

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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> TBIPS-INFORMATICS PROFESSIONAL SVCS	
<b>Solicitation No. - N° de l'invitation</b> W6399-12DD46/A	<b>Date</b> 2012-09-27
<b>Client Reference No. - N° de référence du client</b> W6399-12DD46	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-613-24938	
<b>File No. - N° de dossier</b> 613zm.W6399-12DD46	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-29</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Pierre, Anoule	<b>Buyer Id - Id de l'acheteur</b> 613zm
<b>Telephone No. - N° de téléphone</b> (819) 956-2137 ( )	<b>FAX No. - N° de FAX</b> (819) 956-1207
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Within 100 KM's of the National Capital Region. Exact location will be detailed upon contract award.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

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

Solicitation No. - N° de l'invitation

W6399-12DD46/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

613zm

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W6399-12DD46

613zmW6399-12DD46

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The RFP document will follow in PDF format.

Contract Number / Numéro du contrat W6399-12-0048
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART 1 - CONTRACT INFORMATION / PARTIE 1 - RENSEIGNEMENTS CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Department of National Defence</b>	2. Branch or Directorate / Direction générale ou Direction <b>CANSOFCOM</b>
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 Task Based Information Professional Services (TBIPS) Supply Arrangement call-up. The Department of National Defence (DND) requires the services of a group of twelve (12) resources with varied degrees of Security Clearance to ensure the overall quality, completeness, consistency and alignment of technology architecture with the operational imperatives of Canadian Special Operations Force Command (CANSOFCOM.)	
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 checked="" 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 type="checkbox"/> No / Non <input checked="" 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 checked="" 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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays: United States, Canada, United Kingdom (Great Britain), Australia, and New Zealand
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6399-12-DD46

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

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

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

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

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

Special comments:  
Commentaires spéciaux: Security Clearances for each position is identified in the Evaluation Criteria (Annex 3)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6399-12-DD46

Security Classification / Classification de sécurité

UNCLASSIFIED

**PROTECTED / PROTÉGÉE (Contenu)**

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 PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets																
Manufacture / Items																
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

**BID SOLICITATION**  
**CANADIAN SPECIAL OPERATIONS FORCES COMMAND**  
**(CANSOFCOM)**  
**FOR**  
**DEPARTMENT OF NATIONAL DEFENCE**

**TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION</b>	<b>5</b>
1.1 Introduction	5
1.2 Summary	5
1.3 Description of Requirement	6
1.4 Communications Notification	6
1.5 Debriefings	6
<b>PART 2 - BIDDER INSTRUCTIONS</b>	<b>7</b>
2.1 Standard Instructions, Clauses and Conditions	7
2.2 Submission of Bids	7
2.3 Enquiries - Bid Solicitation	7
2.4 Applicable Laws	7
2.5 Improvement of Requirement During Solicitation Period	8
<b>PART 3 - BID PREPARATION INSTRUCTIONS</b>	<b>8</b>
3.1 Bid Preparation Instructions	8
3.2 Section I: Technical Bid	8
3.3 Section II: Financial Bid	9

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

3.4 Section III: Certifications	11
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</b>	12
4.1 Evaluation Procedures	12
4.2 Technical Evaluation	12
4.3 Financial Evaluation	12
4.4 Basis of Selection	14
<b>PART 5 - CERTIFICATIONS</b>	15
5.1 Certifications Precedent to Contract Award	15
5.2 Federal Contractors Program - Certification	15
5.3 Former Public Servant Certification	16
5.4 Status and Availability of Resources	17
5.5 Education and Experience	17
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS</b>	18
6.1 Security Requirement	18
6.2 Financial Capability	18
<b>PART 7 - RESULTING CONTRACT CLAUSES</b>	19
7.1 Requirement	19
7.2 Task Authorization	19
7.3 Minimum Work Guarantee	20
7.4 Standard Clauses and Conditions	20
7.5 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:	21
PWGSC FILE #W6399-12-DD46	21
7.6 Contract Period	21



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

<b>7.7 Authorities</b>	22
<b>7.8 Payment</b>	22
<b>7.9 Invoicing Instructions</b>	24
<b>7.10 Certifications</b>	24
<b>7.11 Applicable Laws</b>	24
<b>7.12 Priority of Documents</b>	24
<b>7.13 Defence Contract</b>	25
<b>7.14 Foreign Nationals (Canadian Contractor)</b>	25
<b>7.15 Foreign Nationals (Foreign Contractor)</b>	25
<b>7.16 Insurance Requirements</b>	25
<b>7.17 Limitation of Liability - Information Management/Information Technology</b>	27
<b>7.18 Joint Venture Contractor</b>	28
<b>7.19 Professional Services - General</b>	29
<b>7.20 Safeguarding Electronic Media</b>	30
<b>7.21 Representations and Warranties</b>	30
<b>7.22 Access to Canada's Property and Facilities</b>	30

**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	Bidders Form

Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

**BID SOLICITATION FOR  
CANADIAN SPECIAL OPERATIONS FORCES COMMAND  
(CANSOFCOM)  
FOR  
DEPARTMENT OF NATIONAL DEFENCE**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

This document states terms and conditions that apply to bid solicitation W6399-12DD46. It is divided into seven parts plus annexes and attachments as follows:

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

The annexes include the Statement of Work, the Basis of Payment and any other annexes.

**1.2 Summary**

- (a) Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of a contract for one year, plus four one-year irrevocable options periods 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 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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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.

### 1.3 Description of Requirement

The Client's requirement is described in this bid solicitation.

The following Category of Personnel described below is required on an "as and when requested" basis.

Category of Personnel	Estimated Number of Resources
A.1, Application Software Architect Level 3	1
A.6, Programmer \ Software Developer Level 3	1
A.6, Programmer \ Software Developer Level 2	2
A.14, Web Developer Level 2	2
B.10, Helpdesk Specialist Level 2	2
B.10, Helpdesk Specialist Level 2; Bilingual	1
B.12, Network Support Specialist Level 3	1
B.12, Network Support Specialist Level 2	1
I.9, System Administrator Level 3	1

### 1.4 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.

### 1.5 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 10 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

## 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. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 4.4 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:
  - (i) Delete: sixty (60) days
  - (ii) Insert: one hundred and eighty (180) days

### 2.2 Submission of Bids

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

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 2.4 Applicable Laws

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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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

## 2.5 Improvement of Requirement During Solicitation Period

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



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

## 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 (5) hard copies and one (1) soft copie on CD;
  - (ii) Section II: Financial Bid: one (1) hard copy;
  - (iii) Section III: Certifications: one (1) hard 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.

SECURITY INFORMATION	BIDDER TO INSERT DATA
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

- (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. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables. The rates quoted must not be lower than the corresponding rates quoted for the preceeding 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, 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.

### 3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

## 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 Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

Mandatory and point-rated evaluation criteria are included in Annex D, Evaluation 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) **Point-Rated Technical Criteria:**  
Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated evaluation criteria are described in Annex "D" - Evaluation Criteria

### 4.3 Financial Evaluation

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



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

(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



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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. The responsive bid with the lowest cost per point will be recommended for award of a contract.
- (b) One contract may be awarded in total as a result of this solicitation.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (d) If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the best financial score will become the top-ranked Bidder.
- (e) **Evaluation of Proposal – Best Overall Value**

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

The technically responsive proposal that obtains a minimum pass mark for identified technical criteria of 70% and/or a specified minimum overall pass mark for proposed personnel experience of 70%, and also has the lowest price per rated point will be recommended for award of a contract.

**Price Per Rated Point:** The price per rated point will be determined by dividing the Total Estimated Cost (Including Option Periods) by the Total Points Achieved. The 'Total Estimated Cost' for each Category of Personnel will be calculated by multiplying Bidder's Firm Per Diem Rate (or Lower Median Band Limit, whichever is higher), by the Estimated Number of Days. The 'Total Estimated Cost' for each Category of Personnel will then be aggregated to compute the 'Total Estimated Cost'. The Total Estimated Cost will be as in Annex B - Basis of Payment.

Total Estimated Cost will be evaluated on the total requirement (Contract period and any applicable option period(s) to extend) (or Lower Median Band Limit, whichever is higher) using all categories of personnel and their estimated number of days as stated in Annex B - Basis of Payment.

Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

## 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



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

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>.

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

### 5.3 Former Public Servant Certification

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



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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

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

#### 5.4 Status and Availability of Resources

- (a) By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. 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) SACC Manual Clause A3010T (2010-08-16) Education and Experience;
- (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 solicitation, when required, the individual(s) proposed must be fluent in both official languages of Canada (French & English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) Canada will not delay the award of any contract to allow bidders to obtain the required clearance.
- (c) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2010-08-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif.  	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

## 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:
  - (i) providing informatics professional services, as and when requested by Canada.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of National Defence (DND).
- (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.

### 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 10 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 \$200,000.00 (including GST/HST) may be issued by the Requisition 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 Requisition 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 any deliverables;
  - (v) the interval during which the task is to be carried out (beginning and end dates);



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

- (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.

### 7.3 Minimum Work Guarantee

- (a) In this clause, "**Minimum Contract Value**" means 5% 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.pwgscc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

#### (a) General Conditions:

- (i) 2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
- (ii) A9006C (2012-07-16) Defence Contract apply to and form part of the Contract;
- (iii) A9131C (2011-05-16) Controlled Goods Program apply and form part of the Contract;
- (iv) B4060C (2011-05-16) Controlled Goods apply and form part of the Contract.

#### (b) Supplemental General Conditions:



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

The following Supplemental General Conditions:

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

## 7.5 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

### PWGSC FILE #W6399-12-DD46

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **NATO SECRET and TOP SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
3. The Contractor personnel requiring access to **PROTECTED/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 **SECRET, NATO SECRET, or TOP SECRET**, as required, granted or approved by CISD/PWGSC.
4. The Contractor personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of Canada, United States of America, United Kingdom, Australia, or New Zealand** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor personnel requiring access to COMSEC information/assets **must be a Canadian citizen**, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing certificate. Access by foreign nationals or resident aliens must be approved by the Head IT Security Client Services at CSEC on a case-by-case basis.
6. The Contractor **MUST NOT** remove any **CLASSIFIED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
7. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
8. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (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 one year later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

**(b) Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four 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 at least 10 calendar days 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:

Anoule Pierre

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Informatics Professional Services

11 Laurier St., Portage III, 3C2, Gatineau QC K1A 0S5

Telephone: 819-956-2137

Facsimile: 819-956-1207

E-mail address: anoule.pierre@pwgsc-tpsgc.gc.ca

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

**(b) Technical Authority**

The Technical Authority for the Contract is:

Name:

Title:

Organization:

Telephone:

E-mail address:

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

**(c) Contractor's Representative**

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

**7.8 Payment**

Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

**(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 outside the National Capital Area (NCA), 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 be able to charge for time spent travelling at the per diem rates set out in the Contract.

Estimated Cost: \$67,500.00 \_\_\_\_\_

(iii) **GST/HST:**

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

**(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 included, 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) 4 months before the Contract expiry date, or
  - (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- (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



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

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

#### 7.12 Priority of Documents

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

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

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

these Articles of Agreement;

- (b) supplemental general conditions, in the following order:
  - (i) 4002 (2010- 08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) general conditions 2035 (2011-05-16) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List ;
- (g) Annex E, Bid Submission Form;
- (h) the signed Task Authorizations including all of their annexes, if any;
- (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 Foreign Nationals (Canadian Contractor)**

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

#### **7.15 Foreign Nationals (Foreign Contractor)**

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

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

##### **(ii) Commercial General Liability (CGL)**

Commercial General Liability insurance will be effected by the Contractor and maintained in force



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$10 million** per accident or occurrence and in the annual aggregate.

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

(iv) Errors and Omissions insurance



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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

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

#### Errors and Omissions Endorsements

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

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

### **7.17 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



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

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 0.75 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).

**7.18 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:

\_\_\_\_\_  
\_\_\_\_\_

- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given



Solicitation No. - N° de l'invitation W6399-12DD46	Amd. No. - N° de la modif. 613zm W6399-12DD46	Buyer ID - Id de l'acheteur 613zm
Client Ref. No. - N° de réf. du client W6399-12DD46	File No. - N° du dossier 613zm W6399-12DD46	CCC No./N° CCC - FMS No./N° VME

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.

#### 7.19 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this contract. Where in the Contract a specific individual is identified as required to perform the Work, the Contractor must make such person available to perform the work within 10 working days 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 Identified User's operating environment.
- (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 and/or Technical 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 Technical 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.
- (f) Once a requirement for a resource is identified by Canada (including any resources required under the Contract to be available immediately following award or once a task authorization is issued), the Contractor must make the resource available to Canada within 15 working days. If an individual resource is named in this Contract with respect to any portion of the Work, the Contractor must



Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	

provide that resource, except to the extent that a replacement is permitted under the General Conditions (in which case the replacement must be provided within the time period described above). 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. If the Contractor does not make the resource available to perform the Work during that period, Canada may immediately terminate the Contract for default.

- (g) 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.

#### **7.20 Safeguarding Electronic Media**

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

#### **7.21 Representations and Warranties**

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

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

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

#### **7.23 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 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

Solicitation No. - N° de l'invitation	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
W6399-12DD46		613zm
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
W6399-12DD46	613zm W6399-12DD46	



**ANNEX A – STATEMENT OF WORK (SOW)**

**1. REQUIREMENT**

1.1. The Department of National Defence (DND) requires the services of a group of twelve (12) resources with varied degrees of Security Clearance to ensure the overall quality, completeness, consistency and alignment of technology architecture with the operational imperatives of Canadian Special Operations Force Command (CANSOFCOM). As a result there is an immediate need for the following personnel to facilitate operations and expansion of the existing capability:

- Qty 1: A.1, Application Software Architect Level 3; English Essential
- Qty 1: A.6, Programmer \ Software Developer Level 3; English Essential
- Qty 2: A.6, Programmer \ Software Developer Level 2; English Essential
- Qty 2: A.14, Web Developer Level 2; English Essential
- Qty 2: B.10, Helpdesk Specialist Level 2; English Essential
- Qty 1: B.10, Helpdesk Specialist Level 2; Bilingual Imperative
- Qty 1: B.12, Network Support Specialist Level 3; English Essential
- Qty 1: B.12, Network Support Specialist Level 2; English Essential
- Qty 1: I.9, System Administrator Level 3; English Essential

**2. BACKGROUND**

2.1. The mission of Canadian Special Operations Forces Command (CANSOFCOM) is to “provide the Government of Canada with agile, high-readiness Special Operations Forces capable of conducting special operations across the spectrum of conflict at home and abroad”. CANSOFCOM units and personnel are organised, trained and equipped to accomplish the following core tasks:

- Counter-Terrorism (CT) Operations
- Maritime Counter-Terrorism (MCT) Operations
- High Value Tasks (HVT)

2.2. These tasks require the support of a robust Communications, Computers, IM/IT architecture.

**3. OBJECTIVE**

3.1. The objective is to ensure the overall quality, completeness, consistency and alignment of technology architecture with the operational imperatives of Canadian Special Operations Force Command (CANSOFCOM.). The contract period from contract award will be one (1) year with the option of four (4) one (1) year extensions.

**4. SCOPE**

4.1. The scope of the requirement is that the organization’s capabilities will be enhanced with the effective management of these converged and integrated platforms. The actual work including all tasks, activities and deliverables will be defined in the individual Task Authorizations. Section 5 provides a general description of the scope of work that

will be required to be performed. All positions require accommodations for overtime as some work will be required after hours and on weekends depending on operational tempo.

## 5. TASKS

- 5.1. Application/Software Architects Level 3 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
  - 5.1.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.1.2. Analyze proposed technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
  - 5.1.3. Analyze the policies and requirements that drive out a particular solution.
  - 5.1.4. Evaluate alternative technology solutions to meet business problems.
  - 5.1.5. Ensures the integration of all aspects of technology solutions.
  - 5.1.6. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
  - 5.1.7. Analyze functional requirements to identify information, procedures and decision flows.
  - 5.1.8. Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary.
  - 5.1.9. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems.
  - 5.1.10. Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
  - 5.1.11. Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, and naming conventions.
  - 5.1.12. Oversee, mentor and coach junior Programmers \ Software Developers and Web Developers.
- 5.2. The Programmer \ Software Developer Level 3 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
  - 5.2.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.2.2. Integrate code and software from specific modules into larger applications;
  - 5.2.3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility to support decisions regarding the development or modification of functional and system design specifications;



ANNEX A  
STATEMENT OF WORK  
W6399-12-DD46

- 5.2.4. Design methods and procedures for larger systems;
  - 5.2.5. Develop, test and implement larger systems;
  - 5.2.6. Produce forms, manuals, programs, data files, and procedures for large applications; and
  - 5.2.7. Oversee, mentor and coach junior Programmer \ Software Developers.
- 5.3. The Programmer \ Software Developer Level 2 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks::
- 5.3.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.3.2. Create and modify code and software for specific modules;
  - 5.3.3. Create and modify screens and reports;
  - 5.3.4. Design methods and procedures for specific sub-system of larger systems;
  - 5.3.5. Develop, test and implement sub-systems of larger systems; and
  - 5.3.6. Produce forms, programs, data files, and procedures for sub-systems.
- 5.4. The Web Developer Level 2 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks::
- 5.4.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.4.2. Create and modify code and web applications for specific modules;
  - 5.4.3. Create and modify screens and reports;
  - 5.4.4. Design methods and procedures for specific sub-system of larger systems;
  - 5.4.5. Develop, test and implement sub-systems of larger systems; and
  - 5.4.6. Produce forms, programs, data files, and procedures for sub-systems.
- 5.5. The Help Desk Specialists Level 2 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
- 5.5.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.5.2. Perform a variety of network monitoring tasks and respond appropriately to user requests and problems
  - 5.5.3. Monitor network management systems
  - 5.5.4. Perform initial problem analysis, escalating problem to other appropriate staff when appropriate.

ANNEX A  
STATEMENT OF WORK  
W6399-12-DD46

- 5.5.5. Maintain liaison with network users and technical staff to communicate the status of problem resolution to network users; log and track requests for assistance.
  - 5.5.6. Participate in the preparation of procedure manuals and documentation for help desk use;
  - 5.5.7. Conduct periodic user satisfaction surveys and make recommendations for improvements to the network systems
  - 5.5.8. Participate in the distribution of network related information to users to include information such as help desk procedures and network handbooks.
  - 5.5.9. Participate in the development of a comprehensive training plan for help desk procedures;
  - 5.5.10. Participate in on-site installations of network systems for users.
- 5.6. The Network Support Specialist Level 3 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
- 5.6.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.6.2. Prepare implementation plans for assigned technologies or platforms.
  - 5.6.3. Installs and monitors components for assigned technologies.
  - 5.6.4. Configures and optimizes technical installations.
  - 5.6.5. Troubleshoots, and responds to user problems.
  - 5.6.6. Maintain up to date knowledge of broad based technologies and products supporting the operational environment.
  - 5.6.7. Oversee, mentor and coach junior Network Support Specialists.
- 5.7. The Network Support Specialist Level 2 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
- 5.7.1. Prepare work plans, schedules and progress reports summarizing work completed to date, planned work and the identification of any problems, risks or impediments to successful task completion;
  - 5.7.2. Prepare implementation plans for assigned technologies.
  - 5.7.3. Installs and monitors components for assigned technologies.
  - 5.7.4. Configures and optimizes technical installations.
  - 5.7.5. Troubleshoots, and responds to user problems.
  - 5.7.6. Maintain up to date knowledge of assigned technologies and products supporting that technology.



ANNEX A  
STATEMENT OF WORK  
W6399-12-DD46

- 5.8. The System Administrator Level 3 on an as-and-when requested basis, will be responsible for, but not be limited to, the following tasks:
- 5.8.1. Provide network engineering support by designing or supporting systems using a variety of telecommunications platforms and devices; Engineer, design, develop, and implement high security and high assurance networks
  - 5.8.2. Analyze network security including conducting vulnerability assessments penetration testing, incident response, and intrusion detection/prevention on new and existing networks in order to develop network security countermeasures;
  - 5.8.3. Identify communications bandwidth, hardware and other network requirements for capture, storage, retrieval, analysis and display of spatial (locationally defined) data for use in both static and deployed environments.
  - 5.8.4. Develop and implement bulk storage requirements incorporating both Network Attached Storage (NAS) and Storage Area Networks (SAN) solutions.
  - 5.8.5. Develop project, architecture, and user documentation for all tools/techniques/systems developed.
  - 5.8.6. Conduct familiarization training for both users and administrators.
  - 5.8.7. Addressing and responding to any questions or queries from users and administrators.

**6. DELIVERABLES**

- 6.1. All written deliverables must be supplied in two (2) hard copies and one (1) electronic copy using Microsoft Office Suites; including email, Excel and MS Word and Visio.

**7. DELIVERABLES SCHEDULE**

- 7.1. Contractors will provide the T/A status report of their activities on a monthly basis, as well as their timesheets for approval.

**8. LANGUAGE OF WORK**

- 8.1. All work will be performed and delivered in English.

**9. TRAVEL REQUIREMENTS**

- 9.1. Travel may be required outside the National Capital Region (NCR) to carry out the various tasks in section 5 as directed by the Technical Authority. All travel must be approved at the appropriate level depending on the final destination. All travel must be in accordance with TB policies and directives. Travel within the NCR and the surrounding area is the responsibility of the contractor and the contractor shall be responsible for all associated expenses.
- 9.2. There is NO public transportation to the intended place of employment.

#### **10. APPLICABLE DOCUMENTS**

- 10.1. The Technical Authority will provide relevant documents as required during the course of the Contract.

#### **11. GOVERNMENT FURNISHED EQUIPMENT**

- 11.1. When engaged in work within the NCR, the contractor will be provided with workspace that consists of:
- 11.1.1. Computer (DWAN)
  - 11.1.2. Computer (JSIS)
  - 11.1.3. Access to Printers
  - 11.1.4. Access to CANSOFCOM unique programs.

#### **12. LOCATION OF WORK**

- 12.1. All work must be performed at a DND facility located within the National Capital Region.

#### **13. ACCEPTANCE OF DELIVERABLES**

- 13.1. Contractor performance will be determined by the acceptance of the required deliverables. In situations where the Technical Authority is not satisfied with a specific deliverable, the Contractor will be required to revise the deliverables to satisfy the Technical Authority requirements



## ANNEX B – BASIS OF PAYMENT

In respect of the "Number of Days" listed below in (D\*) 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, (G\*) 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 (YEAR 1)							
Category of Personnel	(B) Level of Expertise	(C*) Estimated Number of Resources	(D*) Estimated Number of Days*	(E) SA Per Diem Rate	(F) % Discount	(G*) Firm Per Diem Rate	(H) Total Cost [D*xG*]
Application Software Architect	3	1	250	\$	%	\$	\$
Programmer/Software Developer	3	1	250	\$	%	\$	\$
Programmer/Software Developer	2	2	500	\$	%	\$	\$
Web Developer	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	1	250	\$	%	\$	\$
Network Support Specialist	3	1	250	\$	%	\$	\$
Network Support Specialist	2	1	250	\$	%	\$	\$
System Administrator	3	1	250	\$	%	\$	\$
Initial Contract Period Total:							\$ <TBD>

OPTION PERIOD 1							
Category of Personnel	(B) Level of Expertise	(C*) Estimated Number of Resources	(D*) Estimated Number of Days*	(E) SA Per Diem Rate	(F) % Discount	(G*) Firm Per Diem Rate	(H) Total Cost [D*xG*]
Application Software Architect	3	1	250	\$	%	\$	\$
Programmer/Software Developer	3	1	250	\$	%	\$	\$
Programmer/Software Developer	2	2	500	\$	%	\$	\$
Web Developer	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	1	250	\$	%	\$	\$
Network Support Specialist	3	1	250	\$	%	\$	\$
Network Support Specialist	2	1	250	\$	%	\$	\$
System Administrator	3	1	250	\$	%	\$	\$
Option Period 1 Total:							\$ <TBD>

ANNEX B  
BASIS OF PAYMENT  
W6399-12DD46

OPTION PERIOD 2							
Category of Personnel	(B) Level of Expertise	(C*) Estimated Number of Resources	(D*) Estimated Number of Days*	(E) SA Per Diem Rate	(F) % Discount	(G*) Firm Per Diem Rate	(H) Total Cost [D*xG*]
Application Software Architect	3	1	250	\$	%	\$	\$
Programmer/Software Developer	3	1	250	\$	%	\$	\$
Programmer/Software Developer	2	2	500	\$	%	\$	\$
Web Developer	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	1	250	\$	%	\$	\$
Network Support Specialist	3	1	250	\$	%	\$	\$
Network Support Specialist	2	1	250	\$	%	\$	\$
System Administrator	3	1	250	\$	%	\$	\$
Option Period 2 Total:							\$ <TBD>

OPTION PERIOD 3							
Category of Personnel	(B) Level of Expertise	(C*) Estimated Number of Resources	(D*) Estimated Number of Days*	(E) SA Per Diem Rate	(F) % Discount	(G*) Firm Per Diem Rate	(H) Total Cost [D*xG*]
Application Software Architect	3	1	250	\$	%	\$	\$
Programmer/Software Developer	3	1	250	\$	%	\$	\$
Programmer/Software Developer	2	2	500	\$	%	\$	\$
Web Developer	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	1	250	\$	%	\$	\$
Network Support Specialist	3	1	250	\$	%	\$	\$
Network Support Specialist	2	1	250	\$	%	\$	\$
System Administrator	3	1	250	\$	%	\$	\$
Option Period 3 Total:							\$ <TBD>



ANNEX B  
BASIS OF PAYMENT  
W6399-12DD46

OPTION PERIOD 4							
Category of Personnel	(B) Level of Expertise	(C*) Estimated Number of Resources	(D*) Estimated Number of Days*	(E) SA Per Diem Rate	(F) % Discount	(G*) Firm Per Diem Rate	(H) Total Cost [D*xG*]
Application Software Architect	3	1	250	\$	%	\$	\$
Programmer/Software Developer	3	1	250	\$	%	\$	\$
Programmer/Software Developer	2	2	500	\$	%	\$	\$
Web Developer	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	2	500	\$	%	\$	\$
Helpdesk Specialist	2	1	250	\$	%	\$	\$
Network Support Specialist	3	1	250	\$	%	\$	\$
Network Support Specialist	2	1	250	\$	%	\$	\$
System Administrator	3	1	250	\$	%	\$	\$
Option Period 4 Total:							\$ <TBD>

Total Estimated Cost	
(Total Contract Period + Option Periods (1, 2, 3 &4)	\$TBD

**\* CALCULATION OF THE LOWEST COST PER POINT**

$$\text{LOWEST COST PER POINT} = \frac{\text{TOTAL PRICE QUOTED (\$)}}{\text{TOTAL POINTS ACHIVED}}$$

***Best Value shall be defined as the compliant Bidder achieving the lowest cost per point.***

In the event that more than one (1) Proposal receives the same lowest cost per point of those Proposals, the Proposal with the lower price will be considered to represent the **Best Value**.

## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

The SRCL is enclosed at attachment 1 to Annex C.



## Contents

TBIPS Category: Application Software Architect – Level 3	2
TBIPS Category: Programmer \ Software Developer – Level 3	3
TBIPS Category: Programmer \ Software Developer – Level 2	5
TBIPS Category: Programmer \ Software Developer – Level 2	6
TBIPS Category: Web Developer – Level 2	7
TBIPS Category: Help Desk Specialist – Level 2	9
TBIPS Category: Help Desk Specialist – Level 2	9
TBIPS Category: Network Support Specialist – Level 3	10
TBIPS Category: Network Support Specialist – Level 2	11
TBIPS Category: System Administrator – Level 3	12

## 1.0 MANDATORY TECHNICAL REQUIREMENTS

### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

**Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.**

**TBIPS Category: Application Software Architect – Level 3**  
**Internal Position Name: Knowledge Management - Software Architect**

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resource must have a minimum of ten (10) years of demonstrated experience managing a Linux environment.		
M2	The proposed resource must have a minimum of five (5) years of demonstrated experience leading a team developing web applications in a Linux environment.		
M3	The proposed resource must have a minimum of five (5) years of demonstrated experience in providing information management engineering, implementation and support in a military classified production environment.		
M4	The proposed resource must have a minimum of five (5) years of demonstrated experience using web service technologies including Extensible Markup Language (XML), Javascript Object Notation (JSON) and Representational State Transfer (REST).		
M5	The proposed resource must have a minimum of five (5) years of demonstrated experience developing applications using SOA principles and related technologies including WSDL, REST, and ESB.		
M6	The proposed resource must have a minimum of five (5) years demonstrated experience with application development using C# and .NET.		
M7	The proposed resource must have a minimum of three (3) years of demonstrated experience in web application design and development using Ruby on Rails.		



**TBIPS Category: Programmer \ Software Developer – Level 3**  
**Internal Position Name: Knowledge Management - C4ISR Developer**

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)
M1	<p>The proposed resource must have a minimum of ten (10) years of demonstrated experience supporting* and maintaining* military Command and Control (C2) software applications.</p> <p>*Supporting refers to the action of providing end user support to the end-users for that specific application. Maintaining refers to performing the administrator's function to ensure the application runs without interruption.</p>		
M2	The proposed resource must have a minimum of 36 months of demonstrated experience providing software engineering and support to FALCONVIEW mapping products to include track injector development and application development using FALCONVIEW SDK.		
M3	The proposed resource must have a minimum of 36 months of demonstrated experience working in a UNIX environment.		
M4	The proposed resource must have a minimum of 36 months of demonstrated experience working with MySQL, Microsoft SQL Server or Microsoft Access.		
M5	The proposed resource must have a minimum of 36 months of demonstrated experience writing application design specifications and related standard documentation.		
M6	The proposed resource must have a minimum of 24 months demonstrated experience with web application development using XML, VBScript, ASP, PERL, and HTML.		
M7	The proposed resource must have a minimum of 24 months demonstrated experience with application development using C, C++ or JAVA.		
M8	The proposed resource must have a minimum		

	of 12 months demonstrated experience with Google Earth development using Google , Earth API and KML.		
M9	The proposed resource must have demonstrated experience on a minimum of one project using Web Mapping Services (WMS).		
M10	The proposed resource must have demonstrated experience on a minimum of one project using TwistedPair WAVE RoIP products and associated SDK.		



**TBIPS Category: Programmer \ Software Developer – Level 2**

**Internal Position Name: Knowledge Management – Online Collaboration Developer**

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)
M1	The proposed resource must have a minimum of eight (8) years of demonstrated experience in software programming using C# programming language.		
M2	The proposed resource must have a minimum of eight (8) years of demonstrated experience developing under Microsoft SharePoint 2010 or SharePoint Server 2007 or 2010.		
M3	The proposed resource must have a minimum of three (3) years of demonstrated experience developing applications leveraging Microsoft Windows Server 2003 or 2008 and Active Directory.		
M4	The proposed resource must have a minimum of 36 months of demonstrated experience developing web based applications using ASP.Net or Ruby-on-Rails.		
M5	The proposed resource must hold one of the following four (4) MCTS specifications: <ul style="list-style-type: none"> <li>- MCTS: Microsoft SharePoint 2010, Configuration</li> <li>- MCTS: Microsoft SharePoint 2010, Application Development</li> <li>- MCTS: Microsoft SharePoint Server 2007, Configuration</li> </ul> MCTS: Microsoft SharePoint Server 2007, Application Development		
M6	The proposed resource must have a minimum of 24months of demonstrated experience in writing application design specifications and related standard documents.		

**TBIPS Category: Programmer \ Software Developer – Level 2**  
**Internal Position Name: Knowledge Management - .Net Developer**

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resource must have a minimum of five (5) years of demonstrated experience in software programming using C# programming language.		
M2	The proposed resource must have a minimum of eight (8) years of demonstrated experience developing Information Management tools.		
M3	The proposed resource must have a minimum of 36 months demonstrated experience using web service technologies including Extensible Markup Language (XML), Javascript Object Notation (JSON) and Representational State Transfer (REST).		
M4	The proposed resource must have a minimum of 36 months of demonstrated experience developing web applications using MySQL.		
M5	The proposed resource must have a minimum of 36 months of demonstrated experience developing applications using Ruby on Rails.		
M6	The proposed resource must have a minimum of 24months of demonstrated experience in writing application design specifications and related standard documents.		



**TBIPS Category: Web Developer – Level 2 (2 Resources)**

**Internal Position Name: Knowledge Management - Web Developer**

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resources must have a minimum of eight (8) years of demonstrated experience in software programming.		
M2	The proposed resources must have a minimum of 36 months of demonstrated experience developing web applications in a Linux environment.		
M3	The proposed resources must have a minimum of 36 months of demonstrated experience developing Information Management tools.		
M4	The proposed resources must have a minimum of 36 months demonstrated experience using web service technologies including Extensible Markup Language (XML), Javascript Object Notation (JSON) and Representational State Transfer (REST).		
M5	The proposed resources must have a minimum of 36 months demonstrated experience using Cascading Style Sheet 3 and .NET (CSS3), Javascript and Asynchronous Javascript and XML (AJAX) in developing interactive web applications.		
M6	The proposed resources must have a minimum of 36 months of demonstrated experience developing web applications using Ruby on Rails.		
M7	The proposed resources must have a minimum of 36 months of demonstrated experience developing web applications using MySQL.		
M8	The proposed resources must have a minimum of 24months of demonstrated experience in writing application design specifications and related standard documents.		

**TBIPS Category: Help Desk Specialist – Level 2 (2 Resources)**  
**Internal Position Name: Helpdesk - Unilingual**

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resources must have a minimum of five (5) years of demonstrated experience providing help desk support.		
M2	The proposed resources must have a minimum of 36 months of demonstrated experience in providing help desk support to clients who are part of deployed operation in a military classified environment.		
M3	The proposed resources must have a minimum of 36 months of demonstrated experience in providing help desk support in support of operationally deployed clients.		
M4	The proposed resources must have a minimum of 36 months of demonstrated experience using HP Open View, Ticket Magic or ASSYST to log and manage service calls.		



**TBIPS Category: Help Desk Specialist – Level 2**  
**Internal Position Name: Helpdesk – Bilingual**

Fluent in both official languages of Canada (French and English). The individual proposed must be able to communicate orally and in writing without any assistance and with minimal errors.

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resource must have a minimum of five (5) years of demonstrated experience providing help desk support.		
M2	The proposed resource must have a minimum of 36 months of demonstrated experience in providing help desk support to clients who are part of deployed operation in a military classified environment.		
M3	The proposed resource must have a minimum of 36 months of demonstrated experience in providing help desk support in support of operationally deployed clients.		
M4	The proposed resource must have a minimum of 36 months of demonstrated experience using HP Open View, Ticket Magic or ASSYST to log and manage service calls.		

**TBIPS Category: Network Support Specialist – Level 3**  
**Internal Position Name: Network Specialist - Monitoring**

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)
M1	The proposed resource must have a minimum of ten (10) years of demonstrated experience managing a network with more than 1000 clients.		
M2	The proposed resource must have a minimum of ten (10) years of demonstrated experience in providing network engineering, implementation and support in a military classified production environment.		
M3	The proposed resource must have a minimum of ten (10) years of demonstrated experience using the Cisco Internetworking Operating System (IOS) XR in a military classified production environment.		
M4	The proposed resource must have a minimum of three (3) years of demonstrated experience in developing, implementing and conducting network monitoring using SNMP and SYSLOG tool in a military classified production environment.		
M5	The proposed resource must have a minimum of three (3) years of demonstrated experience installing, loading, configuring and managing High Assurance Internet Protocol Encryptors (HAIPE) devices (such as KG-250, KG-175 and KOV-26) in a military classified production environment.		
M6	The proposed resource must have a minimum of three (3) years of demonstrated experience in the design and implementation of portable SATCOM systems in a military classified production environment.		



**TBIPS Category: Network Support Specialist – Level 2**  
**Internal Position Name: Network Specialist - Routing**

	<b>Requirement</b>	<b>Met (Y/N)</b>	<b>Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)</b>
M1	The proposed resource must have a minimum of eight (8) years of demonstrated experience managing a network with more than 1000 clients.		
M2	The proposed resource must have a minimum of eight (8) years of demonstrated experience in providing network engineering, implementation and support in a military classified production environment.		
M3	The proposed resource must have a minimum of eight (8) years of demonstrated experience using the Cisco Internetworking Operating System (IOS) XR in a military classified production environment.		
M4	The proposed resource must have a minimum of three (3) years of demonstrated experience in engineering, implementing and maintaining IP Sec devices in a military classified production environment.		
M5	The proposed resource must have a minimum of three (3) years of demonstrated experience installing, loading, configuring and managing High Assurance Internet Protocol Encryptors (HAIPE) devices (such as KG-250, KG-175 and KOV-26) in a military classified production environment.		
M6	The proposed resource must have a minimum of three (3) years of demonstrated experience in the design and implementation of portable SATCOM in a military classified production environment.		
M7	The proposed resource must hold a valid Cisco Certified Internetworking Expert (CCIE) certification.		

**TBIPS Category: System Administrator – Level 3**  
**Internal Position Number: Deployed LAN - Administrator**

	Requirement	Met (Y/N)	Demonstrate HOW the requirement is Met (Cross reference to resource resume or certifications as applicable)
M1	The proposed resource must have a minimum of ten (10) years of demonstrated experience in providing network administration services in a military classified production environment.		
M2	The proposed resource must have a minimum of ten (10) years of demonstrated experience administering Windows Server 2003\2008 architecture and Microsoft Exchange 2003\2007 services in a military classified production environment		
M3	The proposed resource must have a minimum of five (5) years of demonstrated experience administering deployed networks in a military classified production environment.		
M4	The proposed resource must have a minimum of 36 months of demonstrated experience configuring, implementing and maintaining a VMWare VSphere\ESX 3.x, 4.x or 5.x virtual networking infrastructure in a military classified production environment.		
M5	The proposed resource must have a minimum of 24 months of demonstrated experience configuring, implementing and maintaining a SAN architecture using EMC or NetApp technologies in a production environment.		



## **Part 2 Rated Requirements**

NOTE: The bidder's proposed resources must achieve a minimum overall score of 70% on the rated requirements listed below. Bidders must complete the grid and clearly substantiate including cross-references to resumes how the proposed resources meet each of these rated criteria. Bids that do not provide this information in the required format will not be evaluated and deemed to be non-compliant.

**TBIPS Category: Application Software Architect – Level 3**  
**Internal Position Name: Knowledge Management - Software Architect**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience managing a Linux environment	1 point to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 5 POINTS	
R2	Demonstrated experience developing applications using C# and .NET.	1 point for each year of experience beyond 5 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience developing applications using Ruby on Rails.	1 point for each year of experience beyond 3 years.  MAXIMUM: 5 POINTS	
R4	Demonstrated experience leading a development team.	1 point for each year of experience beyond 5 years.  MAXIMUM: 20 POINTS	
R5	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 60 POINTS</b>	



**TBIPS Category: Programmer \ Software Developer – Level 3**  
**Internal Position Name: Knowledge Management - C4ISR Developer**

	Criterion	Rating	Cross Reference to Resume
R1	Demonstrated experience in supporting* or maintaining* military Command and Control (C2) software applications  *Supporting refers to the action of providing end user support to the end-users for that specific application. Maintaining refers to performing the administrator's function to ensure the application runs without interruption.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience working in a UNIX environment.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience working with MySQL, Microsoft SQL Server or Microsoft Access.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R4	Demonstrated experience developing software applications using C, C++ or JAVA.	2 points to be awarded for each year of experience beyond 2 years, up to a maximum of 7 years.  MAXIMUM: 10 POINTS	
R5	Demonstrated experience developing plug-ins for FALCONVIEW using FALCONVIEW Software Development Kit (SDK).	2 points to be awarded for each year of experience up to 5 years.  MAXIMUM: 10 POINTS	
R6	Demonstrated experience developing plug-ins for Google Earth using Google Earth API and KML.	2 points to be awarded for each year of experience up to 5 years.  MAXIMUM: 10 POINTS	
R7	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per	

W6399-12DD46  
ANNEX D  
EVALUATION CRITERIA

		certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 80 POINTS</b>	



**TBIPS Category: Programmer \ Software Developer – Level 2**  
**Internal Position Name: Knowledge Management – Online Collaboration Developer**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in general software programming.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 15 years.  MAXIMUM: 20 POINTS	
R2	Demonstrated experience developing applications using C# and .NET.	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience developing under Microsoft SharePoint 2010 or SharePoint Server 2007 or 2010.	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R4	Demonstrated experience developing under based on Microsoft Windows Server 2003 or 2008 and Active Directory.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R5	Demonstrated experience developing web based applications using ASP.Net or Ruby-on-Rails.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R6	The proposed resource must hold at least one of the following four (4) MCTS specifications: <ul style="list-style-type: none"> <li>- MCTS: Microsoft SharePoint 2010, Configuration</li> <li>- MCTS: Microsoft SharePoint 2010, Application Development</li> <li>- MCTS: Microsoft SharePoint Server 2007, Configuration</li> <li>- MCTS: Microsoft</li> </ul>	Any of: Microsoft SharePoint 2010 Configuration <u>OR</u> MCTS: Microsoft SharePoint 2010 Application Development – 10 Points  PLUS  Any of: Microsoft SharePoint Server 2007 Configuration <u>OR</u> MCTS: Microsoft SharePoint Server 2007 Application Development – 10 Points	

	SharePoint Server 2007, Application Development	MAXIMUM: 20 POINTS	
R7	Formal training in Information Technology	<p>Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.</p> <p>IT certification or course – 1 point per certification or course up to a maximum of 10 points</p> <p>MAXIMUM: 20 POINTS</p>	
	<b>Total points rated</b>	<b>MAXIMUM of 100 POINTS</b>	



**TBIPS Category: Programmer \ Software Developer – Level 2**  
**Internal Position Name: Knowledge Management - .Net Developer**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in general software programming.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 15 years.  MAXIMUM: 20 POINTS	
R2	Demonstrated experience developing applications using C# and .NET.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience developing applications using Ruby on Rails.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R4	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 60 POINTS</b>	

**TBIPS Category: Web Developer – Level 2 (2 Resources)**  
**Internal Position Name: Knowledge Management - Web Developer**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in general software programming.	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience developing web applications	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience developing applications using Ruby on Rails.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R4	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 50 POINTS</b>	



**TBIPS Category: Help Desk Specialist – Level 2 (2 Resources)**  
**Internal Position Name: Helpdesk - Unilingual**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in providing help desk support.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience in providing help desk support to clients who are part of deployed operation	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R3	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 40 POINTS</b>	

**TBIPS Category: Help Desk Specialist – Level 2**  
**Internal Position Name: Helpdesk - Bilingual**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in providing help desk support.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience in providing help desk support to clients who are part of deployed operation	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R3	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 40 POINTS</b>	



**TBIPS Category: Network Support Specialist – Level 3**  
**Internal Position Name: Network Specialist - Monitoring**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in managing a network with more than 1000 clients.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience in network engineering in support of a military classified network.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience using CISCO Internetworking Operating System (IOS) XR in a military classified network.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R4	Demonstrated experience developing, implementing or conducting network monitoring using SNMP.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R5	Demonstrated experience installing, loading, configuring and managing High Assurance Internet Protocol Encryptors (HAIPE) devices	5 points per every device (KG-250, KG-175 and KOV-26) where 3 years of experience can be demonstrated.  MAXIMUM: 15 POINTS	
R6	Demonstrated experience designing and implementing portable SATCOM systems.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 7 years.  MAXIMUM: 10 POINTS	
R7	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or	

W6399-12DD46  
ANNEX D  
EVALUATION CRITERIA

		course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 85 POINTS</b>	



**TBIPS Category: Network Support Specialist – Level 2**  
**Internal Position Name: Network Specialist - Routing**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in managing a network with more than 1000 clients	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience in network engineering in support of a military classified network.	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience using CISCO Internetworking Operating System (IOS) XR.	2 points to be awarded for each year of experience beyond 8 years, up to a maximum of 13 years.  MAXIMUM: 10 POINTS	
R4	Demonstrated experience in engineering, implementing and maintaining IP Sec devices.	2 point to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R5	Demonstrated experience installing, loading, configuring and managing High Assurance Internet Protocol Encryptors (HAIBE) devices	5 points per every device (KG-250, KG-175 and KOV-26) where 3 years of experience can be demonstrated.  MAXIMUM: 15 POINTS	
R6	Demonstrated experience designing and implementing portable SATCOM systems.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 7 years.  MAXIMUM: 10 POINTS	
R7	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or	

W6399-12DD46  
ANNEX D  
EVALUATION CRITERIA

		course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 85 POINTS</b>	

**TBIPS Category: System Administrator – Level 3**  
**Internal Position Number: Deployed LAN - Administrator**

	<b>Criterion</b>	<b>Rating</b>	<b>Cross Reference to Resume</b>
R1	Demonstrated experience in administering a military classified network.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R2	Demonstrated experience administering Windows Server 2003 or 2008.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R3	Demonstrated experience administering Microsoft Exchange Server 2003 or 2007.	2 points to be awarded for each year of experience beyond 10 years, up to a maximum of 15 years.  MAXIMUM: 10 POINTS	
R4	Demonstrated experience administering deployed networks.	2 points to be awarded for each year of experience beyond 5 years, up to a maximum of 10 years.  MAXIMUM: 10 POINTS	
R5	Demonstrated experience configuring, implementing and maintaining a VMWare ESX 3.x or 4.x virtual networking infrastructure.	2 points to be awarded for each year of experience beyond 3 years, up to a maximum of 8 years.  MAXIMUM: 10 POINTS	
R6	Formal training in Information Technology	Certificate, diploma, or degree in Computer Science from a recognized post secondary institution – 10 points per certificate, diploma or degree.  IT certification or course – 1 point per certification or course up to a maximum of 10 points  MAXIMUM: 20 POINTS	
	<b>Total points rated</b>	<b>MAXIMUM of 70 POINTS</b>	



# 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) [see the Standard Instructions 2003]		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants		
See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".		
Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"		
Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes _____ No _____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"		
Canadian Content Certification		
As described in the solicitation, bids with at least 80% Canadian content are being given a preference.		
[For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]		
On behalf of the bidder, by signing below, I confirm that [check the box that applies]:		
At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)		
Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)		

<p><b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b></p> <p>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:</p> <p>(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or</p> <p>(b) submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>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.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	<p>On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i>:</p>	
	<p>(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;</p>	
	<p>(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i>;</p>	
	<p>(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</p>	
	<p>(d) is subject to FCP-EE, and has a valid certification number as follows:          _____ (and has not been declared an Ineligible Contractor by HRSD).</p>	
<p><b>Number of FTEs</b> [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]</p>		
<p><b>Security Clearance Level of Bidder</b>  <i>[include both the level and the date it was granted]</i></p>		
<p>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:</p> <p>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</p> <p>2. This bid is valid for the period requested in the bid solicitation;</p> <p>3. All the information provided in the bid is complete, true and accurate; and</p> <p>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.</p>		
<p><b>Signature of Authorized Representative of Bidder</b></p>		