (ii) Section II: Financial Bid (one hard copy)
- (iii) Section III: Certifications (one hard copy)

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

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

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

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

- (c) 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 complete and include the Bid Submission Form attached at Annex E 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) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date. If the Bidder has not included the security information, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

(iii) **Substantiation of Technical Compliance:** The technical bid must substantiate compliance with the specific articles of Annex "D" - 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 Annex "D" - Evaluation Criteria, 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.

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

- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
- (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the evaluation and Contract Period.
- (D) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program 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.

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 and Annex "C" to Part A of their Supply Arrangement. 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 quoted for any option period must not be lower than the corresponding rate(s) quoted for the first year of the resulting contract(s) period. Failure to abide with this condition will result in a bid being considered non-responsive.
- (b) **Variation in Professional Services Resource Rates from Year to Year:** If the Bidder proposes different rates for resources for different years of the resulting contract(s), including option years, the difference from one year to the following year must be no more than 5%.
- (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.
- (e) **SACC Manual Clauses**
 - (i) C3011T (2010-01-11), Exchange Rate Fluctuation

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two 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 Annex "D" - Evaluation Criteria.
- (b) **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 consider a mandatory criteria met unless the response is received 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 assessed. A mandatory criteria will not be 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 a mandatory criteria be 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.
- (c) **Number of Resources Evaluated:**
- Only the number of resources per category identified at Part 1 - General Information, Article 1.2 Summary, will be evaluated as part of this bid solicitation. If additional resources are requested, they will only be assessed after contract award at the time specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, Article 7.2 Task Authorization. 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 found at Annex D, Evaluation Criteria.

- (d) **Resource Qualifications:** The qualifications and experience of the proposed resource(s) will be assessed 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 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) **Calculation of Total Bid Price:**

The Total Bid Price will be determined for each Bidder by multiplying its firm per diem rates for each of the Initial Contract Period and the option period(s) (or the median rate, whichever is higher) with the estimated number of days of work for each period, for all the Categories of Personnel stated in Annex "B" - Basis of Payment. The sum of such rates will constitute the Total Bid Price for that Bidder.

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

In conducting the financial evaluation, with respect to the professional services rates proposed, a firm per diem rate median evaluation method will be used, as follows:

- (i) **Use of Method:** The firm per diem rate median calculation will apply to modify the rate to be assessed in the financial evaluation of a bidder, where that bidder submits a firm per diem rate for a resource that is lower than the median as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in the resulting contract in all instances.
- (ii) **Calculation:** Using the per diem rate proposed for each individual resource by the technically responsive bidders, a median rate will be determined for each Resource Category and Period. The median will be used to calculate each technically responsive Bidder's per diem rate for the Initial Contract Period and Option Periods. If a Bidder quotes a firm per diem rate for any Resource Category that is lower than the median, the median per diem rate will be used to evaluate that Bidder's proposal for this Resource Category.

If that Bidder quoted a firm per diem rate that is lower than the median for that Resource Category, and it is determined to be the winning Contractor, the firm per diem rate which was quoted originally by the Bidder will be included in the resulting contract.

(d) **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 achieve the required pass mark for the Resource Category's rated criteria; and

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

(e) **Formulae in Pricing Tables**

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.

(b) Two contracts may be awarded 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.

(a) The two lowest priced responsive bids will be recommended for award of a contract. The two Bidders who submitted the lowest priced responsive bids will be allocated a percentage of the estimated Contract value based on the ratio of their bid prices as illustrated by the following example:

The two lowest priced bids were submitted by Bidder A at \$3,600,000 and Bidder B at \$4,000,000.

Step 1: The score for the lowest responsive Bidder is calculated.

Company A: $\$3,600,000/\$3,600,000 \times 100 = 100$

Step 2: The score for the second lowest responsive Bidder is calculated.

Company B: $\$3,600,000/\$4,000,000 \times 100 = 90$

Step 3: Combine the scores for each Bidder.

$100 + 90 = 190$

Step 4: Determine the percentage of the estimated Contract value allocated to each Bidder.

Company A: $100/190 \times 100 = 52.63\%$

Company B: $90/190 \times 100 = 47.37\%$

Step 5: Determine the dollar value of each Contract. For the purposes of this example, the total estimated funding is \$4,500,000.

Company A: $\$4,500,000 \times 0.5263 = \$2,368,350$

Company B: $\$4,500,000 \times 0.4737 = \$2,131,650$

In the event that only one responsive bid is received, one Contract will be recommended for award. Calculations related to averages and allocation percentages will be performed using the actual per diem rates submitted by the Bidder(s).

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 for Employment Equity (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
 - (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/en/gateways/topics/wzp-gxr.shtml>.

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;
 - (iii) date of termination of employment;
 - (iv) amount of lump sum payment;

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- (v) rate of pay on which lump sum payment is based;
 - (vi) period of lump sum payment including start date, end date and number of weeks; and
 - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
- (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

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

5.4 Status and Availability of Resources

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

5.5 Education and Experience

- (a) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (b) All of the resources proposed must meet the minimum experience requirements detailed in the Supply Arrangement for the category of personnel for which they are being proposed. By submitting a bid, the SA Holder acknowledges that the Department of Public Works and Government Services Canada reserves the right to verify this certification prior to contract award or during contract performance and that untrue statements may result in the proposal being declared non-responsive or any other action which the Minister may consider appropriate.

5.6 Certification of Language

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid

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Amd. No. - N° de la modif.

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File No. - N° du dossier: 610 W6369-12P5TO

CCC No./N° CCC - FMS No./N° VME

solicitation, every individual proposed in its bid will be fluent in the official language of Canada (English or French) as specified in this solicitation and any Task Authorization that may result from the Contract. The individual proposed must be able to communicate orally and in writing without any assistance and with minimal errors.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- (b) 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.
- (c) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

- (a) **Purpose of TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using a Task Authorization ("TA").
- (b) **Process of Issuing a TA:** If a requirement for a specific task is identified, a draft "statement of task" will be prepared by the Technical Authority and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a quotation to the authority identified in the TA detailing the cost and time to complete the task. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within five working days of the request.
- (c) **Approval Process:** If Canada approves the Contractor's task quotation, Canada (by its authorized representative, as described in this Article) will issue the TA by forwarding a signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.
- (d) **Authority to Issue a TA:** Any TA with a value less than or equal to \$250,000 (including GST/HST) may be issued by the Technical Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue TAs at any time.
- (e) **Contents of a TA:** A Task Authorization must contain the following information, if applicable:
- (i) a task number;
 - (ii) the details of any financial coding to be used;
 - (iii) the number of resources in each category required;
 - (iv) a brief statement of work for the task outlining the activities to be performed and identifying

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any deliverables;

- (v) the interval during which the task is to be carried out (beginning and end dates);
- (vi) milestone dates for deliverables and payments (if applicable);
- (vii) the number of person-days of effort required;
- (viii) the specific work location;
- (ix) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- (x) any other constraints that might affect the completion of the task.

(f) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

(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.

(h) **TA Reports:** The Contractor must submit to the Contracting Authority a TA report on a quarterly basis that identifies each TA issued during that quarter and its dollar value.

(i) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

(j) **Multiple Contracts:**

- (A) More than one Contract has been awarded for this requirement. The method of allocation of TAs is:

The initial Task Authorization (TA) will be assigned to the Contractor who obtained the highest allocation of estimated funds, as determined in the RFP Selection Process. The value of the TA will be subtracted from the total dollars allocated to that Contractor. Each subsequent TA will be assigned to the Contractor with the greatest balance of allocated funds. If equal amounts exist for multiple contractors, then the next TA will be assigned to the highest ranked Contractor as determined in the Selection Process. Should the selected Contractor refuse a TA under a Contract, the next Contractor, under the same allocation process, will be offered the TA.

(B) **Refusal of Task Authorizations:**

The Contractor is not required to submit a quotation in response to every draft statement of task issued 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 if during the Contract Period the Contractor in at least three instances has either not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA issued, including quoting the required number of resources that meet the minimum experience and other requirements of the Categories of Personnel identified in the TA at pricing not exceeding the rates of Annex B.

(C) Fund Utilization and Re-Allocation

Canada will make a reasonable effort to ensure that the dollar value of the TAs issued to the Contractors are proportionally balanced throughout the Contract Period based on the percentage values in the Fund Allocation Formula. A review of TAs issued to the Contractors will be conducted at six-month intervals and at the beginning of each fiscal year to confirm proportional utilization and distribution of the TA's. Should a Contractor refuse a TA under the Contract, the next Contractor, under the same allocation process, will be offered the TA. The dollar value of the refused TA will be subtracted from the dollar value of the refusing Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other Contract issued as a result of solicitation W6369-12P5TO/A. Should all Contractors refuse a TA under the Contract, Canada reserves the right to use other methods of supply.

7.3 Minimum Work Guarantee

- (a) In this clause, "**Minimum Contract Value**" means 1% 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:**
 - (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
 - (ii) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services.

7.5 Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

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2. The Contractor personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of TOP SECRET, granted or approved by the CISD, PWGSC.
3. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must be citizens of Canada and must EACH hold a valid personnel security screening at the level of TOP SECRET SIGINT, processed by Canadian Industrial Security Directorate and granted by Communications Security Establishment.
4. The Contractor MUST NOT remove any CLASSIFIED/PROTECTED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) 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 three years later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional 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: George Henderson
Title: Supply Team Leader
Public Works and Government Services Canada, Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: (819) 956-6148
Facsimile: (819) 956-1207
E-mail address: George.Henderson@tpsgc-pwgsc.gc.ca

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

(b) Technical Authority

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

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

Note to Bidders: The Technical Authority contact information will be identified at the time of contract award.

(c) Contractor's Representative

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

7.8 Payment**(a) Basis of Payment**

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

Estimated Cost: \$ _____

(ii) 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, 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. Travel within 100Km of the primary location of work will not be reimbursed.

Estimated Cost: \$6000.00

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Estimated Cost: \$ _____

(v)Competitive Award: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(vi) Professional Services Rates: In Canada's experience, Bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If 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 Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.

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

(b) Limitation of Expenditure

(i) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page 1 of the Contract. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

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

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

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

(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.

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

(d) Time Verification

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

(e) 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.

TBIPS TEMPLATE - ZM-EL DIVISION (7 JUNE 2011)**7.12 Priority of Documents**

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
 - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services.
 - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) general conditions 2035 (2012-03-02);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations including any required Certifications;
- (h) Supply Arrangement Number EN578-055605/xxx/EL (the "Supply Arrangement"); and
- (i) the Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*), not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

7.13 Defence Contract

- (a) SACC Manual clause A9006C (2008-05-12) Defence Contract

7.14 Insurance Requirements**(i) Contractor's Responsibility**

(a) 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.

(b) The Contracting Authority reserves the right to request at any time, evidence that the insurance requirements, stipulated herein, are met.

(c) The evidence of insurance, if requested, is to be provided in the following manner:

- (i) Certificate(s) of insurance signed by the insurer's underwriter 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
- (ii) A certified true copy of the policy.

(ii) Commercial General Liability (CGL)

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 \$2 million** per accident or occurrence and in the annual aggregate.

CGL Endorsements

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

(a) 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.

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

(b) Notice of Cancellation Endorsement: The Insurer agrees to provide the SO/SA Authority thirty (30) days written notice of policy cancellation;

(c) 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;

(d) 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;

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

(f) 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.

(g) 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.

(h) 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 its behalf.

(i) 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.

(j) 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;

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

(iii) Where the Contractor is a Joint Venture, for the purposes of the Contract and any related

documents (including insurance certificates), Canada requires that the Joint Venture Contractor identify itself by a single name. Upon request by Canada, a Joint Venture Contractor must specify the name of the Joint Venture to the Contracting Authority.

7.15 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
 - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful

act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.16 Joint Venture Contractor

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

Note to Bidders: This Article will be deleted if the Bidder awarded the contract is not a joint venture. If

the contractor is a joint venture, this clause will be completed with information provided in its bid.

7.17 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. The individuals proposed in its bid are required to perform the Work, the Contractor must make such persons available to perform the work within 10 working days of the issuance of the Contract or the TA (whichever first contains instructions from Canada for that individual to report to the Work site). Where such a specific individual is unavailable to perform the Work, Canada may elect to either (i) exercise its rights or remedies under the Contract or at law (including terminating the Contract for default), or (ii) Canada may require the Contractor to propose the replacement of the specific individual in accordance with the Article titled, "Replacement of Specific Individuals" in the General Conditions 2035. This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Client's operating environment. In respect of any given Category of Personnel, any replacement resource will be rated by the Project Authority and the score obtained must be equal or superior (a) where only one resource was originally evaluated, to the score obtained for that original resource; or (b) where multiple resources were evaluated, the median score of all the resources.
- (b) If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Specific Individuals"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).
- (c) All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.
- (d) The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.
- (e) If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

7.18 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.

7.19 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.

7.20 Implementation

- (a) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 30 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.21 Transition Services at end of Contract Period

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to two 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.

7.22 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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Client Ref. No. - N° de réf. du client: W6369-12P5TO

File No. - N° du dossier: 610 W6369-12P5TO

CCC No./N° CCC - FMS No./N° VME

ANNEX A

STATEMENT OF WORK

The Statement of Work is enclosed at attachment 1 to Annex A.

TBIPS TEMPLATE - ZM-EL DIVISION (7 JUNE 2011)**ANNEX B****BASIS OF PAYMENT**

In respect of the "Number of Days" listed below in (C*) the estimated number of days is for evaluation purposes only during the solicitation process. The actual number of days during the Contract Period and Option Periods may be more or less, as determined by the Project Authority.

In respect of the "Firm Per Diem Rates" for the initial contract period listed below, (F*) 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.

INITIAL CONTRACT PERIOD:

Contract Period: Year 1 (dd/mm/yy to dd/mm/yy)						
	(B)	(C*)	(D)	(E)	(F*)	(G)
Category of Personnel	Level of Expertise	Estimated Number of Days	SA Per Diem Rate	% Discount	Firm Per Diem Rate	Total Cost [CxF]
A.6 Programmer/Software	2	400				
A.8 System Analyst	2	400				
B.1 Business Analyst	3	400				
B.11 IT Instructor	3	400				
I.9 System Administrator	2	400				
I.11 Technology Architect	2	400				
P.9 Project Manager	3	400				
Total Estimated Cost:	\$ <TBD>					

Contract Period: Year 2 (dd/mm/yy to dd/mm/yy)						
	(B)	(C*)	(D)	(E)	(F*)	(G)
Category of Personnel	Level of Expertise	Estimated Number of Days	SA Per Diem Rate	% Discount	Firm Per Diem Rate	Total Cost [CxF]
A.6 Programmer/Software	2	400				
A.8 System Analyst	2	400				
B.1 Business Analyst	3	400				
B.11 IT Instructor	3	400				
I.9 System Administrator	2	400				
I.11 Technology Architect	2	400				
P.9 Project Manager	3	400				
Total Estimated Cost:	\$ <TBD>					

TBIPS TEMPLATE - ZM-EL DIVISION (7 JUNE 2011)**Contract Period: Year 3 (dd/mm/yy to dd/mm/yy)**

	(B)	(C*)	(D)	(E)	(F*)	(G)
Category of Personnel	Level of Expertise	Estimated Number of Days	SA Per Diem Rate	% Discount	Firm Per Diem Rate	Total Cost [CxF]
A.6 Programmer/Software	2	400				
A.8 System Analyst	2	400				
B.1 Business Analyst	3	400				
B.11 IT Instructor	3	400				
I.9 System Administrator	2	400				
I.11 Technology Architect	2	400				
P.9 Project Manager	3	400				
Total Estimated Cost:	\$ <TBD>					

OPTION PERIODS:**Option Period 1 (dd/mm/yy to dd/mm/yy)**

	(B)	(C*)	(D)	(E)	(F*)	(G)
Category of Personnel	Level of Expertise	Estimated Number of Days	SA Per Diem Rate	% Discount	Firm Per Diem Rate	Total Cost [CxF]
A.6 Programmer/Software	2	400				
A.8 System Analyst	2	400				
B.1 Business Analyst	3	400				
B.11 IT Instructor	3	400				
I.9 System Administrator	2	400				
I.11 Technology Architect	2	400				
P.9 Project Manager	3	400				
Total Estimated Cost:	\$ <TBD>					

Option Period 2 (dd/mm/yy to dd/mm/yy)

	(B)	(C*)	(D)	(E)	(F*)	(G)
Category of Personnel	Level of Expertise	Estimated Number of Days	SA Per Diem Rate	% Discount	Firm Per Diem Rate	Total Cost [CxF]
A.6 Programmer/Software	2	400				
A.8 System Analyst	2	400				
B.1 Business Analyst	3	400				
B.11 IT Instructor	3	400				

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I.9 System Administrator	2	400				
I.11 Technology Architect	2	400				
P.9 Project Manager	3	400				
Total Estimated Cost:	\$ <TBD>					

Total Estimated Cost
Total Contract Period + Option Period 1 + Option Period 2 = \$TBD

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

The SRCL is enclosed at attachment 1 to Annex C.

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ANNEX D

BID EVALUATION CRITERIA

The Mandatory Evaluation Criteria are enclosed at attachment 1 to Annex D. There are no point-rated requirements associated with this solicitation.

TBIPS TEMPLATE - ZM-EL DIVISION (7 JUNE 2011)**ANNEX E****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) <i>[see the Standard Instructions 2003]</i>	
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"
Federal Contractors Program for Employment Equity (FCP EE) Certification: 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) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) submit a valid Certificate number confirming its adherence to the FCP-EE. 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. For joint ventures, be sure to provide this information for each of the members of the joint venture.	On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i> :
	(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;
	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;
	(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
	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).

TBIPS TEMPLATE - ZM-EL DIVISION (7 JUNE 2011)

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	

Canadian Content Certification	On behalf of the Bidder, by signing below, I confirm that <i>[check the box that applies]</i> :	
As described in the solicitation, bids with at least 80% Canadian content are being given a preference.	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)	
[For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]		

Federal Contractors Program for Employment Equity (FCP EE) Certification:	On behalf of the Bidder, by signing below, I also confirm that the Bidder <i>[check the box that applies]</i> :	
If the Bidder is exempt, please indicate the basis for the exemption to the right. If the Bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the Bidder is required either to: (a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) submit a valid Certificate number confirming its adherence to the FCP-EE. 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. For joint ventures, be sure to provide this information for each of the members of the joint venture.	(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;	
	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;	
	(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	
	(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
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.]		
Signature of Authorized Representative of Bidder		

TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
Previous value – Valeur précédente			
To – À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédié à			
Delivery/Completion date – Date de livraison/d'achèvement			
		_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services		Cost Prix
		GST/HST TPS/TVH	
		Total	

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

 for the Department of Public Works and Government Services
 pour le ministère des Travaux publics et services gouvernementaux

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

ATTACHMENT 1 TO ANNEX A

STATEMENT OF WORK FOR THE PROVISION OF PROFESSIONAL SERVICES IN SUPPORT OF THE DEPARTMENT OF NATIONAL DEFENCE DIRECTORATE OF ENTERPRISE APPLICATIONS INTEGRATION SOLUTIONS

1. BACKGROUND

- 1.1. Government of Canada (GC) Information Management (IM) policy and legislation clearly outline Departmental responsibility to manage information effectively and efficiently. The Department of National Defence/Canadian Forces (DND/CF) requires the professional services of resources to support implementation and sustainment (in-service) activities related to Record and Document Management (RDM) and Collaboration activities across DND/CF. Currently these activities are based on a suite of applications which includes OpenText Document Management/Records Management (DM/RM) referred to as GCDOCS, Windows SharePoint Services (WSS) 3.0, and Microsoft MOSS 2007. The Department is analysing new offerings by Open Text, Microsoft (including SharePoint 2010) and others, and will very likely migrate to a new enterprise toolset in the next 12 to 36 months.
- 1.2. The professional services resources are required to execute activities including, but not limited to, implementation and change management, coordination of functional capability rollout, client relationship management and communications.

2. OBJECTIVE

The objectives of this requirement are:

- 2.1. To confirm the platform for a common RDM solution for DND;
- 2.2. To provide in-service support, including surge activities, to the Department's existing RDM environment;
- 2.3. To deploy additional RDM solutions according to the new common RDM solution; and
- 2.4. To migrate, if required, the existing RDM deployments into the new common RDM solution.

3. RDM AND COLLABORATION TECHNICAL ENVIRONMENT

The technical environment for RDM and Collaboration within the Department is in transition, with a goal of achieving a standard environment deployed to all users. The existing environment consists of:

- 3.1. Record and Document Management Solutions:

There are currently several RDM solutions deployed within the Department, each addressing a variety of requirements. Discussions to standardize the Department on one solution are on-going and it is unknown at this time which will be selected as the final solution. The primary RDM solutions within the Department are:

- a. Open Text eDOCs v5.2;
- b. Open Text Livelink v9.7.5;
- c. WSS 3.0;
- d. MOSS 2007; and
- e. Document Management Control System (DMCS) v5.

3.2. Collaboration Solution:

The Department currently has many WSS 3.0 and MOSS 2007 sites deployed and will be migrating to SharePoint 2010 starting in the fall of 2011. Although not standardized at this time, a standardized collaboration solution is being sought and will be selected by the end of 2012.

3.3. Desktop Operating System:

The current deployment to the desktop is Windows 2003. A project to migrate all desktops to Windows 2007 has been initiated with an expectation that the migration will start in early 2012.

3.4. Server Operating System:

The current standard for departmental servers is Windows Server 2003. A project to migrate all servers to Windows Server 2008 has been initiated with an expectation that the migration will be completed by late 2012.

4. APPLICABLE DOCUMENTS

- 4.1. Policy on Information Management;
- 4.2. Record Document and Information Management System (RDIMS) Information Management Rules;
- 4.3. RDIMS Business Rules (User & Information Administrator); and
- 4.4. RDIMS Implementation Tool Kit.

5. CONSTRAINTS

- 5.1. The work will be performed primarily on DND premises in the National Capital Region (NCR). The TA will provide on-site facilities as required, with the remainder of work to be carried out at the contractor's facility.
- 5.2. The resource must be available to work on DND premises within the National Capital Region (NCR) between the hours of 07:00 to 17:00, Monday to Friday, where the resource will be in contact with DND personnel on a regular basis.

6. P.9 PROJECT MANAGER - LEVEL 3

6.1. SCOPE

The Project Manager is required to work collaboratively with other team members to provide service for the following activities:

- 6.1.1. Research and information gathering;
- 6.1.2. Analyzing and developing architecture requirements design, process development and process mapping; and
- 6.1.3. The development of business process renewal and migration strategy to aid in a smooth transformation.

6.2. TASKS AND DELIVERABLES

The Project Manager must undertake the following tasks to provide services for in-service and new RDM implementations:

- 6.2.1. Prepare and submit to the TA a plan of activities using Microsoft Project (2003 or later), no later than five (5) working days after the approved Task Authorization, showing a detailed schedule of all activities, for review and approval by the TA. The schedule will provide, as a minimum, a detailed breakdown of all proposed activities associated with the task, including schedules for deliverables;
- 6.2.2. Prepare implementation strategy document and framework for submission to Senior Management;
- 6.2.3. Prepare and confirm project plan, schedule and resource plans on a monthly basis to the TA;
- 6.2.4. Collect and review data for planning and preparation activities;
- 6.2.5. Assess order of roll-out for client organizations;
- 6.2.6. Set priorities and track progress of deployment;
- 6.2.7. Liaise directly with the Project Team to coordinate implementations;
- 6.2.8. Liaise with IM personnel to determine business requirements that are technically associated with software;
- 6.2.9. Provide process guidance to the Project Team, Trainers, and Divisional Implementation Coordinators;
- 6.2.10. Prepare project documentation, including options analysis, business cases, communication plans, risk assessment documents and status reports;
- 6.2.11. Prepare other documents including presentations, communications to regional contacts or national announcements or both;
- 6.2.12. Coordinate and conduct client communications and change management activities;
- 6.2.13. Assess associated risks and bring them to the attention of the TA;

- 6.2.14. Provide input, feedback and requirements to the TA and Project Team on Management of Recorded Information (MoRI) policies, standards and guidelines, to sustain deployment; and
- 6.2.15. Perform other related tasks as designated by the TA.

7. A.8 SYSTEM ANALYST – LEVEL 2

7.1. SCOPE

The System Analyst is required to work collaboratively with other team members to provide service for the following activities:

- 7.1.1. Developing application/system specifications and designs;
- 7.1.2. Managing, scheduling and performing migration of related data into the system; and
- 7.1.3. Performing installation, configuration and testing of development environment.

7.2. TASKS AND DELIVERABLES

The System Analyst must undertake the following tasks to provide services for in-service and new implementations of systems:

- 7.2.1. Provide a report on requirements by gathering and collecting information as instructed by the TA;
- 7.2.2. Liaise with the TA to develop prototypes, models, standards and other DND internal requirements for RDM and Collaboration products in the technical context of systems, applications and security;
- 7.2.3. Provide advice, guidance and knowledge transfer on new prototypes, models and standards to other team members;
- 7.2.4. Participate in implementation and in-service installations by troubleshooting, testing, maintaining and providing support through new deployments, upgrades and patches of MS Windows Operating Systems, MS Networking, other desktop and server applications, Relational Databases (Oracle and MS SQL) and the infrastructure that supports other Intranet/Internet server software and hardware;
- 7.2.5. Develop application/system specifications and designs;
- 7.2.6. Participate and conduct application integration and system testing, scheduling and coordination while adhering to change management methodology in the context of a testing environment;
- 7.2.7. Perform analysis of test result data, associated reports and technical research;
- 7.2.8. Manage, schedule and perform, as requested, the migration of all other related data;

- 7.2.9. Conduct client service support both face-to-face and on the telephone, to analyze trouble call data and produce associated reports;
- 7.2.10. Perform installation, configuration and testing of development environment and related applications on servers and workstations for proposed solutions;
- 7.2.11. Provide support to keep the project on schedule, i.e., provide tasks required for the Work Breakdown Structure (WBS);
- 7.2.12. Assist team leaders in planning, organizing, leading and monitoring the technical activities of the implementation and in-service support team;
- 7.2.13. Notify the TA of discrepancies in planning and submit recommendations to resolve these issues;
- 7.2.14. Maintain communications with the deployment team leaders and keep them notified of any related developments;
- 7.2.15. Track any decisions made regarding requests for changes and outstanding items with assigned tasks;
- 7.2.16. Develop .NET and Active Server Pages (ASP) custom application interface using Application Programming Interfaces (API);
- 7.2.17. Provide technical instructions, explanations and advice on RDM & Collaboration hybrid solutions, features, limitations, configurations and risks;
- 7.2.18. Debug and resolve any issues or errors during development;
- 7.2.19. Maintain knowledge of vendor products, features, bugs and enhancement requests to assist all members in client delivery;
- 7.2.20. Prepare technical briefings and make presentations, as requested by the TA; and
- 7.2.21. Perform other related tasks as designated by the TA.

8. I.11 TECHNOLOGY ARCHITECT - LEVEL 2

8.1. SCOPE

The Technology Architect is required to work collaboratively with other team members to provide service for the following activities:

- 8.1.1. Preparing an assessment of the current state of the technical system architecture and detailing technical requirements;
- 8.1.2. Providing impact analysis and cost-benefit analysis of new processes and solutions; and
- 8.1.3. Providing support to applications or technical support teams in the proper application of existing infrastructure.

8.2. TASKS AND DELIVERABLES

The Technology Architect must undertake the following tasks to provide services for in-service and new implementations of systems:

- 8.2.1. Review and report on the current state of the technical system architecture;
- 8.2.2. Review and assess the overall response time for end-users of the system;
- 8.2.3. Analyze the existing capabilities and recommend areas for improved capability and integration;
- 8.2.4. Provide written advice, recommendations and a strategy on a feasible, efficient, scalable and sustainable solution, its features, components, limitations, configurations and risks in the context of the DND environment;
- 8.2.5. Develop a technical architecture, frameworks and strategies and associated or integrated applications, to meet business, functional and application requirements;
- 8.2.6. Gather, collect and document information on DND RDIMS-specific system architectural requirements. Identify and document system-specific technical standards including data dictionaries, naming conventions and custom components;
- 8.2.7. Develop the necessary integration between new and/or existing systems;
- 8.2.8. Analyse and evaluate upgrades and new releases, and make recommendations on the viability of proceeding with such upgrades;
- 8.2.9. Analyze and evaluate alternative technology solutions to meet DND business requirements and provide a report with the findings;
- 8.2.10. Perform an impact analysis of proposed technology changes;
- 8.2.11. Perform a cost-benefit analysis of implementing new processes and solutions;
- 8.2.12. Develop a prototype of potential solutions and suggest recommended courses of action;
- 8.2.13. Review technical infrastructure design to ensure adherence to standards and to recommend performance improvements;
- 8.2.14. Evaluate hardware relative to its ability to support the Department's RDM & Collaboration system and associated applications and by determining potential and actual bottlenecks, improve system performance through recommended hardware changes;
- 8.2.15. Monitor industry trends to ensure that solutions fit with government and industry directions for technology; and
- 8.2.16. Perform other related tasks as designated by the TA.

9. B.11 IT INSTRUCTOR - LEVEL 3

9.1. SCOPE

The IT Instructor is required to work collaboratively with other team members to provide service for the following activities:

- 9.1.1. Reviewing existing Training Materials;
- 9.1.2. Delivering classroom-based training and one-on-one coaching; and
- 9.1.3. Updating training manuals and developing reference guides.

9.2. TASKS AND DELIVERABLES

The IT Instructor must undertake the following tasks for in-service and new implementation of solutions within the Department:

- 9.2.1. Review existing Training Materials;
- 9.2.2. Deliver training to DND/CF users as follows:
 - 9.2.2.1. A “Full Day” User Course: Quantity three to four courses per week for a maximum of 10 students per course with a general RM/DM component;
 - 9.2.2.2. A two-day Records Management Administrative Tool course with a general RM/DM component: Quantity one course per month for a maximum of 10 students per course; and
 - 9.2.2.3. Provide one-on-one coaching as required;
- 9.2.3. Create and disseminate a Training Schedule;
- 9.2.4. Coordinate and confirm registration of students, by coordinating training activities with Records Specialists and/or Group/Divisional Information Administrators (IA) and Divisional Training Coordinators;
- 9.2.5. Coordinate and book DND/CF Boardrooms and/or Classrooms;
- 9.2.6. Coordinate and provide training material (including Student Feedback Questionnaire) to each student attending training sessions – Material and Templates will be provided by DND/CF;
- 9.2.7. Report training equipment problems to the support technician (Technology Architect) for resolution;
- 9.2.8. Maintain training equipment and training environment;
- 9.2.9. Submit an attendees list after each Training Session to the Functional Authority and Group/Divisional Information Administrators;
- 9.2.10. Provide feedback to the Project Authority on updates to training packages, business processes and instructions;
- 9.2.11. Produce a monthly status report of issues, tasks and training delivered;
- 9.2.12. Attend monthly status meetings;
- 9.2.13. Develop Quick and Easy Reference Guides to be inserted into the Training Manuals to be used by Information Administrators and General Users;

9.2.14. Update Training Manuals and Student Handouts to reflect changes resulting from version upgrade and new business rules; and

9.2.15. Perform other related tasks as designated by the TA.

10. I.9 SYSTEM ADMINISTRATOR - LEVEL 2

10.1. SCOPE

The System Administrator is required to work collaboratively with other team members to provide service for the following activities:

10.1.1. Performing in-service, tactical and operational support; and

10.1.2. Providing advice with regard to the integrations of the Department's approved applications.

10.2. TASKS AND DELIVERABLES

The System Administrator must undertake the following tasks in direct support of in-service and new implementations of solutions:

10.2.1. Provide a report on requirements by gathering and collecting information as instructed by the DND TA;

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

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

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

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

10.2.6. Ensure timely and reliable system administration procedures, such as backup and/or recovery;

10.2.7. Analyze system performance and recommend improvements;

10.2.8. Provide expert advice and guidance and mentor other team members;

10.2.9. Participate in the implementation and in-service installations by troubleshooting, testing, maintaining and supporting the team through new deployments, upgrades, and patches of MS Windows Operating Systems, MS Networking, other desktop and server applications, Relational Databases (Oracle and MS SQL) and the infrastructure that supports other Intranet/Internet server side software and hardware;

10.2.10. Perform analysis of test result data, associated reports and technical research;

10.2.11. Manage, schedule and perform, as requested, the migration of all related data;

10.2.12. Conduct client service support both face-to-face and on telephone, to analyze trouble call data and produce associated reports;

- 10.2.13. Perform installation, configuration and testing of development environment, and related applications on servers and workstations for proposed solutions;
- 10.2.14. Track major milestones and ensure deliverables are completed on schedule;
- 10.2.15. Notify the TA of discrepancies in planning and submit recommendations to resolve these issues;
- 10.2.16. Maintain communications with the deployment team leaders and keep them notified of any related developments;
- 10.2.17. Track any decisions made regarding requests for changes and outstanding items with assigned tasks;
- 10.2.18. Maintain knowledge of all vendor products, features, bugs and enhancement requests to assist all members in client delivery;
- 10.2.19. Prepare technical briefings and make presentations, as requested by the TA;
- 10.2.20. Resolve any issues or errors during development and implementation;
- 10.2.21. Document all solutions; and
- 10.2.22. Perform other related tasks as designated by the TA.

11. A.6 PROGRAMMER/SOFTWARE DEVELOPER - LEVEL 2

11.1. SCOPE

The Programmer/Software Developer is required to work collaboratively with other team members to provide service for the following activities:

- 11.1.1. Software development: software application, program analysis, design, development, coding, testing, debugging, documentation, configuration, implementation, problem diagnostics and resolution; and
- 11.1.2. Data: Data optimization, data modeling, database design, as well as field mapping from the in-service application to the new one.

11.2. TASKS AND DELIVERABLES

The Programmer/Software Developer must undertake the following tasks in direct support of in-service and new implementations of solutions:

- 11.2.1. Gather information on requirements;
- 11.2.2. Liaise with the DND TA to develop prototypes, models, standards and other DND internal requirements in the technical context of systems, application and security;
- 11.2.3. Perform Quality Assurance (QA) to eliminate cascading problems;
- 11.2.4. Proactively provide expert advice, guidance and mentoring to other team members;

- 11.2.5. Develop and document application, specifications and designs;
- 11.2.6. Manage, schedule and perform migration of all related data;
- 11.2.7. Conduct client support service, both face-to-face and by phone, to analyze trouble calls and to produce associated documentation;
- 11.2.8. Perform testing, installation and configuration of the RDM development environment;
- 11.2.9. Assist in the planning, organizing, leading and monitoring of technical activities relating to implementation and/or in-service support;
- 11.2.10. Participate in the implementation and in-service installations by troubleshooting, testing, maintaining and supporting the team through new deployments, upgrades, and patches of MS Windows Operating Systems, MS Networking, other desktop and server applications, Relational Databases (Oracle and MS SQL) and the infrastructure that supports other Intranet/Internet server side software and hardware;
- 11.2.11. Track major milestones and ensure deliverables are completed on schedule;
- 11.2.12. Participate and conduct application integration and system testing, scheduling and coordination while adhering to change management methodology in the context of a testing environment;
- 11.2.13. Keep abreast of all vendor products, patches and fixes; and
- 11.2.14. Perform other related tasks as designated by the TA.

12. B.1 BUSINESS ANALYST - LEVEL 3

12.1.SCOPE

The Business Analyst is required to work collaboratively with other team members to provide service for the following activities:

- 12.1.1. Identifying the critical improvements required to ensure sustainability, availability, and reliability of the current implementations;
- 12.1.2. Implementation of software and its components and in-service support, analysis and development of business processes;
- 12.1.3. Business process renewal;
- 12.1.4. Business process mapping and gathering;
- 12.1.5. Analysis of existing capabilities; and
- 12.1.6. Designing performance evaluation criteria, procedures, standards and best practices for the management and optimal use of applications.

12.2. TASKS AND DELIVERABLES

Working collaboratively with other team members in direct support of in-service and new implementations the Business Analyst must undertake the following tasks:

- 12.2.1. Provide assistance to the TA for research and information gathering in preparation for development of short term, medium term and long term implementation plans;
- 12.2.2. Develop and maintain a Change Management/Business Transformation framework to support the implementation plan;
- 12.2.3. Develop a Change Management and Communication Plan;
- 12.2.4. Provide written advice and documentation for delivery of a governance model and governance program;
- 12.2.5. Provide written advice to Senior Management, the Business Management Team (BMT) and other team members, explaining the Governance function, Governance principles, and advocating most effective Governance practices;
- 12.2.6. Manage the development and delivery of integrated change realization, communications and coaching plans, strategies, activities and products that support and sustain change;
- 12.2.7. Liaise with Training leads to ensure incorporation of Change Realization concepts and considerations;
- 12.2.8. Assist team leaders in planning, organizing, leading and monitoring the functional activities of the implementation and in-service support team;
- 12.2.9. Present plans and strategies to various management committees, approval groups, and senior management;
- 12.2.10. Solicit and validate user business requirements;
- 12.2.11. Develop business process renewal and migration Standard Operating Procedures (SOPs) to aid in the smooth transition from a manual system to an automated system;
- 12.2.12. Develop workflow templates based on work process mapping;
- 12.2.13. Draft collaboration strategies and business user procedures for the selected solution;
- 12.2.14. Provide a detailed business process analysis report for each organization preparing for roll-out;
- 12.2.15. Maintain communications with the deployment team leaders and keep them notified of any related developments;
- 12.2.16. Provide coaching for senior management on change management concepts and implementation;
- 12.2.17. Provide a bi-weekly status report outlining work in progress, work completed, and work planned using the template/format provided by the TA; and
- 12.2.18. Perform other related tasks as directed by the TA.

13. PROGRESS REPORTING

- 13.1. The Contractor will prepare written monthly progress reports of the work performed. One copy will be provided to the TA at the beginning of the month following the work; a second copy will accompany the monthly invoice. At a minimum, each progress report will document the following information:
 - 13.1.1. All significant activities performed under each task during the period covered by the report;
 - 13.1.2. Status of all action and decision items originating from each task, as well as a list of outstanding activities;
 - 13.1.3. A description of any problems encountered which are likely to require attention by the TA; and
 - 13.1.4. Any recommendations relating to the conduct of the work.

14. LOCATION OF WORK

- 14.1.1. Work will be performed in the National Capital Region.

ATTACHMENT 1 TO ANNEX C
SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction Information Management
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Standing Offer/Supply Arrangement for the provision of Task Based Informatics Professional Services to the Government of Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/> SM	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> SM	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/> SM	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/> SM	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

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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? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ 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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Canada



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 TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET		PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	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, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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

☒ No
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, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Roger Crispin

Title - Titre

a/DEAIS 8

Signature

Telephone No. - N° de téléphone
613-992-5885

Facsimile No. - N° de télécopieur
613-996-6597

E-mail address - Adresse courriel
roger.crispin@forces.gc.ca

Date
October 7, 2011

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

Name (print) - Nom (en lettres moulées)

**Tippy Graham - DPM Secur 3
Senior Security Analyst**

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**Tel: 613-949-1035 / Fax: 613-949-1069
E-Mail: tippy.graham@forces.gc.ca**

14 OCT 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

**Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@nsgc-pwsc.gc.ca
Tel/Tel: 613-949-1818 / Fax/Téléc: 613-954-4171**

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Maria Mendoza
January 26, 2012

ATTACHMENT 1 TO ANNEX D - EVALUATION CRITERIA

MANDATORY CRITERIA

1. Bidders must propose two resources for each of the resource categories listed in this Request for Proposal. For each resource category, one of the resources must hold a security clearance granted by CISC at the level of TOP SECRET and the other must hold a security clearance granted by CISC at the level of TOP SECRET SIGINT.

2. Bidders must propose two resources for each of the resource categories and must not propose the same person more than once in response to this solicitation.

Attention Bidders: It is requested that you use the tables provided below in your bid submission. Please indicate the relevant page number(s) from your bid which addresses the requirement identified in each criterion.

P.9 PROJECT MANAGER - Level 3				
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years experience as a Project Manager in a developmental or operational environment.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a Project Manager in either: a) A developmental or operational Record and Document Management (RDM) environment. OR b) A developmental or operational Collaboration environment. Only experience claimed since January 1, 2002 will be accepted			
M3	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience applying change management/business transformation principles, methodologies, and strategies with respect to implementation activities. Only experience claimed since January 1, 2002 will be accepted.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of three (3) Record and Document Management (RDM) or Collaboration projects with each project having a duration of at least 12 months full time as a Project Manager, Implementation Manager, or Business Analyst.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience in applying policy, legislation and directives in the area of the Management of Recorded Information (MoRI).			

	Only experience claimed since January 1, 2002 will be accepted			
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	A.8 SYSTEM ANALYST – Level 2			
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a System Analyst in a developmental or operational environment.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a System Analyst in either: a) A developmental or operational RDM environment. OR b) A developmental or operational Collaboration environment. Only experience claimed since January 1, 2007 will be accepted.			
M3	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience developing application/system specifications and designs. Only experience claimed since January 1, 2007 will be accepted.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience working with prototype design, development, testing and integration analysis. Only experience claimed since January 1, 2007 will be accepted.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience working in a Government Information Systems environment. Only experience claimed since January 1, 2007 will be accepted.			
M6	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience creating, maintaining and reviewing technical documentation.			

L13 TECHNOLOGY ARCHITECT – Level 2				
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a Technology Architect in a developmental or operational environment.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a Technology Architect in either: a) A developmental or operational RDM environment. OR b) A developmental or operational Collaboration environment. Only experience claimed since January 1, 2007 will be accepted.			
M3	The Bidder must demonstrate that the proposed resource has experience as a Technology Architect in at least 3 (three) RDM or Collaboration projects with a minimum duration of 6 months full time. Only experience claimed since January 1, 2007 will be accepted.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience developing a technical architecture, frameworks and strategies and associated or integrated applications, to meet business, functional and application requirements.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience with application analysis, design, development, testing, and capacity planning.			
M6	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience analyzing, evaluating and documenting alternative technology solutions to meet business requirements.			
M7	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience working with Web-based technologies. Only experience claimed since January 1, 2007 will be accepted.			
M8	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience with relational Databases Oracle or SQL Server.			

	B.11 IT INSTRUCTOR - Level 3			
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years experience an IM/IT Instructor.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as an Instructor in a RDM or Collaboration environment. Only experience claimed since January 1, 2002 will be accepted.			
M3	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience providing one-on-one coaching as an IM/IT Instructor.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience organizing and coordinating training sessions.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience developing and maintaining training materials.			
M6	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience developing Computer Based Training (CBT) material.			

I.9 SYSTEM ADMINISTRATOR - Level 2				
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a System Administrator in a developmental or operational environment.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a System administrator in either: a) A developmental or operational RDM environment. OR b) A developmental or operational Collaboration environment. Only experience claimed since January 1, 2007 will be accepted.			
M3	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience performing installations, configurations and testing on servers and workstations for RDM or Collaboration solutions.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience conducting client service support both face-to-face and on the telephone, analyzing trouble call data and producing associated reports.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience preparing technical briefings and making presentations.			
M6	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience creating, maintaining and reviewing technical documentation.			

	A.6 PROGRAMMER/SOFTWARE DEVELOPER - Level 2			
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a Programmer/Software Developer in a developmental or operational environment.			
M2	<p>The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a Programmer/Software Developer in either:</p> <p>a) A developmental or operational RDM environment. OR b) A developmental or operational Collaboration environment.</p> <p>Only experience claimed since January 1, 2007 will be accepted.</p>			
M3	<p>The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a Programmer/Software Developer working with Web-based technologies.</p> <p>Only experience claimed since January 1, 2007 will be accepted.</p>			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a Programmer/Software Developer working with relational databases Oracle or SQL Server2000 or greater.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience creating, maintaining and reviewing technical documentation.			

	B.1 BUSINESS ANALYST - LEVEL 3			
	REQUIREMENT	MET	NOT MET	PAGE #
M1	The Bidder must demonstrate that the proposed resource has a minimum of 10 years experience as a Business Analyst in an operational or developmental environment.			
M2	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience as a Business Analyst in either: a) A developmental or operational RDM environment. OR b) A developmental or operational Collaboration environment. Only experience claimed since January 1, 2002 will be accepted.			
M3	The Bidder must demonstrate that the proposed resource has a minimum of 2 years experience as a Business Analyst in a Web-based environment. Only experience claimed since January 1, 2007 will be accepted.			
M4	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience in presenting IM/IT related issues to Senior Management.			
M5	The Bidder must demonstrate that the proposed resource has a minimum of 5 years experience leading working group or focus groups for gathering and validating business requirements.			