

**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

Title - Sujet TBIPS - MPMCT PROJECT		
Solicitation No. - N° de l'invitation W8474-12MP11/A		Date 2013-06-13
Client Reference No. - N° de référence du client W8474-12MP11		
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-626-26129		
File No. - N° de dossier 626el.W8474-12MP11	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-03		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Dubé, Jonah		Buyer Id - Id de l'acheteur 626el
Telephone No. - N° de téléphone (819) 956-0712 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL
4C2, Place du Portage

Gatineau

Québec

K1A 0S5

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

BID SOLICITATION

**FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

MULTIPLE RESOURCE CATEGORIES AND LEVELS

FOR

THE DEPARTMENT OF NATIONAL DEFENCE

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

626el

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

W8474-12MP11

File No. - N° du dossier

626elW8474-12MP11

CCC No./N° CCC - FMS No/ N° VME

Appendix A to Annex B - Tasking Assessment Procedure

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Annex C Security Requirements Check List

List of Attachments to the Request for Proposal (RFP):

Attachment 1: Bid Submission Form

Attachment 2: RFP Evaluation Criteria

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BID SOLICITATION

FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)

MULTIPLE RESOURCE CATEGORIES AND LEVELS

FOR

THE DEPARTMENT OF NATIONAL DEFENCE

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation #W8474-12MP11. It is divided into seven parts plus annexes and attachments as follows:

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

The annexes include the Basis of Payment, the Statement of Work and the Security Requirements Check List.

The attachments include the Bid Submission Form, the RFP Evaluation Criteria and the Basis of Payment.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of up to 1 contract in each of 3 Workstreams, with each contract purchasing Work from only one Workstream. Each contract will be for 1 year plus 2 one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract

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Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.

- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).
- (e) This procurement is subject to the Controlled Goods Program.
- (f) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/D series of SAs are eligible to compete. The TBIPS SA EN578-055605/D is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (g) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605/D as that joint venture at the time of bid closing in order to submit a bid.
- (h) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

WORKSTREAM 1

TBIPS RESOURCE CATEGORY	LEVEL OF EXPERIENCE	ESTIMATED LEVEL OF EFFORT REQUIRED PER CONTRACT PERIOD (IN DAYS)
P.2 Enterprise Architect	Level 3	160

WORKSTREAM 2

TBIPS RESOURCE CATEGORY	LEVEL OF EXPERIENCE	ESTIMATED LEVEL OF EFFORT REQUIRED PER CONTRACT PERIOD (IN DAYS)
A.5 ERP Technical Analyst	Level 2	240

WORKSTREAM 3

TBIPS RESOURCE CATEGORY	LEVEL OF EXPERIENCE	ESTIMATED LEVEL OF EFFORT REQUIRED PER CONTRACT PERIOD (IN DAYS)
A.2 ERP Functional Analyst - HR	Level 2	480
A.2 ERP Functional Analyst - Payroll	Level 2	480

1.3 Debriefings

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

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**1.4 Conflict of Interest**

Bidders are advised that in the performance of any Resulting Contract the Contractor may have access to information and material which may result in placing it in a real or perceived conflict of interest or confer an unfair advantage upon it in respect of its participation in other future solicitations related to or arising from other contracts for the Military Personnel Management Capability Transformation (MPMCT) Project. The Bidder acknowledges such participation may, at the sole discretion of the Crown, disqualify the Contractor, its affiliated entities, employees, agents or subcontractors from participating in such solicitations.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**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(s).
- (c) The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with Subsection 5.4 amended by deleting "sixty (60) days" and inserting "180 days". If there is a conflict between the provisions of 2003 and this document, this document prevails.

The text under subsections 4 and 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

4 Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSa). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5 Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated at the top left hand corner of page one of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC 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

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

Note to Bidders: 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. *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

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

2.6 Basis for Canada's Ownership

Canada has determined that any Material subject to copyright arising from the performance of the Work under the Contract will vest in Canada, as per sub-section 6.5 of the Treasury Board Policy '*Title to Intellectual Property Arising Under Crown Procurement*'. Examples of such Material (as such is defined in General Conditions 2035) include the deliverables identified in the Statement of Work at Annex B of this bid solicitation.

2.7 Volumetric Data

The estimated level of effort required per contract period (in days) data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**PART 3 - BID PREPARATION INSTRUCTIONS****3.1 Bid Preparation Instructions**

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

- (i) Section I: Technical Bid (5 hard copies and 1 soft copy on CD or DVD)
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) Section III: Certifications not included in the Technical Bid (1 hard copy)

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

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

- (b) Format for Bid:** 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) Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

- (d) Submission of Only One Bid from a Bidding Group:**

- (i) The submission of more than one bid from members of the same bidding group is not permitted in response to this bid solicitation. If members of a bidding group participate in more than one bid, Canada will set aside all bids received from members of that bidding group. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid for a member of a bidding group to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:

- (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

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- (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

(e) Joint Venture Experience:

Except where expressly provided otherwise, at least one member of a joint venture Bidder must meet any given mandatory requirement of this bid solicitation. Joint venture members cannot pool their abilities to satisfy any single mandatory requirement of this bid solicitation. Wherever substantiation of a mandatory requirement is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the solicitation period.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance services, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

3.2 Section I: Technical Bid

The Technical Bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 1 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **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:

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

If the Bidder has not included the security information in its bid, 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.

- (iii) **Substantiation of Technical Compliance:** The Technical Bid must substantiate the compliance with the specific articles of Attachment 2 which is the requested format for

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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 be disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 2, 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 Proposed Resources:** The Technical Bid must include the number of résumés per Resource Category, as identified in Attachment 2. The same individual must not be proposed for more than one Resource Category or more than one Workstream. 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 or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this bid solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity.
 - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the Technical Bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (F) 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. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (v) **Customer Reference Contact Information:** When requested by Canada, the Bidder must provide customer references who must each confirm the facts identified in the Bidder's bid, as required by Attachment 2. For each customer reference, the Bidder

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must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

- (vi) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their Financial Bid in accordance with the Basis of Payment provided in Attachment 3 of this bid solicitation. The total amount of applicable taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the Initial Contract Period must not exceed those rates set out in Annex "C" to Part A Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates.
- (b) **Variation in Resource Category Rates By Time Period:** For any given Resource Category, where the financial tables provided by Canada allow different firm rates to be charged for a Resource Category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same Resource Category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Category Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different Levels of experience within the same Resource Category and time period, for any such Resource Category and time period
- (i) the rate bid for Level three must be higher than that bid for Level two, and
 - (ii) the rate bid for Level two must be higher than the rate bid for Level one.
- (d) **All Costs to be Included:** The Financial Bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will result in its bid being declared non-responsive.

3.4 Section III: Certifications

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

Bidders must submit the certifications as required under Part 5 that have not been included in the Technical Bid.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**4.1 Evaluation Procedures**

- (a) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority (or a longer period if specified in writing by the Contracting Authority).
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

A separate technical evaluation will be conducted for each Workstream.

(a) Mandatory Technical Criteria:

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The mandatory evaluation criteria are described in Attachment 2 - RFP Evaluation Criteria.

(b) Point-Rated Technical Criteria:

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated evaluation criteria are described in Attachment 2 - RFP Evaluation Criteria.

(c) Reference Checks:

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- (i) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day. Canada will not award any points and/or consider a mandatory met unless the response is received within five working days of the date that Canada's email was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate Financial Evaluated Price will be calculated for each Workstream.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c)) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d)) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
 - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**(ii) STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream, points will be allocated as follows:

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
- $$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$
- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM FINANCIAL POINTS ASSIGNED				
TBIPS RESOURCE CATEGORIES AND LEVELS	INITIAL CONTRACT PERIOD (1 YEAR)	OPTION PERIOD 1 (1 YEAR)	OPTION PERIOD 2 (1 YEAR)	TOTAL POINTS
WORKSTREAM 1				
P.2 Enterprise Architect Level 3	25	25	25	75
WORKSTREAM 2				
A.5 ERP Technical Analyst Level 2	50	50	50	150
WORKSTREAM 3				
A.2 ERP Functional Analyst Level 2 - HR	75	75	75	225
A.2 ERP Functional Analyst Level 2 - Payroll	75	75	75	225
TOTAL POINTS WORKSTREAM 3	150	150	150	450

(iii) STEP 3 - FINANCIAL SCORE: Points allocated under STEP 2 for each period and Resource Category of each Workstream will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.**(iv) EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Business Analyst	100 (50 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	50 (25 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						
STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH YEAR AND EACH RESOURCE CATEGORY							
(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.						

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- (Median 2) For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.
- (Median 3) For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.
- (Median 4) For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.
- (Median 5) For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.
- (Median 6) For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.

STEP 2 - POINTS ALLOCATION:**Bidder 1:**

Programmer Year 1	= 75 points (lowest rate within the lower and upper median band limits)
Programmer Year 2	= 75 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 1	= 50 points (lowest rate within the lower and upper median band limits)
Business Analyst Year 2	= 50 points (lowest rate within the lower and upper median band limits)
Project Manager Year 1	= 0 points (outside the lower and higher median band limits)
Project Manager Year 2	= 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)

Bidder 2:

Programmer Year 1	= 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)
Programmer Year 2	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Business Analyst Year 1	= 50 points (lowest price within the lower and upper median band limits)
Business Analyst Year 2	= 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)
Project Manager Year 1	= 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
Project Manager Year 2	= 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

Programmer Year 1	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Programmer Year 2	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
Business Analyst Year 1	= 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)
Business Analyst Year 2	= 0 points (outside the lower and higher median band limits)
Project Manager Year 1	= 25 points (lowest price within the lower and upper median band limits)
Project Manager Year 2	= 25 points (lowest price within the lower and upper median band limits)

STEP 3 - FINANCIAL SCORE:**Bidder 1**

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

Bidder 2

$71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 =$ Financial Score of 284.82 points out of a possible 300 points

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

- (d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

- (i) **STEP 1 - AVERAGE COMPARISON:** If up to two contracts may be awarded per Workstream as a result of this bid solicitation, the following Step 1 will be part of the evaluation where there exist only two bids that are determined to be otherwise responsive. If there is only one bid, this step will not occur.

For each bid, the rates provided per Resource Category within a Workstream will be added together, and that total will be divided by the total number of Resource Categories, resulting in a Total Average Rate for each period. Once all the Total Average Rates are determined, Canada will determine the percentage difference between the two bids Total Average Rates (the Delta Percentage) for each given period using the following formula: Subtract the lower Total Average Rate from the higher Total Average Rate, then divide the result by the lower Total Average Rate. (see example below). In the event that a Delta Percentage is greater than 30% for any given period, the bid that contained the higher Total Average Rate that generated that Delta Percentage will be considered non-responsive.

TABLE 3 - EXAMPLE OF THE AVERAGE COMPARISON IN METHOD B:**STEP 1**

Resource Category	Bidder 1		Bidder 2	
	Year 1	Year 2	Year 1	Year 2
Programmer	\$800.00	\$800.00	\$850.00	\$900.00
Business Analyst	\$1,000.00	\$1,000.00	\$1,400.00	\$1,650.00
Project Manager	\$1,200.00	\$1,200.00	\$1,300.00	\$1,650.00
Total	\$3,000.00	\$3,000.00	\$3,550.00	\$4,200.00
Total Average Rate (Total divided by 3 Resource Categories)	\$1,000.00	\$1,000.00	\$1,183.33	\$1,400.00
lower	\$1,000.00	\$1,000.00		
higher			\$1,183.33	\$1,400.00
higher minus lower divided by lower equals a Delta Percentage			18.3%	40%

In the above example, Bidder 2 would be considered non-responsive because its bid contained a higher Total Average Rate that generated a Delta Percentage greater than 30%.

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

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

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 4 below}$$

- (B) The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 4 below.

TABLE 4 - MAXIMUM FINANCIAL POINTS ASSIGNED

TBIPS RESOURCE CATEGORIES AND LEVELS	INITIAL CONTRAC	OPTION	OPTION	TOTAL POINTS
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	T PERIOD (1 YEAR)	PERIOD 1 (1 YEAR)	PERIOD 2 (1 YEAR)	
WORKSTREAM 1				
P.2 Enterprise Architect Level 3	25	25	25	75
WORKSTREAM 2				
A.5 ERP Technical Analyst Level 2	50	50	50	150
WORKSTREAM 3				
A.2 ERP Functional Analyst Level 2 - HR	75	75	75	225
A.2 ERP Functional Analyst Level 2 - Payroll	75	75	75	225
TOTAL POINTS WORKSTREAM 3	150	150	150	450

(iii) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2, for each period and each Resource Category of each Workstream, will be added together and rounded to two decimal places to produce the Financial Score.

(e) Substantiation of Professional Services Rates

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

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a 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 National Capital Region in the relevant Resource Category, where those services were provided for at least three months within the twelve months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the Resource Categories being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation;
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the Resource Category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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, including information that would allow Canada to verify information with

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the resource proposed) 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. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

4.4 Basis of Selection

(a) Evaluation of Bid

Selection Process: The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 70 while the greatest possible Total Financial Score is 30.
 - (A) Calculation of Total Technical Score: for each Workstream, the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Attachment 2)}} \times 70 = \text{Total Technical Score}$$
 - (B) Calculation of Total Financial Score: for each Workstream, the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Maximum Financial Points (Bidders, please refer to the maximum financial points for each Workstream)}} \times 30 = \text{Total Financial Score}$$
 - (C) Calculation of the Total Bidder Score: for each Workstream, the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Technical Score will become the top-ranked bidder.

PART 5 - CERTIFICATIONS

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

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

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications are 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.

5.1 Federal Contractors Program - Certification

- (a) The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- (d) Each bidder is requested to indicate in its bid whether it is:
 - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
 - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
 - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or

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

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

5.2 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.

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

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

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

5.3 Professional Services Resources

- (a) By submitting a bid, the Bidder certifies that, if it is 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.
- (b) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (c) If a 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.

5.4 Certification of Language - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**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) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (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 Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2011-05-16) Controlled Goods Program
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**PART 7 - RESULTING CONTRACT CLAUSES**

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

7.1 Requirement

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

7.2 Task Authorization

- (a) **As and When Requested Task Authorizations:** The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D to Annex B.
- (c) **Form and Content of Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex B.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information, if applicable:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the details of any financial coding to be used;
 - (D) the Resource Category(ies) and the number required;

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- (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
- (F) the start and completion dates;
- (G) milestone dates for deliverables and payments (if applicable);
- (H) the number of person-days of effort required;
- (I) whether the work requires on-site activities and the location;
- (J) the language profile of the resources required;
- (K) the level of security clearance required of resources;
- (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- (M) any other constraints that might affect the completion of the task.

(d) Contractor's Response to Draft Task Authorization: The Contractor must provide the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:

- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA with a value less than or equal to \$300,000.00 (including applicable taxes), the TA must be signed by:
 - (1) the Technical Authority; and
 - (2) a representative from Director Electronic Systems Procurement 2-7-2 of DND and
 - (B) for any TA with a value greater than this amount, a TA must include the following signatures:
 - (1) the Technical Authority;
 - (2) a representative from Director Electronic Systems Procurement 2-7-2 of DND; and
 - (3) the Contracting Authority.
- (ii) Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

(f) Administration of Task Authorization Process for DND: The administration of the Task Authorization process will be carried out by Director Electronic Systems Procurement 2-7-2. This

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process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

(g) Periodic Usage Reports:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) April 1 to June 30;
- (B) July 1 to September 30;
- (C) October 1 to December 31; and
- (D) January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of the task;
- (C) the name, Resource Category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the TA (applicable taxes extra);
- (E) the total amount (applicable taxes extra) expended to date;
- (F) the start and completion date; and
- (G) the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

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

- (A) the amount (applicable taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
- (B) the total amount, applicable taxes extra, expended to date against all validly issued TA's.

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

7.3 Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding applicable taxes); and

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- (ii) **"Minimum Contract Value"** means 5 % of the Maximum Contract Value on the date the contract is first issued.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) General Conditions:

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 4 is deleted and replaced with the following Subsections 4, 5 and 6:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

7.5 Security Requirement

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

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.
- (c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
 - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (ii) Industrial Security Manual (Latest Edition).

7.6 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends 1 year later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 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:

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

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

(b) Technical Authority

The Technical Authority for the Contract is:

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

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

(c) Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

7.8 Payment**(a) Basis of Payment****(i) Professional Services provided under a Task Authorization with a Maximum Price:**

For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex A, Basis of Payment, applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) Competitive Award: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.**(iii) Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone

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from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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

- (b) **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties and applicable taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

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

- (A) it is 75 percent committed, or
- (B) 4 months before the Contract expiry date, or
- (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

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

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

- (d) **Time Verification**

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

- (e) **Payment Credits**

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- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract or TA, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any twelve-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor three months' written notice of its intent, if :
- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
 - (2) the corrective measures required of the Contractor described above are not met.

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

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

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the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

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

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.9 Invoicing Instructions

- (a) Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
- (b) Invoices must show:
 - (i) Company name, address, etc;
 - (ii) Invoice date;
 - (iii) Contract serial number W847412MP11;
 - (iv) Commitment number A84742MP11;
 - (v) Timesheets;
 - (vi) Task authorization reference for each charge;
 - (vii) Financial coding;
 - (viii) Period in which services were rendered;
 - (ix) Individual(s) who provided service including name, classification, number of days worked, per diem rate, total dollar amount;
 - (x) Monthly progress report;
 - (xi) Pre-approval authorization from the technical authority for travel, when applicable; and
 - (xii) Original receipts to support any costs for reimbursement, when applicable.
- (c) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (d) Applicable taxes must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which applicable taxes do not apply, must be identified as such on all invoices.
- (e) 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.
- (f) The Contractor must provide one (1) copy of each invoice to the Technical Authority, and one (1) copy to the Contracting Authority. One (1) copy of each invoice sent to the Technical Authority via:
 - (i) Postage Mail are to be sent to the address indicated below:
 National Defence Headquarters
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2
 Attention: Stefanie Lindsay, DES Proc 2-7-2, MPMCT Project
 - (ii) Courier are to be sent to the address indicated below:
 Department of National Defence

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285 Coventry Road, MPMCT Project
 Ottawa, ON
 K1K 3X6
 Attention: Stefanie Lindsay, DES Proc 2-7-2, MPMCT
 Tel (613) 995-9456

The Contractor must notify DES Proc 2-7-2 prior to sending any invoices via courier by calling (613) 995-9456.

7.10 Certifications

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

7.11 Copyright In Material

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

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

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

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

7.12 Applicable Laws

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

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

7.13 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) General Conditions 2035 (2013-04-25);
- (c) Annex B, Statement of Work - including its Appendices as follows;
 - (i) Appendix A to Annex B - Tasking Assessment Procedure;

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- (ii) Appendix B to Annex B - Task Authorization (TA) Form;
- (iii) Appendix C to Annex B - Resource Assessment Criteria and Response Table at the TA Stage;
- (iv) Appendix D to Annex B - Certifications at the TA stage;
- (d) Annex A, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations including any required Certifications;
- (g) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (h) the Contractor's bid dated _____, as amended _____.

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

7.14 Defence Contract

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

7.15 Foreign Nationals (Canadian Contractor)

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

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

7.16 Foreign Nationals (Foreign Contractor)

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

7.17 Insurance Requirements**(a) Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if

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requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) Errors and Omissions Liability Insurance

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:
 - (A) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.18 Controlled Goods Program

SACC Manual Clause A9131C (2011-05-16) Controlled Goods Program

7.19 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

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trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) Third Party Claims:

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

7.20 Joint Venture Contractor

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- (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 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.*

7.21 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract or TA (whichever first contains instructions from Canada for that individual to report to the Work site) to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

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- (B) security information on the proposed replacement as specified by Canada, if applicable.

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

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract or TA to provide services has not been provided or is not performing, the Contracting Authority may elect to:
- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
 - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.22 Safeguarding Electronic Media

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

7.23 Representations and Warranties

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

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**7.24 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.

7.25 Identification Protocol Responsibilities

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

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

7.26 Conflict of Interest

- (a) To avoid any conflict of interest, appearance of conflict of interest, unfair advantage or appearance of unfair advantage, the Contractor acknowledges and agrees that the Contractor, any of its subcontractors, any of their respective employees or any of their respective former employees who work on the delivery of the Work under this Contract, must:
 - (i) not share or provide any information to any third party concerning the MPMCT Project or the procurement processes for follow on work (including the Solution Integrator (SI) requirement) it or they may have obtained through the performance of the Work under this Contract;
 - (ii) not prepare, participate in, or advise upon the preparation of, any bid in response to a bid solicitation relating to SI services for the MPMCT Project; and
 - (iii) not act or propose to act, as a Contractor itself, member of a Joint-venture or subcontractor to any third party submitting a bid, in relation to the SI services contract required for the MPMCT Project.
- (b) The Contractor agrees to advise all the parties mentioned above of the restrictions set out in this clause. If the Contractor fails to abide by these restrictions, or to ensure that its employees, its subcontractors, any of their respective employees or any of their respective former employees who

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work on the delivery of the Work under this Contract abide by them, Canada may terminate the Contract for default as per the provisions of SACC 2035 General Conditions - Higher Complexity - Services.

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ANNEX A

BASIS OF PAYMENT

Note to Bidders: Either WorkStream 1, 2 or 3, whichever applies (based on whether the successful bidder is for Workstream 1, 2 or 3), will be included in any resulting contract. The tables will be completed at contract award.

WORKSTREAM 1

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract to)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

OPTION PERIODS:

Option Period 1 (XX-XX-201X to XX-XX-201X)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

Option Period 2 (XX-XX-201X to XX-XX-201X)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

WORKSTREAM 2

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract to)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

OPTION PERIODS:

Option Period 1 (XX-XX-201X to XX-XX-201X)

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TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

Option Period 2 (XX-XX-201X to XX-XX-201X)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

WORKSTREAM 3**INITIAL CONTRACT PERIOD:**

Initial Contract Period (Date of Contract to)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	

OPTION PERIODS:

Option Period 1 (XX-XX-201X to XX-XX-201X)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	

Option Period 2 (XX-XX-201X to XX-XX-201X)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**ANNEX B****STATEMENT OF WORK**

Note to Bidders: *Either WorkStream 1, 2 or 3, whichever applies (based on whether the successful bidder is for Workstream 1, 2 or 3), will be included in any resulting contract.*

WORKSTREAM 1**1. Title**

Enterprise Resource Planning (ERP) Support Services for the Military Personnel Management Capability Transformation (MPMCT) Project.

2. Requirement

The Department of National Defence and Canadian Armed Forces (DND/CAF) requires professional services to support the MPMCT Project.

3. Background

- (a) The Canadian Armed Forces (CAF) is comprised of Regular Forces, Primary Reserves, Canadian Rangers, Supplementary Reserves and the Cadet Organization Administration and Training Service. The CAF Military Personnel Management (MPM) capability is responsible for managing CAF members and, to a limited extent, retirees. The MPM capability supports approximately 130,700 active CAF members who are employed and deployed across Canada and abroad, with an annual payroll of \$5.6 billion.
- (b) The existing suite of Information Technology (IT) applications supporting MPM is predominately based on outdated technologies. The CAF MPM and payroll systems are obsolete and over-customized, resulting in largely unsustainable systems. The sheer number of applications and the technical viability of the current MPM and payroll systems have become critical to the point where business continuity can no longer be assured. In particular, the lack of integration between the current systems (Oracle PeopleSoft Human Resource Management System (HRMS) version 7.5, the Central Computerized Pay System (CCPS), and the Revised Pay System for the Reserves (RPSR)) makes these systems difficult to maintain and as such they cannot be evolved in response to high priority change requests. These systems are unable to respond to the growing demand for IT services brought about by the evolution of IT. All have contributed to the growing capability gap between what the CAF needs and wants, and what the current MPM framework and its Information Management/Information Technology (IM/IT) enablers can provide.
- (c) The MPMCT Project was established to address these deficiencies by delivering an MPM Solution, an integrated MPM system that recognizes the legislative, regulatory and personnel policy framework and will provide accessible data and information to support operations. It is a multi-year transformation initiative whose primary objectives include transforming key military personnel policies, processes and procedures, aligning MPM with current Human Resources (HR) and payroll proven industry standard business practices, upgrading and implementing the commercial Enterprise Resource Planning (ERP) software, Oracle PeopleSoft, and replacing the CCPS and RPSR. Transforming the MPM capability will provide the CAF with the agility needed to serve the evolving needs of those in uniform, achieve further integration of Regular and Reserve Forces, increase operational readiness, as well as eliminate policy and process barriers impeding recruiting, retention, employment, and access to benefits and services.
- (d) The MPMCT Project is presently in the definition phase and is currently undertaking planning activity in preparation for Effective Project Approval (EPA) as part of the Treasury Board of Canada Secretariat (TBS) Enhanced Management Framework (EMF) for IT projects.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**4. Objective**

The objective of this Contract is to support the MPMCT Project's Solution Delivery Team which designs and develops solution architecture for the Final Operational Capability (FOC) of the MPM Solution to:

- (a) Develop the preliminary architecture and design of the MPM Solution;
- (b) Develop system requirements specifications, testing strategy and high level test plans for the MPM Solution; and
- (c) Obtain application support services to meet the objectives of the MPMCT Project

5. Scope

- (a) Professional Services Resources:

The Contractor must provide a professional services resource in accordance with the table below:

TBIPS RESOURCE CATEGORY	TBIPS LEVEL OF EXPERIENCE	REQUIRED SECURITY LEVEL
P.2 Enterprise Architect	3	Secret

- (b) Summary of the Work

The Enterprise Architect must provide services to support the development and documentation of the high level MPM Solution architecture for the MPMCT Project, in support of MPM business functions. This high level architecture will reinforce the use of integrated architecture in the conception and design, and will be based on PeopleSoft v9.x ERP as the core application supporting Human Resources (HR) and payroll business processes.

6. Applicable Documents

- (a) The following documentation, in their latest versions, will made available to the Contractor during the Contract Period:
 - (i) Business Requirement Documents;
 - (ii) Business Case;
 - (iii) MPMCT Project Schedule;
 - (iv) MPMCT Statement of Operational requirements (SOR);
 - (v) MPMCT Project Charter;
 - (vi) MPMCT Business Change Management Rationale and Strategy; and
 - (vii) DND/CAF regulations for classified information

7. Tasks and Deliverables

Specific tasks and deliverables will be identified in the TA and may include, but are not limited to, those identified below.

- (a) The Level 3 Enterprise Architect must:
 - (i) Review and analyze the existing, AS-IS, MPM enterprise architecture including infrastructure, application, interfaces, security, data and business processes and provide a proposal for a new MPM Solution architecture;

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- (ii) Develop a work plan and associated schedule, identifying costs, activities and deliverables necessary to address MPMCT Project priorities and objectives.
- (iii) Provide advice and recommendations on how best to leverage the existing Government of Canada (GOC) software licensing arrangements available to DND in meeting CAF business requirements;
- (iv) Develop system and integration requirements documents in order to identify opportunities for application rationalization and process streamlining to be included in the new MPM Solution architecture;
- (v) Conduct impact analysis on the existing systems and produce reports that identify high probability, high impact risks and issues for the migration from the existing systems to the new MPM Solution architecture;
- (vi) Develop system documentation including flow charts, diagrams, system process flow diagrams as required for the new MPM Solution architecture;
- (vii) Develop architectural documents and specifications using various architecture views;
- (viii) Provide input to various MPMCT Project documents as provided by the Technical Authority including but not limited to project plans, requirements and specifications documents, project schedules and work breakdown structures;
- (ix) Transfer functional and technical knowledge to MPMCT Project team members through individual or group consultation and discussion, demonstrations and written instructions; and
- (x) Provide Weekly Progress Reports to the Technical Authority detailing the work performed.

8. Acceptance

- (a) The Technical Authority will assess all tasks and deliverables on the basis of suitability and quality. All tasks and deliverables are to be completed in accordance with an accepted schedule and dependent upon the completion dates of related tasks.
- (b) Drafts are to be submitted to the Technical Authority for review and revision as each document or part thereof is completed. The Technical Authority will review draft copies of all documentation prior to final acceptance of deliverables. The draft documentation will be reviewed and if required, returned for correction. The corrections must be completed within five (5) working days of receipt to the Technical Authority as final submission for approval.

9. Reporting Requirements

Reporting requirements will be specified in individual TAs but will include at a minimum the following:

- (a) Weekly Progress Reports to the Technical Authority. Weekly Progress Reports must, at a minimum, include the following:
 - (i) Status of each task including percentage of work completed;
 - (ii) Tasks finalized to date (final versions of deliverables submitted);
 - (iii) Problems encountered including details if tasks are not progressing in accordance with the specific Task Authorisations; and
 - (iv) Potential issues which are likely to cause problems related to the work required.

10. Instructions for Deliverables and Reports

- (a) Deliverables and reports must be submitted to the Technical Authority.

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- (b) All written deliverables and reports must be submitted as requested in one (1) hard copy and one (1) soft copy in Microsoft Office format acceptable to the Technical Authority.
- (c) All reports must adhere to DND/CAF reporting formats; reporting templates will be provided by the Technical Authority.
- (d) Non-classified deliverables and reports may be e-mailed or presented on appropriate storage media. Classified deliverables and reports must be handled in accordance with DND/CAF regulations for classified information.

11. Technical Environment

The Contractor must provide services in the following current technical environments which may be upgraded and modified in line with the DND/CAF and the federal government strategic direction.

The technical environment includes a mix of system implementations utilizing different technologies, which include, but are not limited to:

- (a) PeopleSoft 7.5 on Oracle 8i database (Military HRMS);
- (b) Oracle PeopleSoft 8.9 on Oracle 10g database (Civilian HRMS);
- (c) Custom mainframe application on IBM Database (DB2) (Military pay);
- (d) A host of custom web-enabled applications running Oracle and Structured Query Language (SQL)
- (e) Server 2000 and 2005 databases supporting HR and payroll systems; and
- (f) Oracle PeopleSoft 9.1 on Oracle 11g.

12. Location

Work will be primarily carried out within DND premises currently located at 285 Coventry Road, Ottawa, Ontario or other locations within the National Capital Area (NCA) as required.

13. Language Requirements

- (a) The Contractor's resources must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.
- (b) All reports and deliverables must be in the English language as specified by Technical Authority in the specific TA.

14. Travel

The Contractor's resources will not be required to travel outside the NCA. Travel within the NCA will not be reimbursed.

15. Constraints

- (a) The MPMCT Project's normal working hours are considered to be between 07:00 and 17:00. Contractor resources may be required to work outside of normal working hours in order to meet project schedules and deadlines. Any work performed outside of normal working hours must be pre-approved by the Technical Authority in writing.
- (b) Should a Contractor resource anticipate that the 7.5 hour per diem workday, as stipulated in the Contract, may be exceeded, approval must be obtained from the Technical Authority prior to work being carried out in excess of this time. No overtime charges will be authorized under this

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Contract. All time worked will be compensated in accordance with the Contract's Basis of Payment.

WORKSTREAM 2

1. Title

Enterprise Resource Planning (ERP) Support Services for the Military Personnel Management Capability Transformation (MPMCT) Project.

2. Requirement

The Department of National Defence and Canadian Armed Forces (DND/CAF) requires professional services to support the MPMCT Project.

3. Background

- (a) The Canadian Armed Forces (CAF) is comprised of Regular Forces, Primary Reserves, Canadian Rangers, Supplementary Reserves and the Cadet Organization Administration and Training Service. The CAF Military Personnel Management (MPM) capability is responsible for managing CAF members and, to a limited extent, retirees. The MPM capability supports approximately 130,700 active CAF members who are employed and deployed across Canada and abroad, with an annual payroll of \$5.6 billion.
- (b) The existing suite of Information Technology (IT) applications supporting MPM is predominately based on outdated technologies. The CAF MPM and payroll systems are obsolete and over-customized, resulting in largely unsustainable systems. The sheer number of applications and the technical viability of the current MPM and payroll systems have become critical to the point where business continuity can no longer be assured. In particular, the lack of integration between the current systems (Oracle PeopleSoft Human Resource Management System (HRMS) version 7.5, the Central Computerized Pay System (CCPS), and the Revised Pay System for the Reserves (RPSR)) makes these systems difficult to maintain and as such they cannot be evolved in response to high priority change requests. These systems are unable to respond to the growing demand for IT services brought about by the evolution of IT. All have contributed to the growing capability gap between what the CAF needs and wants, and what the current MPM framework and its Information Management/Information Technology (IM/IT) enablers can provide.
- (c) The MPMCT Project was established to address these deficiencies by delivering an MPM Solution, an integrated MPM system that recognizes the legislative, regulatory and personnel policy framework and will provide accessible data and information to support operations. It is a multi-year transformation initiative whose primary objectives include transforming key military personnel policies, processes and procedures, aligning MPM with current Human Resources (HR) and payroll proven industry standard business practices, upgrading and implementing the commercial Enterprise Resource Planning (ERP) software, Oracle PeopleSoft, and replacing the CCPS and RPSR. Transforming the MPM capability will provide the CAF with the agility needed to serve the evolving needs of those in uniform, achieve further integration of Regular and Reserve Forces, increase operational readiness, as well as eliminate policy and process barriers impeding recruiting, retention, employment, and access to benefits and services.
- (d) The MPMCT Project is presently in the definition phase and is currently undertaking planning activity in preparation for Effective Project Approval (EPA) as part of the Treasury Board of Canada Secretariat (TBS) Enhanced Management Framework (EMF) for IT projects.

4. Objective

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)

The objective of this Contract is to support the MPMCT Project's Solution Delivery Team which designs and develops solution architecture for the Final Operational Capability (FOC) of the MPM Solution to:

- (a) Develop the preliminary architecture and design of the MPM Solution;
- (b) Develop system requirements specifications, testing strategy and high level test plans for the MPM Solution; and
- (c) Obtain application support services to meet the objectives of the MPMCT Project

5. Scope

- (a) Professional Services Resources:

The Contractor must provide a professional services resource in accordance with the table below:

TBIPS RESOURCE CATEGORY	TBIPS LEVEL OF EXPERIENCE	REQUIRED SECURITY LEVEL
A.5 ERP Technical Analyst	2	Secret

- (b) Summary of the Work

The ERP Technical Analyst must provide services to support the installation, configuration and maintenance of PeopleSoft v.9.x and PeopleTools v.8.5x with Oracle 11g database and International Business Machines Corporation (IBM)'s Advanced Interactive eXecutive (AIX) operating system. The resource will provide input in creating system requirements and capacity planning.

6. Applicable Documents

- (a) The following documentation, in their latest versions, will made available to the Contractor during the Contract Period:
 - (i) Business Requirement Documents;
 - (ii) Business Case;
 - (iii) MPMCT Project Schedule;
 - (iv) MPMCT Statement of Operational requirements (SOR);
 - (v) MPMCT Project Charter;
 - (vi) MPMCT Business Change Management Rationale and Strategy; and
 - (vii) DND/CAF regulations for classified information

7. Tasks and Deliverables

Specific tasks and deliverables will be identified in the TA and may include, but are not limited to, those identified below.

- (a) The Level 2 ERP Technical Analyst must:
 - (i) Install, set up and configure PeopleTools version 8.52 / PeopleSoft HCM-Payroll 9.1 on Oracle 11g with AIX as the operating system;
 - (ii) Configure all of the components of PeopleSoft system such as Application Server, Web Server, Process Scheduler;
 - (iii) Create strategy and step-by-step procedures for applying fixes, patches, updates and upgrades of PeopleTools in the following distinct environments: development, testing, staging and production;

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- (iv) Develop and document system requirements, and design the system in order to meet capacity planning needs and system performance, reliability and availability specifications;
- (v) Perform system maintenance including system monitoring and application tuning to ensure that target performance is achieved as required by or as specified by the MPMCT Project Director;
- (vi) Review and analyze the existing MPM enterprise architecture (AS-IS), that is primarily based on PeopleSoft Human Resource Management System (HRMS) 7.5 and two (2) custom built payroll applications, and provide a summary analysis for the design of the new MPM Solution architecture, which will primarily be based on PeopleSoft v9.x;
- (vii) Test and assess supplied patches and fixes;
- (viii) Define and document standard operating procedures related to the maintenance of PeopleSoft applications to be followed by MPMCT Project staff and by in-service support teams;
- (ix) Transfer functional and technical knowledge to MPMCT Project team members through individual or group consultation and discussion, demonstrations and written instructions; and
- (x) Provide Weekly Progress Reports to the Technical Authority detailing the work performed.

8. Acceptance

- (a) The Technical Authority will assess all tasks and deliverables on the basis of suitability and quality. All tasks and deliverables are to be completed in accordance with an accepted schedule and dependent upon the completion dates of related tasks.
- (b) Drafts are to be submitted to the Technical Authority for review and revision as each document or part thereof is completed. The Technical Authority will review draft copies of all documentation prior to final acceptance of deliverables. The draft documentation will be reviewed and if required, returned for correction. The corrections must be completed within five (5) working days of receipt to the Technical Authority as final submission for approval.

9. Reporting Requirements

Reporting requirements will be specified in individual TAs but will include at a minimum the following:

- (a) Weekly Progress Reports to the Technical Authority. Weekly Progress Reports must, at a minimum, include the following:
 - (i) Status of each task including percentage of work completed;
 - (ii) Tasks finalized to date (final versions of deliverables submitted);
 - (iii) Problems encountered including details if tasks are not progressing in accordance with the specific Task Authorisations; and
 - (iv) Potential issues which are likely to cause problems related to the work required.

10. Instructions for Deliverables and Reports

- (a) Deliverables and reports must be submitted to the Technical Authority.
- (b) All written deliverables and reports must be submitted as requested in one (1) hard copy and one (1) soft copy in Microsoft Office format acceptable to the Technical Authority.

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- (c) All reports must adhere to DND/CAF reporting formats; reporting templates will be provided by the Technical Authority.
- (d) Non-classified deliverables and reports may be e-mailed or presented on appropriate storage media. Classified deliverables and reports must be handled in accordance with DND/CAF regulations for classified information.

11. Technical Environment

The Contractor must provide services in the following current technical environments which may be upgraded and modified in line with the DND/CAF and the federal government strategic direction.

The technical environment includes a mix of system implementations utilizing different technologies, which include, but are not limited to:

- (a) PeopleSoft 7.5 on Oracle 8i database (Military HRMS);
- (b) Oracle PeopleSoft 8.9 on Oracle 10g database (Civilian HRMS);
- (c) Custom mainframe application on IBM Database (DB2) (Military pay);
- (d) A host of custom web-enabled applications running Oracle and Structured Query Language (SQL)
- (e) Server 2000 and 2005 databases supporting HR and payroll systems; and
- (f) Oracle PeopleSoft 9.1 on Oracle 11g.

12. Location

Work will be primarily carried out within DND premises currently located at 285 Coventry Road, Ottawa, Ontario or other locations within the National Capital Area (NCA) as required.

13. Language Requirements

- (a) The Contractor's resources must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.
- (b) All reports and deliverables must be in the English language as specified by Technical Authority in the specific TA.

14. Travel

The Contractor's resources will not be required to travel outside the NCA. Travel within the NCA will not be reimbursed.

15. Constraints

- (a) The MPMCT Project's normal working hours are considered to be between 07:00 and 17:00. Contractor resources may be required to work outside of normal working hours in order to meet project schedules and deadlines. Any work performed outside of normal working hours must be pre-approved by the Technical Authority in writing.
- (b) Should a Contractor resource anticipate that the 7.5 hour per diem workday, as stipulated in the Contract, may be exceeded, approval must be obtained from the Technical Authority prior to work being carried out in excess of this time. No overtime charges will be authorized under this Contract. All time worked will be compensated in accordance with the Contract's Basis of Payment.

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WORKSTREAM 3

1. Title

Enterprise Resource Planning (ERP) Support Services for the Military Personnel Management Capability Transformation (MPMCT) Project.

2. Requirement

The Department of National Defence and Canadian Armed Forces (DND/CAF) requires professional services to support the MPMCT Project.

3. Background

- (a) The Canadian Armed Forces (CAF) is comprised of Regular Forces, Primary Reserves, Canadian Rangers, Supplementary Reserves and the Cadet Organization Administration and Training Service. The CAF Military Personnel Management (MPM) capability is responsible for managing CAF members and, to a limited extent, retirees. The MPM capability supports approximately 130,700 active CAF members who are employed and deployed across Canada and abroad, with an annual payroll of \$5.6 billion.
- (b) The existing suite of Information Technology (IT) applications supporting MPM is predominately based on outdated technologies. The CAF MPM and payroll systems are obsolete and over-customized, resulting in largely unsustainable systems. The sheer number of applications and the technical viability of the current MPM and payroll systems have become critical to the point where business continuity can no longer be assured. In particular, the lack of integration between the current systems (Oracle PeopleSoft Human Resource Management System (HRMS) version 7.5, the Central Computerized Pay System (CCPS), and the Revised Pay System for the Reserves (RPSR)) makes these systems difficult to maintain and as such they cannot be evolved in response to high priority change requests. These systems are unable to respond to the growing demand for IT services brought about by the evolution of IT. All have contributed to the growing capability gap between what the CAF needs and wants, and what the current MPM framework and its Information Management/Information Technology (IM/IT) enablers can provide.
- (c) The MPMCT Project was established to address these deficiencies by delivering an MPM Solution, an integrated MPM system that recognizes the legislative, regulatory and personnel policy framework and will provide accessible data and information to support operations. It is a multi-year transformation initiative whose primary objectives include transforming key military personnel policies, processes and procedures, aligning MPM with current Human Resources (HR) and payroll proven industry standard business practices, upgrading and implementing the commercial Enterprise Resource Planning (ERP) software, Oracle PeopleSoft, and replacing the CCPS and RPSR. Transforming the MPM capability will provide the CAF with the agility needed to serve the evolving needs of those in uniform, achieve further integration of Regular and Reserve Forces, increase operational readiness, as well as eliminate policy and process barriers impeding recruiting, retention, employment, and access to benefits and services.
- (d) The MPMCT Project is presently in the definition phase and is currently undertaking planning activity in preparation for Effective Project Approval (EPA) as part of the Treasury Board of Canada Secretariat (TBS) Enhanced Management Framework (EMF) for IT projects.

4. Objective

The objective of this Contract is to support the MPMCT Project's Solution Delivery Team which designs and develops solution architecture for the Final Operational Capability (FOC) of the MPM Solution to:

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)

- (a) Develop the preliminary architecture and design of the MPM Solution;
- (b) Develop system requirements specifications, testing strategy and high level test plans for the MPM Solution; and
- (c) Obtain application support services to meet the objectives of the MPMCT Project

5. Scope

- (a) Professional Services Resources:

The Contractor must provide professional services resources in accordance with the table below:

TBIPS RESOURCE CATEGORY	TBIPS LEVEL OF EXPERIENCE	REQUIRED SECURITY LEVEL
A.2 ERP Functional Analyst - HR	2	Enhanced Reliability
A.2 ERP Functional Analyst - Payroll	2	Enhanced Reliability

- (b) Summary of the Work

- (i) The ERP Functional Analysts - HR must provide services to support the development and documentation of system requirements specifications in support of the MPMCT Project's core HR and payroll business processes, project testing strategy and high level test plans. These resources will provide PeopleSoft functional support to the MPMCT Project team.
- (ii) The ERP Functional Analysts - Payroll must provide services to support the development and documentation of system requirements specifications in support of the MPMCT Project's payroll business processes, project testing strategy and high level test plans. These resources will provide PeopleSoft functional support to the MPMCT Project team.

6. Applicable Documents

- (a) The following documentation, in their latest versions, will be made available to the Contractor during the Contract Period:
 - (i) Business Requirement Documents;
 - (ii) Business Case;
 - (iii) MPMCT Project Schedule;
 - (iv) MPMCT Statement of Operational requirements (SOR);
 - (v) MPMCT Project Charter;
 - (vi) MPMCT Business Change Management Rationale and Strategy; and
 - (vii) DND/CAF regulations for classified information

7. Tasks and Deliverables

Specific tasks and deliverables will be identified in the TA and may include, but are not limited to, those identified below.

- (a) The Level 2 ERP Functional Analyst - HR must:
 - (i) Analyze documented business requirements and develop functional, data and system requirements for HR;

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- (ii) Review the latest version of the MPMCT SOR and document where and how capability and integration improvements can be made;
- (iii) Create and validate functional requirements traceability matrices;
- (iv) Perform AS-IS and TO-BE PeopleSoft business, functional, and system process fit/gap analysis;
- (v) Analyze existing customizations, enhancements, and interfaces in the current military pay systems and determine how they can be addressed or replaced in the new system for HR;
- (vi) Provide advice on how to best leverage existing GOC software licensing agreements available to DND in meeting CAF business requirements;
- (vii) Provide Weekly Progress Reports to the Technical Authority detailing the work performed;
- (viii) Create test cases and perform testing to ensure conformance to business requirements; and
- (ix) Develop one or more of the following documents:
 - (A) procedural manuals
 - (B) end-user training materials
 - (C) standard operation procedures
 - (D) implementation plans including tasks, schedule and cost to complete work.

(b) The Level 2 ERP Functional Analyst - Payroll must:

- (i) Analyze documented business requirements and develop functional, data and system requirements for payroll;
- (ii) Review the latest version of the MPMCT SOR and document where and how capability and integration improvements can be made;
- (iii) Create and validate functional requirements traceability matrices;
- (iv) Perform AS-IS and TO-BE PeopleSoft business, functional, and system process fit/gap analysis;
- (v) Analyze existing customizations, enhancements, and interfaces in the current military pay systems and determine how they can be addressed or replaced in the new system for payroll;
- (vi) Provide advice on how to best leverage existing GOC software licensing agreements available to DND in meeting CAF business requirements;
- (vii) Provide Weekly Progress Reports to the Technical Authority detailing the work performed;
- (viii) Create test cases and perform testing to ensure conformance to business requirements; and
- (ix) Develop one or more of the following documents:
 - (A) procedural manuals
 - (B) end-user training materials
 - (C) standard operation procedures
 - (D) implementation plans including tasks, schedule and cost to complete work.

8. Acceptance

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- (a) The Technical Authority will assess all tasks and deliverables on the basis of suitability and quality. All tasks and deliverables are to be completed in accordance with an accepted schedule and dependent upon the completion dates of related tasks.
- (b) Drafts are to be submitted to the Technical Authority for review and revision as each document or part thereof is completed. The Technical Authority will review draft copies of all documentation prior to final acceptance of deliverables. The draft documentation will be reviewed and if required, returned for correction. The corrections must be completed within five (5) working days of receipt to the Technical Authority as final submission for approval.

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10. Instructions for Deliverables and Reports

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- (b) Oracle PeopleSoft 8.9 on Oracle 10g database (Civilian HRMS);
- (c) Custom mainframe application on IBM Database (DB2) (Military pay);
- (d) A host of custom web-enabled applications running Oracle and Structured Query Language (SQL)
- (e) Server 2000 and 2005 databases supporting HR and payroll systems; and
- (f) Oracle PeopleSoft 9.1 on Oracle 11g.

12. Location

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)

Work will be primarily carried out within DND premises currently located at 285 Coventry Road, Ottawa, Ontario or other locations within the National Capital Area (NCA) as required.

13. Language Requirements

- (a) The Contractor's resources must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.
- (b) All reports and deliverables must be in the English language as specified by Technical Authority in the specific TA.

14. Travel

The Contractor's resources will not be required to travel outside the NCA. Travel within the NCA will not be reimbursed.

15. Constraints

- (a) The MPMCT Project's normal working hours are considered to be between 07:00 and 17:00. Contractor resources may be required to work outside of normal working hours in order to meet project schedules and deadlines. Any work performed outside of normal working hours must be pre-approved by the Technical Authority in writing.
- (b) Should a Contractor resource anticipate that the 7.5 hour per diem workday, as stipulated in the Contract, may be exceeded, approval must be obtained from the Technical Authority prior to work being carried out in excess of this time. No overtime charges will be authorized under this Contract. All time worked will be compensated in accordance with the Contract's Basis of Payment.

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**APPENDIX A TO ANNEX B****TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex B will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations"., Once a draft TA Form is received the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C to Annex B applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (a) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex B, Certifications).
 - (b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (c) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, the certification must be current, valid and issued by the entity specified in this Contract or if the entity is not specified an accredited or otherwise recognized body, institution or entity.
 - (d) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (e) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (f) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

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3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criteria met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria.. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX B

TASK AUTHORIZATION FORM (TA FORM)

Attached hereto

APPENDIX C TO ANNEX B**RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLES AT THE TA STAGE**

Note to Bidders: Either WorkStream 1, 2 or 3, whichever applies (based on whether the successful bidder is for Workstream 1, 2 or 3), will be included in any resulting contract.

WORKSTREAM 1

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

1. Definitions

The following definition must be used for the purposes of this Contract.

(a) Solution Architecture:

A Solution Architecture is an architectural description of a specific solution. Solution Architectures combine guidance from different enterprise architecture viewpoints (business, information and technical), as well as from the enterprise solution architecture.

2. Mandatory Resource Assessment Criteria:

The Contractor MUST demonstrate that its proposed Level 3 Enterprise Architect has:			
Criteria ID	Requirement	Contractor's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
EA3.M1	A minimum of 8 years of experience planning one or more Solution Architectures for one or more PeopleSoft human resources (HR) applications.		
EA3.M2	A minimum of 3 years of experience planning one or more Solution Architectures for one or more PeopleSoft payroll applications.		
EA3.M3	Experience providing risk mitigation strategies and advice on the migration from an existing HR application to a new HR		

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<p>application, based on PeopleSoft Enterprise Resource Planning (ERP).</p> <p>The experience must be demonstrated through a minimum of 3 separate and distinct projects.</p> <p>For the purpose of this criterion, overlapping projects will be accepted.</p>		
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3. Point-Rated Resource Assessment Criteria:

The Bidder SHOULD demonstrate that its proposed Level 3 Enterprise Architect has:				
CRITERIA			Contractor's Response	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
EA3.R1	Experience planning one or more Solution Architectures for one or more PeopleSoft HR applications, over and above the minimum requirement of Criteria ID EA3.M1.	<p>Less than 6 months = 1 point</p> <p>6 months to 12 months = 2 points</p> <p>More than 12 months to 18 months = 3 points</p> <p>More than 18 months to 24 months = 4 points</p> <p>More than 24 months to 30 months = 5 points</p> <p>More than 30 months to 36 months = 6 points</p> <p>More than 36 months to 42 months = 7 points</p> <p>More than 42 months to 48 months = 8 points</p>		

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		<p>More than 48 months to 54 months = 9 points</p> <p>More than 54 months = 10 points</p> <p>Maximum 10 points</p>		
EA3.R2	Experience planning one or more Solution Architectures for one or more PeopleSoft payroll applications, over and above the minimum requirement of Criteria ID EA3.M2	<p>Less than 6 months = 1 point</p> <p>6 months to 12 months = 2 points</p> <p>More than 12 months to 18 months = 3 points</p> <p>More than 18 months to 24 months = 4 points</p> <p>More than 24 months to 30 months = 5 points</p> <p>More than 30 months to 36 months = 6 points</p> <p>More than 36 months to 42 months = 7 points</p> <p>More than 42 months to 48 months = 8 points</p> <p>More than 48 months to 54 months = 9 points</p> <p>More than 54 months = 10 points</p> <p>Maximum 10 points.</p>		
EA3.R3	Experience planning one or more enterprise architectures based on an enterprise architecture framework.	Less than 12 months = 1 point		

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		12 months to 24 months = 2 points		
		More than 24 months to 36 months = 3 points		
		More than 36 months to 48 months = 4 points		
		More than 48 months = 5 points		
		Maximum 5 points.		
EA3.R4	Experience planning one or more enterprise architectures with a military or police organization, or both.	Less than 6 months = 1 point		
		6 months or more = 2 points		
		Maximum 2 points		
MAXIMUM POINTS			27	
MINIMUM SCORE			19	

WORKSTREAM 2

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

1. Mandatory Resource Assessment Criteria:

The Contractor MUST demonstrate that its proposed Level 2 ERP Technical Analyst has:			
Criteria ID	Requirement	Contractor's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
TA2.M1	A minimum of 3 years of experience working with PeopleTools version 8.40 or higher. The Contractor must provide the specific software version in its TA quotation.		

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TA2.M2	<p>A minimum of 5 years of experience installing and configuring one or more applications within PeopleSoft Human Capital Management (HCM) version 8.0 or higher on one or more Unix or Linux platforms.</p> <p>The Contractor must provide the specific software version and the environment in which it was used in its TA quotation.</p>		
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2. Point-Rated Resource Assessment Criteria:

The Bidder SHOULD demonstrate that its proposed Level 2 ERP Technical Analyst has:				
CRITERIA			Contractor's Response	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
TA2.R1	<p>One of the following:</p> <ol style="list-style-type: none"> A university degree in one of the following academic disciplines: <ol style="list-style-type: none"> computer engineering; computer science; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> A minimum 2-year college diploma in one of the following academic disciplines: <ol style="list-style-type: none"> management information systems; systems development; systems programming. <p>Only degrees and diplomas from academic institutions recognized by the Canadian Information Centre for International Credentials will be accepted</p> <p>(http://www.cicic.ca/en/index.aspx).</p>	<p>A valid copy of the college diploma provided with the TA quotation = 3 points</p> <p>A valid copy of the university degree provided with the TA quotation = 6 points</p> <p>No degree or diploma provided with the TA quotation = 0 points</p> <p>Maximum 6 points</p>		

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TA2.R2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> 1. PeopleTools I 2. PeopleTools II 3. PeopleSoft Security 4. PeopleSoft Application Engine 5. PeopleTools Upgrade and Data Management 6. PeopleTools Installation and Server Admin <p>The Contractor is required to include a valid copy of each certificate with its TA quotation.</p> <p>Only certificates from training institutions authorized by the software publisher will be accepted.</p>	<p>No certificate provided with the TA quotation = 0 points</p> <p>2 points for each valid certificate of course completion provided with the TA quotation.</p> <p>Maximum = 10 points</p>		
TA2.R3	<p>Experience installing one or more PeopleSoft Internet Architectures (PIA) on one or more Unix or Linux platforms.</p> <p>The Contractor must provide the specific platform(s) the PIA was/were installed on.</p>	<p>1 point per project.</p> <p>Maximum 6 points</p>		
TA2.R4	<p>Experience analysing and applying one or more maintenance releases for one or more PeopleSoft applications and for PeopleTools, including patches, bundles, maintenance packs and service packs.</p>	<p>Less than 2 years = 1 point</p> <p>2 to 4 years = 2 points</p> <p>More than 4 years to 6 years = 4 points</p> <p>More than 6 years to 8 years = 6 points</p> <p>More than 8 years to 10 year = 8 points</p> <p>More than 10 years = 10 points</p> <p>Maximum 10 points</p>		

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TA2.R5	Experience installing and configuring PeopleSoft Integration Broker	Less than 1 year = 1 point 1 year to 2 years = 3 points More than 2 years = 6 points Maximum 6 points		
MAXIMUM POINTS			38	
MINIMUM SCORE			26	

WORKSTREAM 3

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

1. Mandatory Resource Assessment Criteria:**(a) ERP Functional Analyst Level 2 - HR**

The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - HR has:			
Criteria ID	Requirement	Contractor's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1. M2	A minimum of 8 years experience, within the 15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions: <ol style="list-style-type: none"> Analysing business process and assessing business needs writing technical specifications based on business requirements 		

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	3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications		
FA2.1. M3	A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft HR solutions. The Contractor must demonstrate that the implementation plan(s) included tasks, schedule and cost to complete the work.		
FA2.1. M4	A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above: 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications. The Contractor must provide the specific software version(s) in its TA quotation.		

(a) ERP Functional Analyst Level 2 - Payroll

The Contractor MUST demonstrate that its proposed ERP Functional Analyst Level 2 - Payroll has:			
Criteria ID	Requirement	Contractor's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap		

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	analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	<p>A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions:</p> <ol style="list-style-type: none"> 1. Analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to payroll business community for one or more PeopleSoft payroll applications 		
FA2.2. M3	<p>A minimum of 5 years of experience, within the 10 years preceding the posting date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft payroll solutions.</p> <p>The Contractor must demonstrate that the implementation plan(s) included tasks, schedule and cost to complete the work.</p>		

3. Point-Rated Resource Assessment Criteria:**(a) ERP Functional Analyst Level 2 - HR**

The Bidder SHOULD demonstrate that its proposed ERP Functional Analyst Level 2 - HR has:				
CRITERIA			Contractor's Response	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
FA2.1. R1	Experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions, over and above the minimum requirement of Criteria ID FA2.1.M2:	<p>Less than 1 year = 2 points</p> <p>1 year to 2 years = 4 points</p> <p>More than 2 years to 3 years = 6 points</p>		

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	<ol style="list-style-type: none"> 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications 	<p>More than 3 years to 4 years = 8 points</p> <p>More than 4 years to 5 years = 10 points</p> <p>More than 5 years = 12 points</p> <p>Maximum 12 points</p>		
FA2.1. R2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> 1. PeopleTools I 2. PeopleTools II 3. PeopleSoft Query 4. PeopleSoft Human Resources (HR) version 9.0 or 9.1; or Base Benefits version 9.0 or 9.1; or combined PeopleSoft HR/Base Benefits version 9.0 or 9.1 <p>The Contractor is required to include a valid copy of each certificate with its TA quotation.</p> <p>Only certificates from training institutions authorized by the software publisher will be accepted.</p>	<p>No certificate provided with the TA quotation = 0 points</p> <p>1 point for each valid certificate of course completion provided with the TA quotation.</p> <p>Maximum = 4 points</p>		
FA2.1. R3	<p>Experience developing one or more of the following documents for one or more PeopleSoft HR solutions:</p> <ol style="list-style-type: none"> 1. procedural manuals 2. end user training materials 3. standard operation procedures 	<p>1 point per project.</p> <p>Maximum 6 points</p>		
FA2.1. R4	<p>Experience creating one or more test cases for one or</p>	<p>1 point per project.</p>		

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	more PeopleSoft HR applications.	Maximum 6 points		
FA2.1. R5	Experience developing one or more functional requirements, including use cases, for one or more PeopleSoft HR applications.	<p>Less than 2 years = 1 point</p> <p>2 year to 4 years = 2 points</p> <p>More than 4 years to 6 years = 3 points</p> <p>More than 6 years to 8 years = 4 points</p> <p>More than 8 years to 10 years = 5 points</p> <p>More than 10 years = 6 points</p> <p>Maximum 6 points</p>		
FA2.1. R6	<p>Experience performing all of the following tasks on one or more IM/IT implementation projects:</p> <ol style="list-style-type: none"> 1. Analysing options; 2. Identifying risks and issues; and 3. Proposing one or more solution architectures. <p>Note that the resource must have experience performing all listed tasks to obtain points.</p>	<p>Less than 2 years = 1 point</p> <p>2 year to 4 years = 4 points</p> <p>More than 4 years to 6 years = 8 points</p> <p>More than 6 years = 12 points</p> <p>Maximum 12 points</p>		
FA2.1. R7	<p>Experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above, over and above the minimum requirement of Criteria ID FA2.1.M4:</p> <ol style="list-style-type: none"> 1. analysing business process and assessing business needs 	<p>Less than 3 months = 1 point</p> <p>3 months to 6 months = 2 points</p> <p>More than 6 months to 9 months = 3 points</p> <p>More than 9 months to 12 months = 4 points</p>		

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	2. writing technical specifications based on business requirements	More than 12 months to 15 months = 5 points		
	3. creating one or more test cases and performing testing to ensure conformance to business requirements	More than 15 months = 6 points		
	4. providing product support to HR business community for one or more PeopleSoft HR applications	Maximum 6 points		
	The Contractor must provide the specific software version(s) in its TA quotation.			
MAXIMUM POINTS		52		
MINIMUM SCORE		36		

(a) ERP Functional Analyst Level 2 - Payroll

The Bidder SHOULD demonstrate that its proposed ERP Functional Analyst Level 2 - Payroll has:				
CRITERIA			Contractor's Response	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the TA quotation
FA2.2. R1	Experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions, over and above the minimum requirement of Criteria ID FA2.2.M2: 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure	Less than 1 year = 2 points 1 year to 2 years = 4 points More than 2 years to 3 years = 6 points More than 3 years to 4 years = 8 points More than 4 years to 5 years = 10 points More than 5 years = 12 points		

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	<p>conformance to business requirements</p> <p>4. providing product support to payroll business community for one or more PeopleSoft payroll applications</p>	Maximum 12 points		
FA2.2. R2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> 1. PeopleTools I 2. PeopleTools II 3. PeopleSoft Query 4. PeopleSoft Payroll (North America, Canada, or US) <p>The Contractor is required to include a valid copy of each certificate with its TA quotation.</p> <p>Only certificates issued by training institutions authorized by the software publisher will be accepted.</p>	<p>No certificate provided with the TA quotation = 0 points</p> <p>1 point for each valid certificate of course completion provided with the TA quotation.</p> <p>Maximum = 4 points</p>		
FA2.2. R3	<p>Experience developing one or more of the following documents for one or more PeopleSoft payroll applications:</p> <ol style="list-style-type: none"> 1. procedural manuals 2. end-user training materials 3. standard operation procedures 	<p>1 point per project.</p> <p>Maximum 6 points</p>		
FA2.2. R4	<p>Experience creating one or more test cases for one or more PeopleSoft payroll applications.</p>	<p>1 point per project.</p> <p>Maximum 6 points</p>		
FA2.2. R5	<p>Experience developing one or more functional requirements, including use cases, for one or more PeopleSoft payroll applications.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 3 years = 2 points</p> <p>More than 3 years to 4 years = 3 points</p>		

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		<p>More than 4 years to 5 years = 4 points</p> <p>More than 5 years to 6 years = 5 points</p> <p>More than 6 years = 6 points</p> <p>Maximum 6 points</p>		
FA2.2. R6	<p>Experience performing all of the following tasks on one or more IM/IT implementation projects:</p> <ol style="list-style-type: none"> 1. Analysing options; 2. Identifying risks and issues; and 3. Proposing one or more solution architectures. <p>Note that the resource must have experience performing all listed tasks to obtain points.</p>	<p>Less than 2 years = 1 point</p> <p>2 years to 4 years = 4 points</p> <p>More than 4 years to 6 years = 8 points</p> <p>More than 6 years = 12 points</p> <p>Maximum 12 points</p>		
MAXIMUM POINTS		46		
MINIMUM SCORE		32		

APPENDIX D TO ANNEX B

CERTIFICATIONS AT THE TA STAGE

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

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**4. CERTIFICATION OF LANGUAGE - ENGLISH**

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

5. CONFLICT OF INTEREST

The Contractor undertakes, as of the effective date of this Contract, to have any of its employees engaged in the course of performing work under this Contract to sign a Non-Disclosure Agreement certifying that in the course of executing any tasking called for under this Contract, and even after the expiry of this Contract, its employees shall not reproduce, duplicate, in whole or in part, use, divulge, release or disclose in whatever way or form to any third party, without the prior written consent of the Minister of National Defence, any information, data, drawings, specifications, materials any other documents issued, used or disclosed in connection with this Contract and that its employees shall govern themselves accordingly.

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed Non-Disclosure Agreement, below, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

In the performance of this Contract, the Contractor may have access to information and material which may result in placing it in a real or perceived conflict of interest or confer an unfair advantage upon it in respect of its participation in other future solicitations. The Contractor acknowledges such participation may, at the sole discretion of the Crown, disqualify the Contractor, its affiliated entities, employees, agents or subcontractors from participating in such solicitations.

Non-Disclosure Agreement

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

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I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Signature

Date

<i>Note to Bidders: The Contract Serial No. will be added at contract award.</i>

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Attached hereto.

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ATTACHMENT 1

BID SUBMISSION FORM

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 <i>Standard Instructions 2003</i>]		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	

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

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ATTACHMENT 2

RFP EVALUATION CRITERIA

1. WORKSTREAM 1

(a) Bidder's Proposed Resources

The Bidder must propose one resource and provide one résumé for the following Resource Category:

(i) Level 3 Enterprise Architect

(b) Mandatory Technical Evaluation Criteria

The Bidder MUST demonstrate that its proposed Level 3 Enterprise Architect has:			
Criteria ID	Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
EA3.M1	A minimum of 8 years of experience planning one or more Solution Architectures for one or more PeopleSoft human resources (HR) applications.		
EA3.M2	A minimum of 3 years of experience planning one or more Solution Architectures for one or more PeopleSoft payroll applications.		
EA3.M3	Experience providing one or more risk mitigation strategies and advice on the migration from an existing HR application to a new HR application, based on PeopleSoft Enterprise Resource Planning (ERP). The experience must be demonstrated through a minimum of 3 separate and distinct projects. For the purpose of this criterion, overlapping projects will be accepted.		

(c) Point-Rated Technical Evaluation Criteria

The Bidder SHOULD demonstrate that each proposed Level 3 Enterprise Architect has:

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CRITERIA			BIDDER'S RESPONSE	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
EA3. R1	Experience planning one or more Solution Architectures for one or more PeopleSoft HR applications, over and above the minimum requirement of Criteria ID EA3.M1	<p>Less than 6 months = 1 point</p> <p>6 months to 12 months = 2 points</p> <p>More than 12 months to 18 months = 3 points</p> <p>More than 18 months to 24 months = 4 points</p> <p>More than 24 months to 30 months = 5 points</p> <p>More than 30 months to 36 months = 6 points</p> <p>More than 36 months to 42 months = 7 points</p> <p>More than 42 months to 48 months = 8 points</p> <p>More than 48 months to 54 months = 9 points</p> <p>More than 54 months = 10 points</p> <p>Maximum 10 points</p>		
EA3. R2	Experience planning one or more Solution Architectures for one or more PeopleSoft payroll applications, over and above the minimum requirement of Criteria ID EA3.M2	<p>Less than 6 months = 1 point</p> <p>6 months to 12 months = 2 points</p>		

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		<p>More than 12 months to 18 months = 3 points</p> <p>More than 18 months to 24 months = 4 points</p> <p>More than 24 months to 30 months = 5 points</p> <p>More than 30 months to 36 months = 6 points</p> <p>More than 36 months to 42 months = 7 points</p> <p>More than 42 months to 48 months = 8 points</p> <p>More than 48 months to 54 months = 9 points</p> <p>More than 54 months = 10 points</p> <p>Maximum 10 points</p>		
EA3. R3	Experience planning one or more enterprise architectures based on an enterprise architecture framework.	<p>Less than 12 months = 1 point</p> <p>12 months to 24 months = 2 points</p> <p>More than 24 months to 36 months = 3 points</p> <p>More than 36 months to 48 months = 4 points</p> <p>More than 48 months = 5 points</p> <p>Maximum 5 points.</p>		
EA3.	Experience planning one or	Less than 6		

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R4	more enterprise architectures with a military or police organization, or both.	months = 1 point More than 6 months = 2 points Maximum 2 points		
MAXIMUM TECHNICAL POINTS			27	
MINIMUM PASS MARK			19	

2. WORKSTREAM 2**(a) Bidder's Proposed Resources**

The Bidder must propose one resource and provide one résumé for the following Resource Category:

(i) Level 2 ERP Technical Analyst**(b) Mandatory Technical Evaluation Criteria**

The Bidder MUST demonstrate that its proposed Level 2 ERP Technical Analyst has:			
Criteria ID	Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
TA2.M1	A minimum of 3 years of experience working with PeopleTools version 8.40 or higher. Bidders must provide the specific software version in their bid.		
TA2.M2	A minimum of 5 years of experience installing and configuring one or more applications within PeopleSoft Human Capital Management (HCM) version 8.0 or higher on one or more Unix or Linux platforms. Bidders must provide the specific software version(s) and the environment(s) in which it/they was/were used in their bid.		

(c) Point-Rated Technical Evaluation Criteria

The Bidder SHOULD demonstrate that each proposed Level 2 ERP Technical Analyst has:	
CRITERIA	BIDDER'S RESPONSE

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Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
TA2.R 1	<p>One of the following:</p> <ol style="list-style-type: none"> A university degree in one of the following academic disciplines: <ol style="list-style-type: none"> computer engineering; computer science; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> A minimum 2-year college diploma in one of the following academic disciplines: <ol style="list-style-type: none"> management information systems; systems development; systems programming. <p>Only degrees and diplomas from academic institutions recognized by the Canadian Information Centre for International Credentials will be accepted</p> <p>(http://www.cicic.ca/en/index.aspx).</p>	<p>A valid copy of the college diploma provided with the bid = 3 points</p> <p>A valid copy of the university degree provided with the bid = 6 points</p> <p>No degree or diploma provided with the bid = 0 points</p> <p>Maximum 6 points</p>		
TA2.R 2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> PeopleTools I PeopleTools II PeopleSoft Security PeopleSoft Application Engine PeopleTools Upgrade and Data Management PeopleTools Installation and Server Admin <p>Bidders are required to include a copy of each certificate with their bid.</p> <p>Only certificates from training institutions authorized by the</p>	<p>2 points for each course certificate of completion</p> <p>Bidders will not be awarded points if a copy of the certificate(s) is/are not included in their bid.</p> <p>Maximum 10 points</p>		

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	software publisher will be accepted.			
TA2.R 3	Experience installing one or more PeopleSoft Internet Architectures (PIA) on one ore more Unix or Linux platforms. Bidders must provide the specific platform(s) the PIA was/were installed on.	1 point per project. Maximum 6 points		
TA2.R 4	Experience analysing and applying one or more maintenance releases for one or more PeopleSoft applications and for PeopleTools, including patches, bundles, maintenance packs and service packs.	Less than 2 years = 1point More than 2 years to 4 years = 2 points More than 4 years to 6 years = 4points More than 6 years to 8 years = 6 points More than 8 years to 10 year = 8 points More than 10 years = 10 points Maximum 10 points		
TA2.R 5	Experience installing and configuring PeopleSoft Integration Broker	Less than 1 year = 1point More than 1 year to 2 years = 3 points More than 3 years = 6 points Maximum 6 points		
MAXIMUM TECHNICAL POINTS		38		
MINIMUM PASS MARK		26		

2. WORKSTREAM 3

(a) Bidder's Proposed Resources

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The Bidder must propose two resources and provide two résumés for each of the following Resource Categories:

- (i) Level 2 ERP Functional Analyst - HR
 - (ii) Level 2 ERP Functional Analyst - Payroll
- (b) Mandatory Technical Evaluation Criteria
- (i) Level 2 ERP Functional Analyst - HR

The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - HR has:			
Criteria ID	Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
FA2.1. M1	A minimum 3 years experience, within the 10 years preceding the closing date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft HR solutions.		
FA2.1. M2	<p>A minimum of 8 years experience, within the 15 years preceding the closing date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions:</p> <ol style="list-style-type: none"> 1. Analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications 		
FA2.1. M3	<p>A minimum of 5 years experience, within the 10 years preceding the closing date of this bid solicitation, developing one or more implementation plans for one or more PeopleSoft HR solutions.</p> <p>Bidders must demonstrate that their implementation plan(s) included tasks, schedule and cost to complete the work.</p>		
FA2.1. M4	A minimum of 6 months experience performing one or more of the following tasks for the implementation or maintenance		

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	<p>of one or more PeopleSoft HR solutions version 9.0 or above:</p> <ol style="list-style-type: none"> 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications. <p>Bidders must provide the specific software version(s) in their bid.</p>		
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(ii) Level 2 ERP Functional Analyst - Payroll

The Bidder MUST demonstrate that its proposed Level 2 ERP Functional Analyst - Payroll has:			
Criteria ID	Requirement	Bidder's Response	
		Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
FA2.2. M1	A minimum of 3 years of experience, within the 10 years preceding the posting date of this bid solicitation, performing fit-gap analysis for one or more PeopleSoft payroll applications.		
FA2.2. M2	<p>A minimum of 5 years of experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions:</p> <ol style="list-style-type: none"> 1. Analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to payroll business community for one or more PeopleSoft payroll applications 		
FA2.2. M3	A minimum of 5 years of experience, within the 10 years preceding the posting date of		

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	<p>this bid solicitation, developing one or more implementation plans for one or more PeopleSoft payroll solutions.</p> <p>Bidders must demonstrate that their implementation plan(s) included tasks, schedule and cost to complete the work.</p>		
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(c) Point-Rated Technical Evaluation Criteria

(i) Level 2 ERP Functional Analyst - HR

The Bidder SHOULD demonstrate that each proposed Level 2 ERP Functional Analyst - HR has:				
CRITERIA			BIDDER'S RESPONSE	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
FA2.1. R1	<p>Experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions, over and above the minimum requirement of Criteria ID FA2.1.M2:</p> <ol style="list-style-type: none"> 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications 	<p>Less than 1 year = 2 points</p> <p>1 year to 2 years = 4 points</p> <p>More than 2 years to 3 years = 6 points</p> <p>More than 3 years to 4 years = 8 points</p> <p>More than 4 years to 5 years = 10 points</p> <p>More than 5 years = 12 points</p> <p>Maximum 12 points</p>		
FA2.1. R2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> 1. PeopleTools I 2. PeopleTools II 	<p>No certificate provided with the bid = 0 points</p>		

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	<p>3. PeopleSoft Query</p> <p>4. PeopleSoft Human Resources (HR) version 9.0 or 9.1; or Base Benefits version 9.0 or 9.1; or combined PeopleSoft HR/Base Benefits version 9.0 or 9.1</p> <p>Bidders are required to include a valid copy of each certificate with their bid.</p> <p>Only certificates from training institutions authorized by the software publisher will be accepted.</p>	<p>1 point for each valid certificate of course completion.</p> <p>Maximum 4 points</p>		
FA2.1. R3	<p>Experience developing one or more of the following documents for one or more PeopleSoft HR solutions:</p> <ol style="list-style-type: none"> 1. procedural manuals 2. end user training materials 3. standard operation procedures 	<p>1 point per project.</p> <p>Maximum 6 points</p>		
FA2.1. R4	<p>Experience creating one or more test cases for one or more PeopleSoft HR applications.</p>	<p>1 point per project.</p> <p>Maximum 6 points</p>		
FA2.1. R5	<p>Experience developing one or more functional requirements, including use cases, for one or more PeopleSoft HR applications.</p>	<p>Less than 2 years = 1 point</p> <p>2 year to 4 years = 2 points</p> <p>More than 4 years to 6 years = 3 points</p> <p>More than 6 years to 8 years = 4 points</p> <p>More than 8 years to 10 years = 5 points</p> <p>More than 10 years = 6 points</p>		

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		Maximum 6 points		
FA2.1. R6	<p>Experience performing all of the following tasks on one or more IM/IT implementation projects:</p> <ol style="list-style-type: none"> 1. Analysing options; 2. Identifying risks and issues; and 3. Proposing one or more solution architectures. <p>Note that the resource must have experience performing all listed tasks to obtain points.</p>	<p>Less than 2 years = 1 point</p> <p>2 year to 4 years = 4 points</p> <p>More than 4 years to 6 years = 8 points</p> <p>More than 6 years = 12 points</p> <p>Maximum 12 points</p>		
FA2.1. R7	<p>Experience performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft HR solutions version 9.0 or above, over and above the minimum requirement of Criteria ID FA2.1.M4:</p> <ol style="list-style-type: none"> 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to HR business community for one or more PeopleSoft HR applications <p>Bidders must provide the specific software version(s) in their bid.</p>	<p>Less than 3 months = 1 point</p> <p>3 months to 6 months = 2 points</p> <p>More than 6 months to 9 months = 3 points</p> <p>More than 9 months to 12 months = 4 points</p> <p>More than 12 months to 15 months = 5 points</p> <p>More than 15 months = 6 points</p> <p>Maximum 6 points</p>		
MAXIMUM ERP FUNCTIONAL ANALYST - HR POINTS		52		
MINIMUM PASS MARK		36		

(ii) Level 2 ERP Functional Analyst - Payroll

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The Bidder SHOULD demonstrate that each proposed Level 2 ERP Functional Analyst - Payroll has:

CRITERIA			BIDDER'S RESPONSE	
Criteria ID	Requirement	Evaluation	Substantiation of Technical Compliance	Reference to Additional Documentation within the Bid
FA2.2. R1	<p>Experience, within the 15 years preceding the posting date of this bid solicitation, performing one or more of the following tasks for the implementation or maintenance of one or more PeopleSoft payroll solutions, over and above the minimum requirement of Criteria ID FA2.2.M2:</p> <ol style="list-style-type: none"> 1. analysing business process and assessing business needs 2. writing technical specifications based on business requirements 3. creating one or more test cases and performing testing to ensure conformance to business requirements 4. providing product support to payroll business community for one or more PeopleSoft payroll applications 	<p>Less than 1 year = 2 points</p> <p>1 year to 2 years = 4 points</p> <p>More than 2 years to 3 years = 6 points</p> <p>More than 3 years to 4 years = 8 points</p> <p>More than 4 years to 5 years = 10 points</p> <p>More than 5 years = 12 points</p> <p>Maximum 12 points.</p>		
FA2.2. R2	<p>A certificate of completion for any of the following courses:</p> <ol style="list-style-type: none"> 1. PeopleTools I 2. PeopleTools II 3. PeopleSoft Query 4. PeopleSoft Payroll (North America, Canada, or US) <p>Bidders are required to include a valid copy of each certificate with their bid.</p> <p>Only certificates issued by training institutions authorized</p>	<p>No certificate provided with the bid = 0 points</p> <p>1 point for each valid certificate of course completion.</p> <p>Maximum 4 points</p>		

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	by the software publisher will be accepted.			
FA2.2. R3	Experience developing one or more of the following documents for one or more PeopleSoft payroll applications: 1. procedural manuals 2. end-user training materials 3. standard operation procedures	1 point per project. Maximum 6 points		
FA2.2. R4	Experience creating one or more test cases for one or more PeopleSoft payroll applications.	1 point per project. Maximum 6 points		
FA2.2. R5	Experience developing one or more functional requirements, including use cases, for one or more PeopleSoft payroll applications.	Less than 2 years = 1 point 2 year to 3 years = 2 points More than 3 years to 4 years = 3 points More than 4 years to 5 years = 4 points More than 5 years to 6 years = 5 points More than 6 years = 6 points Maximum 6 points		
FA2.2. R6	Experience performing all of the following tasks on one or more IM/IT implementation projects: 1. Analysing options; 2. Identifying risks and issues; and 3. Proposing one or more solution architectures.	Less than 2 years = 1 point 2 year to 4 years = 4 points More than 4 years to 6 years = 8 points		

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	Note that the resource must have experience performing all listed tasks to obtain points.	More than 6 years = 12 points Maximum 12 points		
MAXIMUM ERP FUNCTIONAL ANALYST - PAYROLL POINTS		46		
MINIMUM PASS MARK		32		
MAXIMUM TECHNICAL POINTS		98		

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ATTACHMENT 3

BASIS OF PAYMENT

1. WORKSTREAM 1

INITIAL CONTRACT PERIOD:

Initial Contract Period (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

OPTION PERIODS:

Option Period 1 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

Option Period 2 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
P.2 Enterprise Architect	Level 3	\$

2. WORKSTREAM 2

INITIAL CONTRACT PERIOD:

Initial Contract Period (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

OPTION PERIODS:

Option Period 1 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

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Option Period 2 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.5 ERP Technical Analyst	Level 2	\$

3. WORKSTREAM 3**INITIAL CONTRACT PERIOD:**

Initial Contract Period (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	\$

OPTION PERIODS:

Option Period 1 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	\$

Option Period 2 (1 year)		
TBIPS Resource Category	TBIPS Level of Experience	Firm Per Diem Rate
A.2 ERP Functional Analyst - HR	Level 2	\$
A.2 ERP Functional Analyst - Payroll	Level 2	\$

Design: Forms Management 993-4050
Conception : Gestion des formulaires 993-4062

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#20

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch	
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 Professional Services - Standing Offers and Supply Arrangements			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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 checked="" type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <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"/>	



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien Electronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

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

☒ No
Non ☐ Yes
Oui

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

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

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

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

☒ No
Non ☐ Yes
Oui

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

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Common PS SRCL#20

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Robert Lamer</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
000-000-0000	000-000-0000	SSPC.CPSS@tpsgc-pwgsc.gc.ca	2012/03/13

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Charron, Annick		SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-956-0615	819-934-1449	annick.charron@tpsgc-pwgsc.gc.ca	March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☐ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			28-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171