

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**800 Burrard Street, 12th Floor**  
**800, rue Burrard, 12e étage**  
**Vancouver, BC V6Z 2V8**  
**Bid Fax: (604) 775-7526**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

<b>Title - Sujet</b> Public Private Partnership Consulti	
<b>Solicitation No. - N° de l'invitation</b> EP712-132165/A	<b>Date</b> 2013-08-02
<b>Client Reference No. - N° de référence du client</b> EP712-132165	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-531-7059	
<b>File No. - N° de dossier</b> VAN-2-35282 (531)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mak, Goretti M.	<b>Buyer Id - Id de l'acheteur</b> van531
<b>Telephone No. - N° de téléphone</b> (604) 775-7649 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 641-800 BURRARD ST VANCOUVER British Columbia V6Z2V8 Canada	

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

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

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

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## 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, 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, the Security Requirements Check List, the Insurance Requirements, the Task Authorization Form, List of Authorized Clients, Bid Preparation, Evaluation Criteria and Basis of Selection, Federal Contractors Program For Employment Equity - Certification.

### 2. Summary

Public Works and Government Services Canada (PWGSC), P3 Development and Advisory Services anticipates requirements for consulting services in different cities across Canada in the area of alternative delivery solutions for procurement and management of capital and real estate assets and services, including solutions that may involve the use of Alternative Service Delivery (ASD) and/or Public-Private Partnership (P3) methodologies. The required consulting services will include conceptualization, assessment, planning, development, and implementation activities for alternative delivery solutions.

The specific work required will be detailed in each task authorization.

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 Clauses. 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.

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), and the Agreement on Internal Trade (AIT).

Canada intends to issue three Task Authorization Contracts for a total of \$2,000,000 over two years. The period of the Task Authorization Contracts will be from October 1, 2013 to September 30, 2015 with a one year option period.

### **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 Manual(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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: 180 days

### 2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or by email to PWGSC will not be accepted. Should a Bidder wish to submit a change or update to their bid of two or fewer 8.5 X 11 pages, they may submit this by fax up to the time of bid close; however, it must be made clear to the evaluation team where the information is to be inserted and what it would replace, if applicable. The fax must clearly identify the bid reference number and closing date and time and should NOT be directed to the Contracting Authority.

### 3. Former Public Servant

Contracts awarded to 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 before contract award.

#### 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 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.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

a.name of former public servant;

b.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 the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? 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 adjustment 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 Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 15 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

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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.

## **5. Applicable Laws**

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

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.

## **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason 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 at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **7. Basis for Canada's Ownership of Intellectual Property**

The Department of Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

7.1 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. BID Preparation Instructions

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

Section I: Management Bid (5 hard copies)  
 Section II: Technical Bid (5 hard copies)  
 Section III: Financial Bid (1 hard copy)  
 Section IV: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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: Management Bid

In their management bid, bidders must describe their capability and experience, present the project management team and provide supplier contact(s).

#### Section II: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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 requests 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.

The detailed mandatory and point rated requirements for this bid solicitation are laid out in Annex "F", Bid Preparation, Evaluation Criteria and Method of Selection.

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### **Section III: Financial Bid**

Bidders must submit their financial bid in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **Section IV: Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

See Annex F - Bid Preparation, Evaluation Criteria and Basis of Selection.

##### **1.1.2 Point Rated Technical Criteria**

See Annex F- Bid Preparation, Evaluation Criteria and Basis of Selection.

#### **1.2 Financial Evaluation**

**1.2.1** See Annex F- Bid Preparation, Evaluation Criteria and Basis of Selection.

**1.2.2** C3011T (2010-10-11) Exchange Rate Fluctuation.

### **2. Basis of Selection**

**2.1** See Annex F- Bid Preparation, Evaluation Criteria and Basis of Selection.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 2. Additional 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.

#### 2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's

representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, 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.

## **2.2 Education and Experience**

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.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

#### **1.1 Before award of a contract, the following conditions must be met:**

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

1.1.2 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;

1.1.3 the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

#### **1.2 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.**

#### **1.3 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.**

### **2. Financial Capability**

#### **2.1 SACC Manual clause A9033T (2012-07-16) Financial Capability**

### **3. Insurance Requirements**

Insurance Requirements are included in Annex D.

## 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 must perform the Work in accordance with the Statement of Work at Annex "A".

#### 1.1 Task Authorization

The Work or a portion of 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.

##### 1.1.1 Task Allocation Process

The Contractor acknowledges that multiple Task Authorization contracts may have been awarded as a result of the bid solicitation for this contract. Task Authorizations will be allocated among the contractors in accordance with the TA process described below.

TAs will be issued to the Contractor that is furthest away from its identified proportion, based on the percentage of its identified proportion that has been expended.

The following calculation will be performed for each contract, and the contractor with the lowest score will be recommended for TA award:

$(\text{Value of all previous TAs for this Contract}) / (\text{Contract Value for this TA})$

For example:

Contractor 1 has a Contract with an identified proportion of \$700,000;

Contractor 1 has been issued TAs totalling \$200,000;

Contractor 2 has a Contract with an identified proportion of \$300,000;

Contractor 2 has been issued TAs totalling \$150,000,

Contractor 1:  $\$200,000 / \$700,000 = 0.286$

Contractor 2:  $\$150,000 / \$300,000 = 0.500$

In this case, Contractor 1's TA is only 28.6% expended, and Contractor 1 will be recommended for the next TA award.

The amounts of all TAs issued will be tracked by both the Project Authority and by the Contracting Authority.

##### 1.1.2 Task Authorization Process:

1. The Project Authority (PA) or Authorized Client will provide the Contractor with a description of the task in the form of a Request for Fee Proposal (RFP).

2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.

3. The Contractor must provide the Project Authority or Authorized Client, confirmation of its capacity to accept the TA within two (2) business days of receipt of the request.

4. The Contractor must provide the Project Authority or Authorized Client, within 5 business days of its receipt, the proposed total estimated cost for performing the task, work to be performed and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

5. The Contractor must not commence work until a Task Authorization (TA) authorized by the Project Authority or Authorized Client using the Task Authorization Form specified in Annex E has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.1.3 Task Authorization Limit**

The Project Authority or Authorized Client may authorize individual task authorizations up to a limit of \$25,000.00, applicable Taxes included, inclusive of any revisions.

Any Task Authorization to be issued in excess of that limit must be authorized by the Contracting Authority before award.

#### **1.1.4 Task Authorization - Order of Ranking and Proportion**

(Number inserted at Contract award) contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number EP712-132165. The contractors' order of ranking and estimated proportion is as follows:

Rank: (to be completed at Contract award)

Proportion Amount: (to be completed at Contract award)

#### **1.1.5 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and "Minimum Contract Value" means \_\_\_\_\_ (to be completed at Contract award).

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. 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.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

#### **1.1.6 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:



1st quarter: October 1 to December 31;  
 2nd quarter: January 1 to March 31;  
 3rd quarter: April 1 to June 30; and  
 4th quarter: July 1 to September 30.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a Task Authorization process. This record must contain:

#### For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- (iv) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

#### For all authorized tasks:

- (i) the amount (exclusive of Applicable Taxes) specified in the Contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 2. Security Requirement

2.1 The Contractor must, at all times during the performance of the Contract, hold a Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

2.2 The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS** or **SECRET** clearance, as required, granted or approved by CISC/PWGSC.

2.3 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISC/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.

2.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISC/PWGSC.

2.5 The Contractor/Offeror must comply with the provisions of the:

- 2.5.1 Security Requirements Check List and security guide (if applicable), attached at Annex C;
- 2.5.2 Industrial Security Manual (Latest Edition)

### 3. 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2035 (2013-06-27) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from October 1, 2013 to September 30, 2015 inclusive.

#### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one year period under the same 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 30 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:

Goretti Mak, Supply Specialist  
Public Works and Government Services Canada, Pacific Region  
800 Burrard Street, Vancouver, BC V6Z 2V8

Telephone: 604-775-7649

Facsimile: 604-775-7526

E-mail address: Goretti.Mak@pwgsc.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.

#### 5.2 Project Authority

The Project Authority for the Contract is P3 Development and Advisory Services at PWGSC.

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 stated in Annex A Statement of Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.2.1 Authorized Client

The Authorized Client for the Contract is the designated representative(s) of P3 Development and Advisory Services at PWGSC administering the Task Authorizations.

A list of Authorized Clients can be requested from the Contracting Authority named in article 5.1.

The Project Authority or Authorized Client may authorize individual Task Authorizations up to the limit specified in article 1.1.3 above.

## 5.3 Contractor's Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 Email: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$(amount to be inserted at Contract award). Customs duties are included, and Applicable Taxes are extra.

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

7.2.3 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 (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

7.2.4. 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.

## 7.3 Method of Payment

Payment will be in accordance with the Method of Payment included in each task authorization. The Method of Payment may be Single Payment, Monthly Payments, and/or Milestone Payments.

### 7.3.1 Single Payment

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

### 7.3.2 Monthly Payments

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.

### 7.3.3 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## 7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department apply to and form part of the Contract.

## 7.5 Time Verification

C0711C (2008-05-12) Time Verification apply to and form part of the Contract.

## 8. Invoicing Instructions

### 8.1 Single Payment or Monthly Payments (based on the Method of Payment listed in section 7.3)

8.1.1 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.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, subcontracted services and all travel and living expenses.

8.1.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 8.2 Milestone Payments (based on the Method of Payment listed in section 7.3)

8.2.1 The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) a list of all expenses

Each claim must be supported by:

- (a) copy of time sheets to support the time claimed;
- (b) copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (c) copy of the monthly progress report.

8.2.2 The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

8.2.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

8.2.4 The Contractor must not submit claims until all work identified in the claim is completed.

## 9. Certifications

- 9.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.
- 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor  
The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 10. Applicable Laws

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

## 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.

- 11.1 the Articles of Agreement;
- 11.2 the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- 11.3 the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- 11.4 Annex A, Statement of Work;
- 11.5 Annex B, Basis of Payment;
- 11.6 Annex C, Security Requirements Check List;
- 11.7 Annex D, Insurance Requirements;
- 11.8 Annex E, Task Authorization Form;
- 11.9 the signed Task Authorizations (including all of its annexes, if any);
- 11.10 the Contractor's bid dated (the Contractor's bid dated \_\_\_\_\_, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on \_\_\_\_\_" or ",as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)).

## 12. Foreign Nationals

- 12.1 SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)  
Or
- 12.2 SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

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### 13. Insurance

The Contractor must comply with the insurance requirements specified in Annex D. 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.

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.

The Contractor must 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 and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## Annex A Statement of Work

### A.1 Overview

Public Works and Government Services Canada (PWGSC), P3 Development and Advisory Services, anticipates requirements for and seeks consulting services in the area of alternative delivery solutions for the procurement and management of capital and real estate assets and services, including solutions that may involve the use of Alternative Service Delivery (ASD) and/or Public-Private Partnership (P3) methodologies. Examples of capital and real estate assets include commercial real estate, special purpose facilities, government housing, correctional/policing institutions, information management, information technology, utilities, energy, transportation, etc.

It is anticipated that provision of consulting services will take place in different cities across Canada and the required services will include conceptualization, assessment, planning, development, and implementation activities of alternative delivery solutions potentially involving the following approaches:

- Alternative Service Delivery (ASD) as defined in section A.2.1 below;
- Alternative procurement methodologies for a range of asset types with various financing options for delivery of projects and operations of assets, including potential or established Public-Private Partnership (P3) projects and variations of what is termed P3 arrangements as defined in section A.2.2 below.

### A.2 Definitions

The following definitions are provided in the context of services required under this Task Authorization Contract.

#### A.2.1 Alternative Service Delivery (ASD):

In accordance with the Policy on Alternative Service Delivery published by the Treasury Board of Canada Secretariat, alternative service delivery is the organizational and structural dimension of improving the government's performance in delivering programs and services to Canadians. Alternate service delivery has two parts:

- Establishing the appropriate organizational forms within departments, outside traditional departmental structures or outside the public sector, to improve organizational performance; and
- Bringing together organizations from across government, between levels of governments, or across sectors, through partnerships (for example, "single windows," co-locations, or clustering of services to citizens) to provide more seamless and citizen-centered services.

Alternative Service Delivery entails the pursuit of new and appropriate organizational forms and business arrangements, including partnerships with different levels of government and between the public and private sector, in order to improve the delivery of programs and services and ensure value for money for Canadians.

#### A.2.2 Public-Private Partnership (P3):

In the context of the Government of Canada, Public-Private Partnership refers to a long-term contractual relationship between a public authority and the private sector that involves:



- the provision of capital assets and associated services to meet a defined output specification (i.e., a specification that defines what is required rather than how it is to be done);
- the integration of multiple project phases (e.g., design [D], build [B], finance [F], operate [O], maintain [M]);
- a transfer of risk to the private sector anchored with private sector capital at risk; and,
- a performance-based payment mechanism.

Common P3 models include:

- Design-Build-Finance-Maintain (DBFM): The private sector designs, builds and finances an asset and provides hard facility management (hard fm) or maintenance services under a long-term agreement.
- Design-Build-Finance-Operate-Maintain (DBFOM): The private sector designs, builds and finances an asset, provides hard and/or soft facility management services as well as operations under a long-term agreement.

### A.3 Anticipated Task Activities

The Contractor will be called upon to provide services for one or more of the following task activities. A detailed description of the activities will be included in the specific Task Authorization.

In the context of this contract, A.3.1 to A.3.5 below outline the five (5) project stages when investment advisory services are required; however, activities that are typically carried out in one stage might still be required in another stage. A.3.6 relates to the development of policies and other guidance documents and tools.

<b>A.3.1</b>	Conceptualization / Pre-planning: Financial / commercial and associated advice in support of conceptualization and pre-planning of alternative delivery solutions potentially involving ASD / P3 approach
<b>A.3.2</b>	Feasibility / Options Exploration: Financial / commercial and associated advice in support of feasibility and procurement options studies and analyses for alternative delivery solutions, including but not limited to: soft market sounding, development of risk matrices and risk allocation strategies, qualitative, quantitative, socioeconomic and other relevant analyses and evaluations
<b>A.3.3</b>	Investment Analysis / Business Case Development: Financial / commercial and associated advice in support of investment analysis and business case development for alternative delivery solutions, including but not limited to: evaluation of alternative possible solutions procured either under traditional or ASD/P3 approach, risk workshop, risk register, market sounding, development of financial modeling, public sector comparators and shadow bids, value for money (VFM) analysis, review and analysis of various forms of financial modeling including PWGSC's real estate financial investment tool, public interest test, preparation of investment analysis report and/or business case documents
<b>A.3.4</b>	Procurement (Planning to Financial Close): Financial / commercial and associated advice in support of procurement planning through Financial Close for ASD / P3 projects, including but not limited to: development of associated procurement documents (Request For Information, Request For Qualifications, Request For Proposals, etc), proposal evaluation criteria, evaluation reports and Project Agreement, proposal reviews and evaluations, subject matter expert advice on tax, accounting, cost estimating, insurance, risk management, facilities management, etc.

<b>A.3.5</b>	Implementation / Operations: Financial / commercial and associated advice post-Financial Close, during project implementation and operations phase for ASD / P3 projects
<b>A.3.6</b>	Advice and support on the development of policy, best practices, outreach, lessons learned, guidance documents and/or analytical tools related to ASD / P3 projects.

#### A.4 Resource Categories

For each Task Authorization (TA), the Contractor must draw from the proposed individuals to provide a suitable team of professional resources with the appropriate knowledge, skills, expertise and experience to complete the TA.

The three categories of required resources are as follows:

Resource	Criteria / Duties
Principal/Team Lead	<b>Experience:</b> This resource must be able to draw on their experience leading large complex ASD, P3 and / or comparable projects with capital costs in excess of \$100M, with a minimum of ten (10) years of relevant related work experience in the last 15 years, including a minimum of four (4) years of demonstrated experience in areas outlined in this Statement of Work and must have led a minimum of four (4) of the five (5) stages of ASD and/or P3 project development described in Article A.3, Anticipated Task Activities. The resource must have led activities described in A.3.4. Procurement (Planning to Financial Close). <b>Education:</b> Completion of post-secondary education from a recognized educational institution with specialization in accounting, finance, economics, statistics, business, public administration, sociology, architecture, engineering, law, or other related field. <b>Typical duties</b> of the Principal/Team Lead include the overall accountability for the provision of expert advice, assignment of resources, contract oversight and approval, quality assurance and monitoring, key point of contact for contract and administrative purposes.
Manager/Lead Advisor	<b>Experience:</b> This resource must be able to draw on their experience leading large complex ASD, P3 and / or comparable projects with capital costs in excess of \$100M, with a minimum of six (6) years of relevant related work experience in the last 15 years, including a minimum of four (4) years of demonstrated experience at a lead advisor level in areas outlined in this Statement of Work, participating in multiple stages of ASD and/or P3 project development as described in Article A.3, Anticipated Task Activities and leading one or more stages of ASD and/or P3 project development including A.3.4., Procurement (Planning to Financial Close). <b>Education:</b> Completion of post-secondary education from a recognized educational institution with specialization in accounting, finance, economics, statistics, business, public administration, sociology, architecture, engineering, law, or other related field. <b>Typical duties</b> of the Manager/Lead Advisor include: being the key point of technical contact, provision of expert advice, coordination of all advisory services and resources, submission of invoices and deliverables, quality assurance and monitoring.
Analyst	<b>Experience:</b> This resource must have a minimum of three (3) years of relevant related work experience in the last 10 years, including a minimum of two (2) years of demonstrated experience participating in one or more stages of ASD and/or P3 project development, conducting activities in support of the services outlined in A.3, Anticipated Task Activities. <b>Education:</b> Completion of post-secondary education from a recognized educational institution with a

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	specialization in accounting, finance, business administration, public administration, commerce, economics, or other related field, <b>Typical duties</b> of the Analyst include analysis and document preparation under the oversight of the Manager/Lead Advisor.
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#### **A.5 Official Languages**

Contractors must provide verbal communication, written communication, reports, and presentations in either or both of the Official Languages of Canada, as and when required.

## Annex B Basis of Payment

### B.1 Labour

The Contractor will be paid firm hourly rates as follows for work performed in accordance with the Contract. The rates below are fixed/firm CAD currency for the duration of the Contract and the option period.

Resource Category	Names of Resources Identified for this Category	Year 1	Year 2	Year 3 (option)
Principal/ Team Lead	   	\$____/hr	\$____/hr	\$____/hr
Manager/ Lead Advisor	   	\$____/hr	\$____/hr	\$____/hr
Analyst	   	\$____/hr	\$____/hr	\$____/hr

Separate rates for clerical support and other indirect support must not be included in the Basis of Payment. The rates of any such personnel must be incorporated into the rates of the team members being proposed.

Hourly rates include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software], word processing, reports, photocopying, courier and telephone charges, local travel and the like) are included in the hourly rates identified above, and will not be permitted as direct charges under any resulting upTask Authorization. Time worked which is more or less than an hour must be prorated to reflect actual time worked.

### B.2 Travel and Living Expenses

The Contractor is expected to use the most efficient, cost effective and environmentally sustainable means to interact with the client during the execution of tasks. This might include reduction in travel, use of tele-conferencing and video-conferencing, use of electronic documents, etc.

Where out-of-town travel of the Contractor is required and authorized in a Task Authorization, for the services of the resources listed in Annex B, Section B.1, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/menu-travel-voyage\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp)), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of \$\_\_\_\_\_ (**insert the amount at time of contract award**). Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

All travel must have the prior authorization of the Project Authority. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

All payments are subject to government audit.

These limits apply also to the travel and living expenses of sub-contractors.

### **B.3 Direct Expenses**

The professional fees submitted in Annex B, Section B.1, are all inclusive. In certain cases and at the sole discretion of the Project Authority or Authorized Client, where services outside of normal overhead expenses are required to complete the Work, such expenses may be allowable as direct expenses given the service(s) is/are documented in the approved task authorization contract. Direct expenses must have prior authorization of the direct cost estimate by Project Authority and will be invoiced at cost with no allowance therein for overhead or profit.

Such expenses could include, but are not limited to, workshop materials including presentation materials, conference room rental, or workshop binders.

For the approved Direct Expenses, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work to a ceiling price of \$\_\_\_\_\_ (the amount will be inserted at the time of Task Authorization issuance). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

#### **B.3.1 Subcontracted Services (Over \$25,000 GST/HST Included)**

Subcontracted Services must have the prior authorization of the Project Authority or Authorized Client in a Task Authorization and will be invoiced at cost with no allowance therein for overhead or profit.

For subcontracted services over \$25,000 (GST/HST included), the Contractor will solicit competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority or Authorized Client, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

Subcontracted Services are for project-specific requirements that do not fall under the Resource Categories in B.1.

### **B.4 Addition of Resources to a Category for a Specific Task**

The Contractor may propose a new resource for to work on a specific Task Authorization. The Contractor must follow the procedures and requirements detailed in General Conditions 2035 at paragraph 08.

The resource will be approved for a specific Task only. Separate approvals will be required for the resource to work on a different Task.

In exceptional cases, a resource having all of the required experience and education for a specific Category but lacking the appropriate years of experience in P3 or ASD may be proposed. It will be at the

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sole discretion of the Project Authority and/or the Contracting Authority to determine, whether the proposed resource may be added to a Category for a specific Task.

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### **Annex C**

#### **Security Requirements Check List**

The Security Requirements Check List (SRCL) is attached.

## **Annex D Insurance**

The Contractor must comply with the insurance requirements specified below. 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. 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.

The Contractor must 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 and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **D.1 Commercial General Liability Insurance**

D.1.1 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.

D.1.2 The Commercial General Liability policy must include the following:

D.1.2.1 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.

D.1.2.2 Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

D.1.2.3 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.1.2.4 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.

D.1.2.5 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.

D.1.2.6 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.

D.1.2.7 Employees and, if applicable, Volunteers must be included as Additional Insured.

D.1.2.8 Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

D.1.2.9 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.

D.1.2.10 Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

D.1.2.11 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.

### **D.2 Errors and Omissions Liability Insurance**



D.2.1 The Contractor must obtain Errors and Omissions Liability (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.

D.2.2 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.

D.2.3 The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

EP712-132165/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

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

EP712-132165

File No. - N° du dossier

VAN-2-35282

CCC No./N° CCC - FMS No/ N° VME

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**Annex E**  
**Task Authorization Form**

See attached Task Authorization Form TPSGC-PWGSC 572.

## Annex F

### Bid Preparation, Evaluation Criteria and Basis of Selection

#### F.0 Table of Contents

<b>F.1</b>	<b>Evaluation Procedures</b>
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<b>F.5</b>	<b>Basis of Selection</b>

#### F.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the bids.

As noted in Part 3, Section II: Technical Bid, in their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the Work.

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 requests that bidders address and present topics in the order of the evaluation criteria under the same headings. Each responsive bid - that is, each bid that has met all of the mandatory requirements - will be evaluated against the point rated criteria. It is recommended that bidders address the selection criteria in sufficient details and depth to demonstrate a clear understanding of the requirements and the services to be provided, so as to allow a complete assessment by the evaluation team. Bidders should clearly identify

in their submission document the specific criteria addressed by each section, and indicate clearly if additional supporting information for one section is provided in another section of the bid, to enable the evaluators to find and score the information.

For each rated criterion, where a maximum number of points is shown, evaluators may award any whole or partial point from zero up to the maximum number of points.

## F.2 Mandatory and Point Rated Requirements

### F.2.1 Interpretation

The words "must", "shall", "essential" and "will" are to be interpreted as mandatory requirements. This may include documents to be supplied or types of information to be provided. Statements which contain the words "should", "would", "may" and "desirable" are to be interpreted as preferred but not mandatory at bid close.

## F.3 Technical Evaluation

### F.3.1 MANDATORY TECHNICAL CRITERIA

The Bidder must meet all of the following mandatory criteria in order to be considered. Failure to do so will result in the bid being non-responsive and not considered for further evaluation and subsequent contract award.

The Bidder must provide the following information in their bid:

#### F.3.1.1: Proposed Resources by Anticipated Task Activities

The Bidder must identify a resource or resources with the experience and expertise to perform the activities in each of the work activity sections identified in Article A.3, Proposed Task Activities, of Annex A, Statement of Work. Each identified resource must also be listed in the respective category in **Response Table F.3.1.2 Proposed Resources by Resource Categories**.

The experience and expertise for each identified resource will be verified using the completed Resource Profile and supporting material presented in the bid at Section F.3.2.2.2.B. This material will also be point rated to determine the contribution of the named individuals towards the performance of the requirement. (See F.3.2. below)

It is recommended that the Bidder submit this information in the format provided in the following Response Table F.3.1.1, Proposed Resources by Anticipated Task Activities, to demonstrate the Bidder's ability to provide expertise related to all activities in the Statement of Work.

**Response Table F.3.1.1: Proposed Resources by Anticipated Task Activities**

	Activity	Resource(s) Providing Expertise*
<b>A.3.1</b>	Conceptualization / Pre-planning: Financial / commercial and associated advice in support of conceptualization and pre-planning of alternative delivery solutions potentially involving ASD / P3 approach	

<b>A.3.2</b>	Feasibility / Options Exploration: Financial / commercial and associated advice in support of feasibility and procurement options studies and analyses for alternative delivery solutions, including but not limited to: soft market sounding, development of risk matrices and risk allocation strategies, qualitative, quantitative, socioeconomic and other relevant analyses and evaluations	
<b>A.3.3</b>	Investment Analysis / Business Case Development: Financial / commercial and associated advice in support of investment analysis and business case development for alternative delivery solutions, including but not limited to: evaluation of alternative possible solutions procured either under traditional or ASD/P3 approach, risk workshop, risk register, market sounding, development of financial modeling, public sector comparators and shadow bids, value for money (VFM) analysis, review and analysis of various forms of financial modeling including PWGSC's real estate financial investment tool, public interest test, preparation of investment analysis report and/or business case documents	
<b>A.3.4</b>	Procurement (Planning to Financial Close): Financial / commercial and associated advice in support of procurement planning through Financial Close for ASD / P3 projects, including but not limited to: development of associated procurement documents (Request For Information, Request For Qualifications, Request For Proposals, etc), proposal evaluation criteria, evaluation reports and Project Agreement, proposal reviews and evaluations, subject matter expert advice on tax, accounting, cost estimating, insurance, risk management, facilities management, etc.	
<b>A.3.5</b>	Implementation / Operations: Financial / commercial and associated advice post-Financial Close, during project implementation and operations phase for ASD / P3 projects	
<b>A.3.6</b>	Advice and support on the development of policy, best practices, outreach, lessons learned, guidance documents and/or analytical tools related to ASD / P3 projects.	

### F.3.1.2: Proposed Resources by Resource Categories

The Bidder must identify a resource or resources for each of the Resource Categories, meeting all requirements as described in article A.4, Resource Categories, of Annex A, Statement of Work (reproduced below for ease of reference). It is requested that the Bidder use **Response Table F.3.1.2 Proposed Resources by Resource Categories** for their responses. It has been provided following the Resource Categories table.

### A.4 Resource Categories

Resource	Criteria / Duties
Principal/Team Lead	<b>Experience:</b> This resource must be able to draw on their experience leading large complex ASD, P3 and / or comparable projects with capital costs in excess of \$100M, with a minimum of ten (10) years of relevant related work experience in the last 15 years, including a minimum of four (4) years of

	demonstrated experience in areas outlined in this Statement of Work and must have led a minimum of four (4) of the five (5) stages of ASD and/or P3 project development described in Article A.3, Anticipated Task Activities. The resource must have led activities described in A.3.4., Procurement (Planning to Financial Close). <b>Education:</b> Completion of post-secondary education from a recognized educational institution with specialization in accounting, finance, economics, statistics, business, public administration, sociology, architecture, engineering, law, or other related field. <b>Typical duties</b> of the Principal/Team Lead include the overall accountability for the provision of expert advice, assignment of resources, contract oversight and approval, quality assurance and monitoring, key point of contact for contract and administrative purposes.
Manager/Lead Advisor	<b>Experience:</b> This resource must be able to draw on their experience leading large complex ASD, P3 and / or comparable projects with capital costs in excess of \$100M, with a minimum of six (6) years of relevant related work experience in the last 15 years, including a minimum of four (4) years of demonstrated experience at a lead advisor level in areas outlined in this Statement of Work, participating in multiple stages of ASD and/or P3 project development as described in Article A.3, Anticipated Task Activities and leading one or more stages of ASD and/or P3 project development including A.3.4., Procurement (Planning to Financial Close). <b>Education:</b> Completion of post-secondary education from a recognized educational institution with specialization in accounting, finance, economics, statistics, business, public administration, sociology, architecture, engineering, law, or other related field. <b>Typical duties</b> of the Manager/Lead Advisor include: being the key point of technical contact, provision of expert advice, coordination of all advisory services and resources, submission of invoices and deliverables, quality assurance and monitoring.
Analyst	<b>Experience:</b> This resource must have a minimum of three (3) years of relevant related work experience in the last 10 years, including a minimum of two (2) years of demonstrated experience participating in one or more stages of ASD and/or P3 project development, conducting activities in support of the services outlined in A.3, Anticipated Task Activities. <b>Education:</b> Completion of post-secondary education from a recognized educational institution with a specialization in accounting, finance, business administration, public administration, commerce, economics, or other related field, <b>Typical duties</b> of the Analyst include analysis and document preparation under the oversight of the Manager/Lead Advisor.

### Response Table F.3.1.2 Proposed Resources by Resource Categories

It is requested that the Bidder present a summary of the qualifications of the proposed individuals in this table, to demonstrate the Bidder's ability to provide appropriate resources for each of the resources categories specified. This is in addition to providing the appropriate Resource Profile and background information (including résumé) for each individual for point rating in Section F.3.2.2.A/B.

Please add the appropriate number of rows for the number of individuals proposed. Education and experience will be confirmed using the individual's Resource Profile and other supporting information.

Resource Category	A Name	B Education/ Accreditation	C # Years general relevant experience	D # Years ASD and/or P3 experience
Principal/ Team Lead		Completion of post-secondary	a minimum of ten (10) years of relevant	a minimum of four (4) years of demonstrated

		education from a recognized educational institution	related work experience in the last 15 years	experience in the last 15 years
Example	Jane Smith	BA (Fin), MBA CGA	11 years	4.5 years
Manager/ Lead Advisor		Completion of post-secondary education from a recognized educational institution	a minimum of six (6) years of relevant related work experience in the last 15 years	a minimum of four (4) years of demonstrated experience at a lead advisor level in the last 15 years
Analyst		Completion of post-secondary education from a recognized educational institution	a minimum of three (3) years of relevant related work experience in the last 10 years	a minimum of two (2) years of demonstrated experience in the last 10 years

- A. Name: An individual may only be listed under ONE RESOURCE CATEGORY ONLY. The resource must meet the Resource Criteria identified in columns B, C and D.
- B. Education/Accreditation: Highest level of certificates, diplomas, degrees obtained. Identify professional designation and other relevant credentials, if any, and the jurisdiction to which the accreditation applies (i.e. Ontario, Quebec, BC, etc).
- C. Years of general relevant experience: Identify the number of years (within the past 15 years) that the individual has worked in his/her discipline relevant to the scope of services requested in Annex A.
- D. Years of ASD and/or P3 experience: Identify the number of years (within the past 15 years) that the individual has worked in different stages of ASD and/or P3 projects

### F.3.1.3 Single Rate Per Resource Category in Financial Bid

A single rate must be identified in the Financial Bid (Annex B) for each Resource Category.

### F.3.2 POINT RATED TECHNICAL CRITERIA

Each responsive bid will be evaluated against the criteria listed in the Points Summary Tables below. It is recommended that the Bidder address these criteria in the following order and in sufficient details and depth to demonstrate a clear understanding of the requirements and the services to be provided, so as to allow a complete assessment by the evaluation team. Bidders should clearly identify in their submission document the specific criteria addressed by each section.

For each rated criterion, where a maximum number of points is shown, evaluators may award any whole or partial point from zero up to the maximum number of points.

Bidders **MUST** achieve the **minimum acceptable points** for **each** criterion as detailed in the various Points Summary Tables in order to be considered responsive. Failure by the Bidder to achieve all of the Minimum Acceptable Points will render the Bidder's bid non-responsive and no further consideration will be given.

Bidders **MUST** achieve a **Minimum Total Score of 75 points** out of the **total** 100 points available in order to be considered responsive. Failure by the Bidder to achieve the Minimum Total Score will render the Bidder's bid non-responsive and no further consideration will be given.

### F.3.2.1 Management Bid

#### F.3.2.1.1 Corporate Experience of the Bidder

In its management bid, the Bidder should describe its capability and experience, present the project management team and provide reference projects and project references(s).

#### Points Summary Table F.3.2.1 Corporate Experience of the Bidder (30 %)

Section	Criteria	Maximum Points	Minimum Acceptable Points
<b>F.3.2.1.1.A</b>	<p><b>Corporate Profile</b></p> <p>The Bidder has the corporate capacity to provide the respective services required by PWGSC for the diverse types of work related to alternative delivery solutions involving ASD and/or P3 approach.</p> <p>&gt;&gt;&gt;It is requested that the Bidder provide its company profile including the legal name of the organization, the current and previous operating name(s) if different from legal name, legal structure (e.g. Corporation, partnership, privately-held etc.), as well as a description of the company's history, management team, services, product lines, annual sales volume (in dollars), location(s), head office, size, years in business and track record.</p>	5	3.75
<b>F.3.2.1.1.B</b>	<p><b>Relevant Corporate Experience</b></p> <p>The Bidder has the relevant experience and proven ability to complete assignments for large complex ASD, P3 and/or comparable projects, each with present value costs greater than one hundred million dollars.</p> <p>&gt;&gt;&gt;It is requested that the Bidder provide a brief description of four (4) projects, each with present value costs greater than one hundred million dollars, undertaken within the last ten years by the Bidder, as proof of its ability to deliver the full suite of advisory services for alternative delivery solutions involving</p>	20	15



	<p>ASD and/or P3 approach, and specifically P3 projects, from conceptualization and pre-planning to implementation and operations stage. At least two (2) of the described projects should be P3s.</p> <p>It is requested that the Bidder present its projects using the format of the Response Table for F.3.2.1.1.B provided below. Please note that only four projects will be evaluated. In the event that the bidder submits more than four projects, the first four projects presented will be the ones evaluated.</p>		
<b>F.3.2.1.1.C</b>	<p><b>References</b></p> <p>This is the opportunity for the Bidder to demonstrate its credibility as a provider of advisory services.</p> <p>&gt;&gt;&gt; It is requested that the Bidder provide written references from two different past/current projects. These could be from projects described in the response to F.3.2.1.1.B or from other projects. If they are from other projects, it is requested that a project summary with all of the details requested for F.3.2.1.1.B be provided, using a similar format as the Response Table for F.3.2.1.1.B. The written references can be in the format of either a letter or an e-mail, and should detail the work completed and degree of success accomplished, the names of the key personnel delivering the services, as well as information regarding the Bidder's ability to deliver project requirements on-time and on-budget.</p> <p>Bidders are not permitted to use the PWGSC P3 Development and Advisory Services as a reference.</p>	5	3.75

### REQUESTED RESPONSE TABLE FOR F.3.2.1.1.B and F.3.2.1.1.C

Project # ___ of 4    Name of the Project:
Client:
Start and End Dates:    On time?
General Description, including Project Cost*:    On budget? Scope of Project: Complexity: Project stages/phases of Bidder's involvement: Role of Bidder: Name and role of Bidder's assigned resources: Scope of services provided: Key deliverables:

Expertise Provided:
Expertise Acquired:
Contribution by Resources Proposed for this RFP:

\*Note: Should the project cost be confidential, please indicate an estimate or the cost range.

### F.3.2.2 Technical Bid

#### Points Summary Table F.3.2.2.1 Service Delivery Approach and Methodology (15 %)

Section	Criteria	Maximum Points	Minimum Acceptable Points
<b>F.3.2.2.1.A</b>	<p><b>Understanding of Contract Requirements</b> The Bidder should demonstrate a clear understanding of the goals, objectives, issues, challenges and opportunities with respect to this requirement in the current government context.</p> <p>&gt;&gt;&gt; It is requested that the Bidder:</p> <ol style="list-style-type: none"> <li>1) Identify and describe in its own words the goals, objectives and scope of the requirement as it understands them;</li> <li>2) Given the requirements as defined in the SOW, identify and describe some of the issues, challenges and opportunities related to the Contract, including special challenges of working with government entities (e.g. public scrutiny, budgetary constraints, socio-economic programs, trade agreements, sustainable development, Official Languages, etc.);</li> <li>3) Discuss the key success factors which should be considered in order to address these issues, challenges and opportunities.</li> </ol>	3	2.25
<b>F.3.2.2.1.B</b>	<p><b>Management Structure, Quality Control and Risk Management Approach</b> The Bidder should demonstrate a sound approach in structuring and managing project team(s), quality control and risk management for service delivery during the contract term.</p> <p>&gt;&gt;&gt;It is requested that the Bidder describe its approach to structuring and managing project team(s) to deliver the Tasks issued for this requirement, including project team management structure, reporting relationship(s) and organization chart, and its approach to quality control and risk management as it relates to delivery of services. The Bidder is to include a description of the</p>	3	2.25

	escalation process should conflicts, delays or inadequate work be encountered.		
<b>F.3.2.2.1.C</b>	<b>Delivery Management Approach</b> The Bidder should demonstrate a sustainable approach in service delivery management and a clear methodology in managing multiple concurrent requirements / projects.  >>>It is requested that the Bidder describe: its service delivery management approach to demonstrate its adaptability to fluctuating workload, changing environment and bilingual capabilities; its ability to deal with and deliver multiple concurrent requirements / projects; and, its commitment to environmental citizenship in the delivery of services. its implementation process once the scope of work for a Task is established, including communications; Project Management considerations and meeting deadlines; quality monitoring and control for required services and deliverables including invoicing.	9	6.75

#### **F.3.2.2.2 Education, Accreditation and Demonstrated Experience of Proposed Resources**

While it is mandatory to provide a suitable team with adequate knowledge and expertise as well as education and demonstrated experience to do the work (as detailed in F.3.1, Mandatory Technical Criteria), the composition of the team and the specific contribution of each of the proposed resources will be point rated first for its suitability as a team for this requirement (F.3.2.2.2.A) and secondly the education, expertise and demonstrated experience of the Proposed Resources will be assessed to determine the strength of the contribution of the identified resources towards each section of the Anticipated Task Activities. **Response Table F.3.1.1: Proposed Resources by Anticipated Task Activities** will be used by the evaluation team to guide their analysis to the resources that the Bidder has earmarked to contribute to each stage and activity of the SOW.

#### **Points Summary Table for F.3.2.2.2 Educational, Accreditation and Demonstrated Experience of Proposed Resources (55 %)**

Section	Criteria	Maximum Points	Minimum Acceptable Points
<b>F.3.2.2.2.A</b>	<b>A Suitable Team</b> The Bidder should propose a suitable team that will be composed of Principal(s), Manager(s), and Analyst(s) capable of performing the various task activities outlined in Article A.3, Anticipated Task Activities, of	10	7.5

	<p>Annex A, Statement of Work, for the business volume forecasted in Article F.5.6.1.A over the term of this contract.</p> <p>A "suitable team" should include:</p> <ol style="list-style-type: none"> <li>1) Adequate resources in each resource category to deliver the business volume forecasted in Article F.5.6.1.A over the term of the contract;</li> <li>2) Adequate coverage for each Anticipated Activity;</li> <li>3) Identification/inclusion of proposed resources with specialized expertise/knowledge to deliver the services required;</li> </ol> <p>ailable in major business centres across Canada (ontreal)</p>		
<b>F.3.2.2.2.B</b>	<p><b>Qualified Resources</b></p> <p>The Bidder should provide a clear description of the proposed resources' educational background, accreditation, relevant work experience, knowledge and demonstrated ability to complete assignments on ASD / P3 and / or comparable projects having present value costs greater than one hundred million dollars (where applicable). The Bidder should demonstrate that each proposed resource meets all the requirements described in the applicable Resource Category specified in Article A.4 of Annex A, Statement of Work.</p> <p>&gt;&gt;&gt;In addition to completing the mandatory information required in F.3.1, it is requested that the Bidder present a Resource Profile of no more than four (4) pages for each of the proposed resources using the appropriate profile template provided below. If the template is not used, the evaluators may not find the required information and may be unable to appropriately score the resource's qualification and contribution. Each Resource Profile for Principal/Team Lead and for Manager/Lead Advisor is to include a description of four (4) projects that the resource is working on or has worked on within the last 10 years. Each Resource Profile for Analyst is to include a description of two (2) projects that the resource is working on or has worked on within the last 10 years.</p> <p>It is also requested that the Bidder include a résumé for each of the proposed resources of no more than two (2) pages, which includes:</p> <ol style="list-style-type: none"> <li>1.1 All post-secondary educational institutes, credentials obtained, and any specializations</li> <li>1.2 Accreditation organization, jurisdiction, date accredited, current status</li> </ol>	45	33.75

	<p>1.3 Summary work history with employer names, dates, job titles, and description of responsibilities</p> <p>Canada reserves the right to validate any education, accreditation or work history documentation before the award of any contract, including requesting hard copy education and accreditation certifications.</p> <p>NOTE 1: If the Resource Profile is longer than four (4) pages (plus two [2] pages of résumé), the additional pages will not be reviewed, and points will not be awarded for material that is deemed to be in excess of that requested.</p>		
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Resource Profile Templates for F.3.2.2.2, Educational, Accreditation and Demonstrated Experience of Proposed Resources.

		<b>Profile of Each Principal (Team Lead)</b>
A.		<b>Name of Principal and Location</b>
B.		<b>Education</b> , credentials, specializations
C.		<b>Accreditations</b> , organizations, jurisdiction, date accredited, current status
D.		<b>Specialization</b> , experience in the specific activities detailed in article A.3 of Annex A. To be considered a specialization, the proposed resource must have at least four years of experience in the area outlined in the statement of work
E.		<b>Demonstrated Expertise</b> , Knowledge and Skills gained from past experience with recent P3/ASD projects, each of which valued over \$100 million
	E.1	<b>Project #1</b> Name, Start and End Date
	E.1.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.1.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the principal in the project
	E.1.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the principal gained through the project. This should be a clear display of the Principal's ability to lead a minimum of four (4) of the five (5) stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4. Procurement (Planning to Financial Close),
	E.2	<b>Project #2</b> Name, Start and End Date
	E.2.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.2.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the principal in the project
	E.2.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the principal gained through the project. This should be a clear display of the Principal's ability to lead four (4) of the five (5) stages of ASD and/or P3 project

		development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
	E.3	<b>Project #3 Name, Start and End Date</b>
	E.3.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.3.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the principal in the project
	E.3.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the principal gained through the project. This should be a clear display of the Principal's ability to lead four (4) of the five (5) stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
	E.4	<b>Project #4 Name, Start and End Date</b>
	E.4.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.4.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the principal in the project
	E.4.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the principal gained through the project. This should be a clear display of the Principal's ability to lead four (4) of the five (5) stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4.
F.		<b>Professional Activities</b>
	F.1	<b>Professional Organizations</b> - Name the organization; Describe the roles and activities the principal had in the organization; and describe the contributions made by the principal to the organization.
	F.2	<b>Accolades / Awards</b> - Personal awards / recognition that has been bestowed up on the principal.

		<b>Profile of Each Manager (Lead Advisor)</b>
A.		<b>Name of Manager and Location</b>
B.		<b>Education</b> , credentials, specializations
C.		<b>Accreditations</b> , organizations, jurisdiction, date accredited, current status
D.		<b>Specialization</b> , experience in the specific activities detailed in article A.3 of Annex A. To be considered a specialization, the proposed resource must have at least four years of experience in the area outlined in the statement of work
E.		<b>Demonstrated Expertise</b> , Knowledge and Skills gained from past experience with recent P3/ASD projects, each of which valued over \$100 million
	E.1	<b>Project #1 Name, Start and End Date</b>
	E.1.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.1.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the manager in the project

E.1.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the manager gained through the project. This should be a clear display of the Manager's ability to lead one or more stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
E.2	<b>Project #2</b> Name, Start and End Date
E.2.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
E.2.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the manager in the project
E.2.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the manager gained through the project. This should be a clear display of the Manager's ability to lead one or more stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
E.3	<b>Project #3</b> Name, Start and End Date
E.3.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
E.3.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the manager in the project
E.3.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the manager gained through the project. This should be a clear display of the Manager's ability to lead one or more stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
E.4	<b>Project #4</b> Name, Start and End Date
E.4.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
E.4.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the manager in the project
E.4.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the manager gained through the project. This should be a clear display of the Manager's ability to lead one or more stages of ASD and/or P3 project development as outlined in Article A.3, including A.3.4., Procurement (Planning to Financial Close).
F.	<b>Professional Activities</b>
F.1	<b>Professional Organizations</b> - Name the organization; Describe the roles and activities the manager had in the organization; and describe the contributions made by the manager to the organization.
F.2	<b>Accolades / Awards</b> - Personal awards / recognition that has been bestowed up on the manager.

  

	<b>Profile of Each Analyst</b>
A.	<b>Name of Analyst and Location</b>
B.	<b>Education</b> , credentials, specializations
C.	<b>Accreditations</b> , organizations, jurisdiction, date accredited, current status

D.		<b>Specialization</b> , experience in the specific activities detailed in article A.3 of Annex A. To be considered a specialization, the proposed resource must have at least two years of experience in the area outlined in the statement of work
E.		<b>Demonstrated Expertise</b> , Knowledge and Skills gained from past experience with recent P3 projects, each of which valued over \$100 million
	E.1	<b>Project #1</b> Name, Start and End Date
	E.1.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.1.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the analyst in the project
	E.1.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the analyst gained through the project. This should be a clear display of the analyst's ability to conduct activities in support of the services for one or more stages of ASD and/or P3 project development as outlined in A.3.1 to A.3.6 of the Task Activities table in Article A.3.
	E.2	<b>Project #2</b> Name, Start and End Date
	E.2.1	<b>Name and Description</b> - Identify client, location, brief description of project (scope, value, objective(s); project outcome - i.e. what kind of contract was issued; and what procurement methodology was used to develop the project (e.g. design build, lease, lease purchase, DBFOM, etc).
	E.2.2	<b>Roles and Responsibilities</b> - Describe the roles and responsibilities of the analyst in the project
	E.2.3	<b>Transferrable Knowledge / Skills</b> - Describe knowledge, expertise, and any transferable skills that the analyst gained through the project. This should be a clear display of the analyst's ability to conduct activities in support of the services for one or more stages of ASD and/or P3 project development as outlined in A.3.1 to A.3.6 of the Task Activities table in Article A.3.
F		Professional Activities
	F.1	<b>Professional Organizations</b> - Name the organization; Describe the roles and activities the principal had in the organization; and describe the contributions made by the analyst to the organization.
	F.2	<b>Accolades / Awards</b> - Personal awards / recognition that has been bestowed up on the analyst.

#### F.4 FINANCIAL EVALUATION

The price of the bid will be evaluated in Canadian dollars, Applicable taxes excluded, Canadian customs duties and excise taxes included.

The Bidders must submit their financial bid in the following manner. Failure to do so will result in the bid being non-responsive and not considered further.

Hourly rates are to remain firm for the complete period of the Contract and the option period.

Rates must be quoted only for the generic resource categories described in Annex B. The currency of the quoted rates must be indicated. **Rates must be in Canadian dollars.**



The Financial Proposal will be evaluated as follows for bid evaluation and contract selection purposes only:

A weighted average rate for all resource Categories will be determined for each of Year 1 and Year 2, and 50% of the weighted average rate for all consultant categories will be determined for Year 3 as follows. The estimate weight is only an estimate and is provided only for bid evaluation purposes.

Resource Category	Weight	Year 1 Rate	Weight x Year 1 Rate (B x C)	Year 2 Rate	Weight x Year 2 Rate (B x E)	Optional Year Rate (x50%)	Weight x Optional Year Rate (B x G)
Principal	20%	\$____/hr	\$____	\$____/hr	\$____	\$____/hr x50%	\$____
Manager	40%	\$____/hr	\$____	\$____/hr	\$____	\$____/hr x50%	\$____
Analyst	40%	\$____/hr	\$____	\$____/hr	\$____	\$____/hr x50%	\$____
<b>Yearly Weighted Average Rate Subtotal</b>			\$____		\$____		\$____
<b>Three Year Total</b>	\$____						

The Three Year Total will be established as Evaluated Price for the Basis of Selection.

## F.5 BASIS OF SELECTION

### Basis of Selection - Highest Combined Rating of Technical Merit ( 70% ) and Price ( 30% )

**F.5.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Annex F for the point rated technical criteria.

**F.5.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

**F.5.3** The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).

**F.5.4** A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 70**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Annex F, determined as follows: total number of points obtained / maximum number of points available.

**F.5.5** The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi** .

**F.5.6** The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive bid with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive bids in descending order of combined rating of technical merit and price, up to three (3) will be recommended to receive a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked the highest.

As the total estimated utilization of all the contracts combined is forecasted at up to \$2,000,000.00 during the initial two year period and \$1,000,000.00 during the one year option period, the following calculation will be used to determine the resulting contract proportional value amounts:

#### **F.5.6.1 Where There Are Three or More Responsive Bids**

##### **F.5.6.1.A Initial Two Year Period:**

##### **1) Where There Are Three or More Responsive Bids**

Bid with the highest total score (40%):	\$800,000.00
Bid with the second-highest total score (35%):	\$700,000.00
Bid with the third-highest total score (25%):	\$500,000.00

##### **2) Where There Are Only Two Responsive Bids**

Bid with the highest total score (55%):	\$1,100,000.00
Bid with the second-highest total score (45%):	\$ 900,000.00

##### **3) Where There is Only One Responsive Bid**

Bid with the highest total score (100%):	\$2,000,000.00
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##### **F.5.6.2 One Year Option Period:**

##### **1) Where There Are Three or More Responsive Bids**

Bid with the highest total score (40%):	\$400,000.00
Bid with the second-highest total score (35%):	\$350,000.00
Bid with the third-highest total score (25%):	\$250,000.00

##### **2) Where There Are Only Two Responsive Bids**

Bid with the highest total score (55%):	\$550,000.00
Bid with the second-highest total score (45%):	\$450,000.00

##### **3) Where There is Only One Responsive Bid**

Bid with the highest total score (100%):	\$1,000,000.00
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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

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## Annex G

### Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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CCC No./N° CCC - FMS No/ N° VME

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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**#219 - 800 BURNARD STREET**  
**VANCOUVER BC V6Z 0B9**

**Solicitation No. EP712-132165/A**

**Solicitation Closes at : 14:00 PDT**  
**on : September 16, 2013**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**#219 - 800 BURNARD STREET**  
**Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : EP712-132165/A**

**La réception des soumissions prend fin le : 16 Septembre, 2013**  
**à : 14:00 PDT**

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - CI-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - CI-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - CI-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - CI-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité

**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 <b>Public Works Government Services Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>P3 Development and Advisory Services</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail <b>Professional consulting services for Public-Private Partnership (P3) projects.</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <div style="float: right;"> <input checked="" type="checkbox"/> No / Non    <input type="checkbox"/> Yes / Oui           </div>		
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? <div style="float: right;"> <input checked="" type="checkbox"/> No / Non    <input type="checkbox"/> Yes / Oui           </div>		
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) <div style="float: right;"> <input type="checkbox"/> No / Non    <input checked="" type="checkbox"/> Yes / Oui           </div>		
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. <div style="float: right;"> <input checked="" type="checkbox"/> No / Non    <input type="checkbox"/> Yes / Oui           </div>		
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 commerciales sans entreposage de nuit? <div style="float: right;"> <input checked="" type="checkbox"/> No / Non    <input type="checkbox"/> Yes / Oui           </div>		
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		
<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <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"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input checked="" type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité





PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux :

**PERSONNEL WITH RELIABILITY STATUS WILL PROVIDE SUPPORT TO THE SENIOR CONSULTANTS & WILL ONLY HAVE ACCESS UP TO PROTECTED B DOCUMENTS.**

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





**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 Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens		✓														
Production																
IT Media Support TI		✓														
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document 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

EP712-132165/A

Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)

Preetipal Paul

Title - Titre

A/Director of P3 NCOE

Signature

Telephone no. - N° de téléphone

(604) 666-6845

Facsimile - Télécopieur

(604) 775-6647

E-mail address - Adresse courriel

preetipal.paul@pwgsc.gc.ca

Date

~~2013-03-22~~  
2012-11-08

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

Name (print) - Nom (en lettres moulées)

Cam Brown

Title - Titre

Regional Security & EP Officer

Signature

Telephone no. - N° de téléphone

(604) 775-6639

Facsimile - Télécopieur

(604) 775-9380

E-mail address - Adresse courriel

cameron.brown@pwgsc.gc.ca

Date

2012-11-08

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

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



No  
Non



Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

GORETTI MAK

Title - Titre

SUPPLY SPECIALIST

Signature

Telephone no. - N° de téléphone

~~(604) 775-7649~~

Facsimile - Télécopieur

~~(604) 775-7526~~

E-mail address - Adresse courriel

~~goretti.mak@pwgsc.gc.ca~~ Mar 25, 2013

Date

**17. Contracting Security Authority / Autorisé contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

( ) -

Facsimile - Télécopieur

( ) -

E-mail address - Adresse courriel

Date

Apr 16, 2013

Julie Antiporda

Contract Security Officer, Contract Security Division

Julie.Antiporda@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-960-6342 / Fax/Téléc - 613-954-4171

Security Classification / Classification de sécurité