



RETURN BID TO/ RETOURNER LES SOUMISSIONS À :

Canada Border Services Agency
Cheque Distribution and Bids Receiving Area
473 Albert Street, 6th floor
Ottawa, ON K1A 0L8
Faesimile No: (613) 941-7658
Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 08:30am to 11:30am excluding Statutory Holidays.

Agence des services frontaliers du Canada
Secteur de distributions des chèques et de réception des soumissions
473 Albert Street, 6th floor
Ottawa, ON K1A 0L8
No de télécopieur: (613) 941-7658

La Réception des soumissions est ouverte du lundi au vendredi inclusivement, entre les heures de 8h30 à 11h30, l'exclusion des jours fériés

Request for Proposal Demande de proposition

Proposal to: Canada Border Services Agency (CBSA)

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 à: l'Agence des services frontaliers du Canada (ASFC)

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT — LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Issuing Office — Bureau de distribution

Canada Border Services Agency — Agence des services frontaliers du Canada
473 Albert Street — 473 avenue Albert
8th Floor
Ottawa ON
K1A 0L8

Title Sujet: SAP PSCD Functional Analysts
Solicitation No. — N° de l'invitation: 1000315099A
Date: July 9, 2013

Solicitation Closes / L'invitation prend fin: At / à: 11:00 AM (hours/heures) On / le: 2013-08-19 (yyyy-mm-dd) / (aaaa-mm-jj)
Time Zone — Fuseau horaire: [] EST (Eastern Standard Time) / HNE (heure normale de l'Est) [X] EDT (Eastern Daylight Saving Time) / HAE (heure avancée de l'Est)

F.O.B. F.A.B.
Plant-Usine: [] Destination: [] Other — Autre: [X]

Address Enquiries to / Adresser toutes questions à: Chris Moore/Keith Mulligan
chris.moore@cbsa-asfc.gc.ca keith.mulligan@cbsa-asfc.gc.ca

Telephone No. — No de téléphone: 613-941-7080/613-952-6002
FAX No. — No de télécopieur: 613-954-0155

Destination - of Goods and or Services: / Destination — des biens et ou services:
Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada (ASFC)

Instructions: See Herein — Voir aux présentes

Delivery Required / Livraison exigée: See herein / voir aux présentes
Delivery Offered / Livraison proposée
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:
Telephone No. / No de téléphone:
FAX No. / No 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 _____



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement
2. Insurance Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Foreign Nationals (Canadian Contractor)
12. Foreign Nationals (Foreign Contractor)
13. Insurance
14. Joint Venture Contractor
15. Professional Services – General
16. Safe Guarding Electronic Media
17. Representations and Warranties
18. Access to Canada's Property and Facilities
19. Limitation of Liability - Information Management/Information Technology



List of Annexes:

| | |
|---------|---|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Check List (SRCL) |
| Annex D | Evaluation Criteria |
| Annex E | Financial Evaluation of Proposal |



PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, 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;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Checklist, SRCL, Evaluation Criteria, and the Financial Evaluation of Proposal.

2. Summary

- a) This bid solicitation is being issued to satisfy the requirement of the Canada Border Services Agency for professional services of two (2) Public Sector Collection and Distribution (PSCD) Functional Analysts.
- b) It is intended to result in the award of one or two contracts for one year, plus one irrevocable one year option allowing Canada to extend the term of the contract.
- c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html>) website.
- d) The solicitation is subject to the North American Free Trade Agreement (NAFTA), the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA) the Canada-Panama Free Trade Agreement and the Canada-Columbia Free Trade Agreement (CCOFTA).

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 in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

Bids must be submitted only to Canada Border Services Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Canada Border Services Agency
Cheque Distribution and Bids Receiving Area
473 Albert Street, 6th floor
Ottawa, ON K1A 0L8

The Bid Receiving Unit is open from Monday to Friday inclusively, between the hours of 08:30am to 11:30am, excluding Statutory Holidays.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CBSA will not be accepted.

3. Enquiries - Bid Solicitation

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

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



4. **Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid one hard copy and one soft copy.

Section II: Financial Bid one hard copy and one soft copy.

Section III: Certifications (one hard copy)

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

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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 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 :

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

Section I: Technical Bid

In their technical bid, bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work in conjunction with Annex "D" - Evaluation Criteria.

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



Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with Annex E – Financial Evaluation of Proposal. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 SACC Manual Clauses

C3011T (2010-01-11) Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5. The certifications must be signed.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1 Evaluation Procedures

- (a) Proposals will be assessed in accordance with the entire requirement of the RFP including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria – See Annex D Evaluation Criteria

1.1.2 Point Rated Criteria – See Annex D Evaluation Criteria

For the purpose of this RFP, the Bidders are requested to submit a resume for each resource proposed for bid evaluation purposes

1.2 Financial Evaluation

1.2.1 See Annex E, Financial Evaluation of Proposal (Pricing Table)

2.0 General

Proposals will be evaluated in accordance with the evaluation criteria identified in Appendix D and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be "demonstrated" for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

Canada will evaluate the proposal only on the documentation provided as part of the offer. References in a proposal to additional information not submitted with the proposal, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the proposal will not be considered in the evaluation of the proposal.

An evaluation team composed of representatives of Canada will evaluate the proposals.

2.1 Steps in the Evaluation and Selection Process

The selection process to determine the successful Bidder will be carried out as follows:

In order to expedite the evaluation process, CBSA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CBSA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-compliant by virtue of incomplete or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2, despite the statement "All offers meeting the minimum thresholds in Step 2 will proceed to Step 3". The individual performing the financial evaluation will be independent from the evaluation process and all information will be kept confidential.



2.1.1 Step 1 – Evaluation against Mandatory Criteria

Proposals will be evaluated to determine if all the mandatory requirements detailed in Annex D, “Mandatory Criteria”, have been met. Only those proposals meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

2.1.2 Step 2 – Evaluation against Point-Rated Criteria

Proposals will be evaluated and scored in accordance with the point-rated evaluation criteria detailed in Annex D, “Point-Rated Criteria”.

Any proposal that does not achieve a minimum score of 70% will be considered non-compliant and will receive no further consideration.

All bids meeting the minimum thresholds in Step 2 will proceed to Step 3.

2.1.3 Step 3 – Evaluation of Financial Proposals

Only compliant proposals meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the offer evaluation price as defined in Annex E, “Financial Evaluation of Proposal”.

Should there be an error in the extended pricing of the Bidder’s proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder’s proposal shall be changed to reflect the quantities stated in the RFP.

Failure or refusal to provide a price or rate for any item in Annex E shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the Bidder’s proposal shall be given no further consideration.

2.1.4 Step 4 - Basis of Selection - Lowest Cost Per Point Per Resource

1. To be declared responsive, an proposal must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum of 70% overall of the points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive proposal that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive proposal with the lowest cost per point will be recommended for issuance of a contract.

Evaluation Methodology:

The evaluation criteria are structured to evaluate proposals against mandatory and point rated requirements. Proposals must meet all mandatory requirements and meet the minimum technical score of 70% to be considered compliant.



Total Points per Resource

Total points will be calculated for evaluation purposes by summing the points awarded for each of the point rated criteria for each resource.

Total Cost per Resource:

A total cost will be calculated for evaluation purposes by taking the per diem rate for each resource multiplied by the number of days for each resource and then summing the totals for the contract period and extension periods.

Total Cost Per Point per Resource:

A total cost per point will be calculated for evaluation purposes by taking the total cost divided by the total points.

$$\text{Total Cost Per Point} = \frac{\text{Total Cost}}{\text{Total Points}}$$

2.1.5 Step 5 – Issuance of a Contract

The compliant Bidder with the lowest cost per point will be recommended for issuance of a Contract. More than one contract may be awarded as a result of this solicitation.



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 as requested.

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.

1. Certifications Precedent to Contract Award

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

1.1. Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the 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.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a



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

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

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

1.2. SACC Manual Clause A3025 T (2013-04-25) Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (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.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

1.2.1 Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;



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

1.2.2 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

1.3 SACC Manual Clause A3010T (2010-08-16) Education and Experience

1.4 SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

1.5 Certification of Compliance

The Bidder certifies compliance with all the terms and conditions, articles and clauses that are contained herein.

Signature

Date



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 -Resulting Contract Clauses;
 - (b) 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;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Canada will not delay the award of any contract to allow bidders to obtain the required clearance.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
4. **ADDITIONAL SECURITY REQUIREMENT:** The Canada Border Services Agency (the CBSA), will conduct its own personnel Reliability Status assessment on a Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If a Contractor (specifically the Contractor personnel) being recommended for an award, has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

For each proposed resource, the bidder must submit a completed TBS 330-23 Form – Personnel Screening Consent and Authorization (<http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf>). An original signed copy of the form must be submitted by the bidder at the request of the Contracting Authority prior to Contract Award.

The credit check will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, no contract shall be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

In the event the Contractor (specifically the Contractor personnel) is not deemed suitable following the security screening process required by the CBSA, the said Contractor's proposal will be deemed non-compliant and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met.

2 Insurance Requirement

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



PART 7 - RESULTING CONTRACT CLAUSES

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

1. Requirement

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 requested by Canada.

- (a) **CBSA:** Any reference to the CBSA includes any Government Department, Departmental Corporation or Agency, or other Crown entity described in the *Financial Administration Act* (as amended from time to time), and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.
- (b) **Reorganization of the CBSA:** 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.
- (c) **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.
- (d) **Location of Services:** Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

2. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual 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.

3. Security Requirement

- 1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
- 2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
- 3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.



4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. 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)

4. Term of Contract

4.1. Period of the Contract

The period of the contract is for one year from date of contract award.

4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by one additional one-year period 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 as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chris Moore
Title: A/Team Leader
Canada Border Services Agency
Contracting and Material Management Division (CMMMD)
473 Albert Street, 8th Floor
Ottawa, Ontario K1A 0L8
Telephone: 613-941-7080
Facsimile: 613-954-0155
E-mail address: chris.moore@cbsa-asfc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

(To be completed at contract award)

The Project 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 Project Authority; however, the Project 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.

5.3 Contractor's Representative

(To be completed at contract award)

6. Payment

6.1. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ CAD (*amount to be inserted at time of contract award*) Customs duties are included, and the Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2. Method of Payment

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

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

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

7. Invoicing Instructions



1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one copy must be forwarded to the following address for certification and payment.

Canada Border Services Agency Finance
473 Albert St, 6th Floor,
Ottawa, ON, K1A 0L8
Or by email to the following address: TPSC-CTST@cbsa-asfc.gc.ca
 - b. One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - c. One copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

All invoices must be in Canadian dollars.

8. SACC Manual Clause C0705C (2010-01-11) Discretionary Audit

9. 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.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
 - (b) General Conditions 2035 (2013-04-25);
 - (c) Annex A, Statement of Work
 - (d) Annex B, Basis of Payment;
 - (e) Annex C, Security Requirements Check List (SRCL);
 - (f) the Contractor's bid dated _____ (to be inserted at Contract award).
12. **SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) to be deleted if not applicable**
 13. **SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) to be deleted if not applicable**



Note to Bidders: The following 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.

14. Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: [all the joint venture members named in the Contractor's original bid will be listed].
- (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.

15. Professional Services – General

- (a) The Contractor must provide professional services on request as specified in this contract. Where in the Contract a specific individual is identified as required to perform the Work, the Contractor must make such person available to perform the work within 10 working days of the issuance of the Contract or the TA (whichever first contains instructions from Canada for that individual to report to the Work site). Where such a specific individual is unavailable to perform the Work, Canada may elect to either (i) exercise its rights or remedies under the Contract or at law (including terminating the Contract for default), or (ii) Canada may require the Contractor to propose the replacement of the specific individual in accordance with the Article titled, "Replacement of Specific Individuals" in the General Conditions 2035. This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the CBSA's operating environment.
- (b) If there must be a change in a resource performing work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Specific Individuals"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).
- (c) All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency) and must be competent to provide the required services by any delivery dates described in the Contract. The resource must be approved by Canada prior to the replacement at the Work site.
- (d) The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project and/or Technical Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.



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

16. 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.

17. Representations and Warranties

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

18. 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.

19. Limitation of Liability - Information Management/Information Technology (NOOOC 2013-04-35)

- 1. 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 section, even if it has been made aware of the potential for those damages.
- 2. First Party Liability:
 - a. 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:
 - i. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";



- ii. physical injury, including death.
- b. The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- c. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- d. 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 (a) above.
- e. The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - i. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including Applicable Taxes) for the goods and services affected by the breach of warranty; and
 - ii. 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 (ii) of the greater of 75% of the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block 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 paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or \$ 1,000,000.00, whichever is more.

- f. 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.



**Annex A
Statement of Work**

| | |
|-------------------|---|
| TITLE | SAP PSCD Functional Analysts |
| OBJECTIVE | To acquire the service of two SAP PSCD Functional Analysts to lead the implementation of SAP Public Sector Collection and Disbursement (PSCD) as part of the overall implementation of SAP PSCD tool. |
| BACKGROUND | <p>The Canada Border Services Agency Border Action Plan provides a practical road map for speeding up legitimate trade and travel across the Canada-U.S. border, while enhancing security.</p> <p>Underneath the Border Action Plan is the Canada Border Services Agency Assessment and Revenue Management (CARM) project. The goal of the CARM project is to modernize the CBSA's revenue management structure and trade programs. CARM will address a number of problems in an effort to streamline processes and improve revenue management reporting and accountability; and client service.</p> <p>In modernizing the CBSA's revenue management structure, the CARM project seeks to replace and/or modify more than 20 aging legacy systems, built on a variety of platforms in a variety of application languages. The CARM project is a Major Government of Canada project which is to be phased in over a period of approximately 9 years, ending in 2021.</p> |
| TASKS | <p>The duties to be performed will require superior communication skills; especially the ability to effectively communicate with people at all levels of education, experience and skill.</p> <p>The Functional Analysts' main task is to provide counsel for senior officials and other decision-makers in the formulation, implementation and evaluation of decisions.</p> <p>Typical duties may include:</p> <ul style="list-style-type: none"> • Gather functional requirements from business users to determine functional needs of PS-CD and determine the feasibility of such requirements • Provide functional and technical advice. • Assist in the planning and configuration activities for the assigned PSCD sub-processes. • Provide early identification of issues that may affect achievement of CBSA objectives. • Identify and help to resolve issues related to the integration of PSCD processes with SAP GL and SAP Special Ledger/SAP FM. • Provide advice, guidance and develop related training and documentation activities. • Transfer functional and technical knowledge to the CBSA project team through individual and group training and demonstrations, written instructions and documents. • Configure SAP functionality to meet business requirements. |



| | |
|-------------------------------|---|
| | <ul style="list-style-type: none">• Create Functional Design Specifications for respective SAP development objects and work with the technical team to assist with the development and testing of said objects.• Lead or assist with Blueprint sessions as required.• Lead design integration between SAP PSCD and SAP's special ledger and SAP's Fund Management modules.• Provide leadership and guidance on accounting treatments within the PSCD sub-ledger functionality. |
| DELIVERABLES | <ul style="list-style-type: none">• Blueprint Documentation• Configuration and configuration documentation• Accounting treatment documentation• Training and training documentation• Functional Design Specifications• Blueprint Documentation• Project Administrative Documentation |
| CONSTRAINTS | <p>Normal working hours will be no earlier than 7:00 am to no later than 6:00 pm EST Monday through Friday (with the exception of statutory holidays as defined by the province of work). The Functional Analysts will be expected to work 7.5 hours/day within normal working hours, unless arrangements are made ahead of time with the Project Authority.</p> <p>The Project Authority will authorize additional hours of work in advance at the same rate as normal office hours.</p> <p>For the duration of the Contract the Contractor must be available to work outside normal office hours as required.</p> |
| REPORTING REQUIREMENTS | <p>The Contractor must provide status reports to the Project Authority (weekly) via email;</p> <ul style="list-style-type: none">• The Contractor must provide status reports upon 5 days request of the PA(Project Authority).• The Contractor must provide monthly timesheets denoting time logged against specific deliverables. |
| TRAVEL | <p>There is no travel required for this requirement outside the National Capital Region (NCR). There may be occasional meetings at other locations in the NCR or at other Government of Canada premises. All expenses for travel within the NCR are to be paid by the Contractor.</p> |
| WORK LOCATION | <p>On site CBSA location NCR.</p> <p>Over the duration of the Contract, the main location of business of CBSA's various locations</p> |



| | |
|--|---|
| | <p>or Branches may change but will remain in the NCR, and no costs will be paid by CBSA to the Contractor to compensate for any costs associated with transition from one Work location to another.</p> |
|--|---|



**Annex B
Basis of Payment**

1.0 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm per diem rates as specified, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Contract Period

| Category of Personnel | Number of Days | Per Diem Rate | Total Cost |
|---------------------------------------|-----------------------|----------------------|-------------------|
| 1. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |
| 2. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |

2.0 The Contractor shall advise the Project authority when 75% of the Contracts financial limitation is reached. This financial information can also be requested by the Project Authority on an as-required basis.

Option to Extend the Contract Period:

Subject to the exercise of the Contract option to extend the Contract period in accordance with Article 6.2 of the original contract, Option to Extend Contract, the Contractor shall be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, GST/HST extra, to complete all Work and services required to be performed in relation to the Contract extension

Option Period

| Category of Personnel | Number of Days | Per Diem Rate | Total Cost |
|---------------------------------------|-----------------------|----------------------|-------------------|
| 1. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |
| 2. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |



Annex C

Security Requirements Checklist

Please see attached document titled Security Requirements Check List (SRCL) for security details.



Annex D Evaluation Criteria

Mandatory and Point Rated Criteria

Evaluation Disclaimer

The mandatory criteria will be evaluated on a "Met/Not Met" (i.e. compliant/non-compliant) basis. Proposals **must** demonstrate compliance with all of the following Mandatory requirements and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet any mandatory requirements will be deemed non-compliant and will be given no further consideration.

For each of the mandatory and point rated requirements listed below, the Bidder **must** demonstrate by using project descriptions as executed by the proposed Consultant. The project description should include the following:

- a. Project Title
- b. Description of project
- c. List of tasks performed by the resource
- d. Start and end date of project (if end date applies) (dates must include month and year)
- e. Start and end date when the resource actually worked in this capacity on this project (dates must include month and year)

**** Merely stating the experience is not sufficient and the proposal will be deemed non-compliant. ****

Example: If the mandatory and point rated criteria demands experience in gathering, analyzing and validating findings, it is not sufficient just to state the resource has experience gathering, analyzing and validating findings. The experience **must** be demonstrated **and** a reference made to the specific location in the resume where corroborating information can be located in the manner indicated above.

The Contracting Authority reserves the right to request reference(s)¹ from any of the SA Holder's listed projects to verify and validate the information stated in the proposal. If the reference is unable to verify or validate the information stated in the proposal, the bid will be deemed non-compliant.

The proposal documentation **must** include detailed Curriculum Vitae (Resume) of each proposed resource as part of the technical bid. Indicate the location in your proposal where the requested information can be found for both the mandatory and point rated requirements.

All columns in both the Mandatory and Point Rated Criteria should be filled in by the bidder (except for those designated to be filled in by the CBSA Project/ Technical Authority).

¹ Reference(s)

A reference to verify work performed **MUST** be a reference provided by a "Client" group or for work conducted in the capacity of the resource category as an employee. In other words, it cannot be from a colleague or a subordinate, etc.



Mandatory Requirements

1. SAP PSCD Functional Analyst

| # | Mandatory Requirement | Location in Bid | Met/ Not Met |
|----|---|-----------------|--------------|
| M1 | The proposed resource must have a minimum of (10) ten years' experience, within the last (15) fifteen years, as a Functional Analyst for SAP solutions. | | |
| M2 | The proposed resource must have a minimum of (7) seven years' experience within the last (15) fifteen years in SAP Functional Configuration. | | |
| M3 | The proposed resource must have a minimum of (5) five years' experience, within the last (10) ten years, developing Functional Design Specifications documents for the implementation of SAP modules. | | |
| M4 | The proposed resource must have a minimum of (2) two years' experience, within the last (10) ten years, developing SAP Blueprints for a Revenue Management system. | | |
| M5 | The proposed resource must have a minimum of (5) five years' experience within the last (10) ten years implementing FICA or FSCD or PSCD also known as TRM (Tax and Revenue Management). | | |

2. SAP PSCD Functional Analyst

| # | Mandatory Requirement | Location in Bid | Met/ Not Met |
|----|---|-----------------|--------------|
| M1 | The proposed resource must have a minimum of (10) ten years' experience, within the last (15) fifteen years, as a Functional Analyst for SAP solutions. | | |
| M2 | The proposed resource must have a minimum of (7) seven years' experience within the last (15) fifteen years in SAP Functional Configuration. | | |
| M3 | The proposed resource must have a minimum of (5) five years' experience, within the last (10) ten years, developing Functional Design Specifications documents for the implementation of SAP modules. | | |



| # | Mandatory Requirement | Location in Bid | Met/ Not Met |
|----|--|-----------------|--------------|
| M4 | The proposed resource must have a minimum of (2) two years' experience, within the last (10) ten years, developing SAP Blueprints for a Revenue Management system. | | |
| M5 | The proposed resource must have a minimum of (5) five years' experience within the last (10) ten years implementing FICA or FSCD or PSCD also known as TRM (Tax and Revenue Management). | | |



POINT RATED REQUIREMENTS

1. SAP PSCD Functional Analyst

| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|----|---|-----------|--|---|-------------------|
| R1 | Points will be awarded for experience additional to mandatory requirement M1. | 10 | More than 10 years to 12 years = 5 points More than 12 years to 14 years = 7 points More than 14 years = 10 points | | |
| R2 | The proposed resource should have experience implementing Tax Payer Online Services (TPOS). | 5 | Less than 2 years = 2 point More than 2 years 5 points | | |
| R3 | The proposed resource should have experience implementing revenue management solutions in SAP | 10 | Less than 1 year = 1 point More than 1 years to 2 years = 3 points More than 2 years to 4 years = 5 points More than 4 years to 6 years = 7 points More than 6 years = 10 points | | |
| R4 | The proposed resource should have experience in integrating additional SAP modules within an environment that already had the Financial Accounting (FI) module. | 5 | More than 1 year to 3 years = 3 points More than 3 years to 5 years = 4 points More than 5 years = 5 points | | |



| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|----|--|-----------|--|---|-------------------|
| R5 | <p>The proposed resource should have experience in the design and development of SAP software solutions for mission critical, high availability and high volume transaction processing applications.</p> <p>High Availability: is defined as a system which is expected to operate reliably for 24 hours per day, 365 days per year and an associated implementation that ensures a minimum of 99% operational continuity per year.</p> <p>High Volume: is defined as a system which supports more than 1000 users across multiple locations and process a minimum of 50,000 transactions per day.</p> | 10 | <p>Less than 1 year = 2 points</p> <p>More than 1 years to 2 years = 3 points</p> <p>More than 2 years to 4 years = 5 points</p> <p>More than 4 years to 6 years = 7 points</p> <p>More than 6 years = 10 points</p> | | |
| R6 | <p>Points will be awarded for experience additional to mandatory requirement M5.</p> | 10 | <p>More than 1 years to 2 years = 3 points</p> <p>More than 2 years to 4 years = 5 points</p> <p>More than 4 years to 6 years = 7 points</p> <p>More than 6 years = 10 points</p> | | |
| R7 | <p>The proposed resource should have experience implementing the PSCD module.</p> | 5 | <p>More than 2 years to 4 years = 3 points</p> <p>More than 4 years to 6 years = 4 points</p> <p>More than 6 years = 5 points</p> | | |



| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|---|--|-----------|--|---|-------------------|
| R8 | The proposed resource should have a SAP certificate(s) for the following course(s): SAP IPS 510 (PSCD) OR SAP FS 316 (FSCD) OR Combined SAP FS 315 (FSCD) SAP FS 310 (FSCD) | 10 | IPS 510 = 10 points Or FS 316 = 8 points Or combined FS 315 and FS 310 = 8 points | | |
| Total | | 65 | | | |
| Minimum Threshold (70%) or 45 points | | | | | |



2. SAP PSCD Functional Analyst

| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|----|---|-----------|--|---|-------------------|
| R1 | Points will be awarded for experience additional to mandatory requirement M1. | 10 | More than 10 years to 12 years = 5 points More than 12 years to 14 years = 7 points More than 14 years = 10 points | | |
| R2 | The proposed resource should have experience implementing Tax Payer Online Services (TPOS). | 5 | Less than 2 years = 2 point More than 2 years 5 points | | |
| R3 | The proposed resource should have experience implementing revenue management solutions in SAP | 10 | Less than 1 year = 1 point More than 1 years to 2 years = 3 points More than 2 years to 4 years = 5 points More than 4 years to 6 years = 7 points More than 6 years = 10 points | | |
| R4 | The proposed resource should have experience in integrating additional SAP modules within an environment that already had the Financial Accounting (FI) module. | 5 | More than 1 year to 3 years = 3 points More than 3 years to 5 years = 4 points More than 5 years = 5 points | | |
| R5 | The proposed resource should have experience in the design and development of SAP software solutions for mission critical, high availability and high vol- | 10 | Less than 1 year = 2 points More than 1 years to 2 years = 3 points More than 2 years to 4 years = 5 points | | |



| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|-----------|--|-----------|---|---|-------------------|
| | <p>ume transaction processing applications.</p> <p>High Availability: is defined as a system which is expected to operate reliably for 24 hours per day, 365 days per years and an associated implementation that ensures a minimum of 99% operational continuity per year.</p> <p>High Volume: is defined as a system which supports more than 1000 users across multiple locations and process a minimum of 50,000 transactions per day.</p> | | <p>More than 4 years to 6 years = 7 points</p> <p>More than 6 years = 10 points</p> | | |
| R6 | <p>Points will be awarded for experience additional to mandatory requirement M5.</p> | 10 | <p>More than 1 years to 2 years = 3 points</p> <p>More than 2 years to 4 years = 5 points</p> <p>More than 4 years to 6 years = 7 points</p> <p>More than 6 years = 10 points</p> | | |
| R7 | <p>The proposed resource should have experience implementing the PSCD module.</p> | 5 | <p>More than 2 years to 4 years = 3 points</p> <p>More than 4 years to 6 years = 4 points</p> <p>More than 6 years = 5 points</p> | | |
| R8 | <p>The proposed resource should have a SAP certificate(s) for the following course(s):</p> <p>SAP IPS 510 (PSCD)</p> | 10 | <p>IPS 510 = 10 points</p> <p>Or</p> <p>FS 316 = 8 points</p> <p>Or</p> | | |



| # | Point Rated Criteria | Max Score | Point Distribution | Bidder Response (include location in bid) | Bidder Self Score |
|---|---|-----------|--|---|-------------------|
| | OR SAP FS 316 (FSCD) OR Combined SAP FS 315 (FSCD) SAP FS 310 (FSCD) | | combined FS 315 and FS 310 = 8 points | | |
| Total | | 65 | | | |
| Minimum Threshold (70%) or 45 points | | | | | |



Annex E
Financial Evaluation of Proposal
(Pricing Table)

The Bidder must complete this pricing schedule and include it in its financial bid.

Bidders may propose one or two resources.

As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in CAD \$) for one of the resources identified.

Contract Period

| Category of Personnel | *Number of Days | **Per Diem Rate | Total Cost |
|---------------------------------------|------------------------|------------------------|-------------------|
| 1. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |
| 2. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |

Option Period

| Category of Personnel | *Number of Days | **Per Diem Rate | Total Cost |
|---------------------------------------|------------------------|------------------------|-------------------|
| 1. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |
| 2. SAP-PSCD Functional Analyst | 220 | \$ TBD | \$ TBD |

* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

** The firm all inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to CBSA premises, Ottawa, Ontario.