



**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
Bid Receiving - Réception des soumissions:

**Guillaume Gagnon**  
**Correctional Services Canada**  
**Mailroom, 1<sup>st</sup> floor**  
**340, Laurier West, Ottawa, ON**  
**K1A 0P9**

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

**Proposal to: Correctional Service 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 therefore.

**Proposition à: Service Correctionnel du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments — Commentaires :**

**“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »**

**Vendor/Firm Name and Address —**  
**Raison sociale et adresse du fournisseur/de**  
**l’entrepreneur :**

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

Telephone # — N° de Téléphone :

\_\_\_\_\_

Fax # — No de télécopieur :

\_\_\_\_\_

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d’entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> <b>Update of the Accounting Manual and the Year End Procedures</b>	
<b>Solicitation No. — N° de l’invitation</b> 21120-14-1952313	<b>Date:</b> 09-August-2013
<b>Client Reference No. — N° de Référence du Client</b> 21120-14-1952313	
<b>GETS Reference No. — N° de Référence de SEAG</b>	
<b>Solicitation Closes — L’invitation prend fin</b> <b>at /à : 14:00 EDT</b> <b>on / le : 18-September-2013</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>See herein</b>	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  <b>Guillaume.Gagnon@csc-scc.gc.ca</b>	
<b>Telephone No. – N° de téléphone:</b> 613-992-6454	<b>Fax No. – N° de télécopieur:</b> 613-992-1217
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b>  <b>See herein.</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée :</b> See herein	<b>Delivery Offered – Livraison proposée :</b> Voir aux présentes
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l’entrepreneur</b>	
_____ Name / Nom	_____ Title / Titre
_____ Signature	_____ Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

### **PART 2 - BIDDER INSTRUCTIONS**

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

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

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Ownership Control
13. Closure of Government Facilities
14. Tuberculosis Testing
15. Compliance with CSC Policies
16. Health and Labour Conditions
17. Dispute Resolution Services
18. Contract Administration



19. Privacy

**List of Annexes:**

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Security Guide
- Annex E – Evaluation Criteria



## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection and Part 6 - Resulting Contract Clauses.

### **2. Statement of Work**

The Work to be performed is detailed under Annex A – Statement of Work of the resulting contract clauses.

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

### **4. 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.

### **5. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa.opo.gc.ca](mailto:boa-opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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

Bidders who submit a bid agree to be bound by the instructions, certifications, 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 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.**

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

Delete: sixty (60) days  
Insert: ninety (90) days

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service Canada (CSC) 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 email to CSC will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory



specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

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

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

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 are encouraged to:

- a. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- b. 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.

### 2. Section I: 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 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.

### 3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.



See **Annex B – Proposed Basis of Payment** for the Pricing Schedule format.

### **3.1 Exchange Rate Fluctuation**

SACC Manual clause C3011T (2010-01-11), Exchange Rate Fluctuation

### **4. Section III: Certifications**

Bidders must submit the certifications required under **Part 5 - Certifications**.





## 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 CSC will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex E – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

##### 1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex E – Evaluation Criteria**.

#### 1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price.

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

### 2. Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of **40 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 90 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. **The responsive bid with the Lowest Price Per Point will be recommended for award of a contract.**

#### 2.1 Example of Lowest Price Per Point determination method

##### a) Obtaining the Total Firm Price

- i. The Firm Prices for the Contract Period and the Option Period will be added to determine the Total Firm Price.



Example\* of the calculation of the Total Firm Price

Bidder 1		Firm Price	Bidder 2		Firm Price
A	Contract Period	\$55,000.00	A	Contract Period	\$50,000.00
B	Option Period	\$40,000.00	B	Option Period	\$40,000.00
<b>C = A + B</b>	<b>Total Firm Price</b>	<b>\$95,000.00</b>	<b>C = A + B</b>	<b>Total Firm Price</b>	<b>\$90,000.00</b>

**b) Calculation of the Price Per Point**

- i. The Total Firm Price will be divided by the Total Points achieved by the Bidder at section **4.0 RATED TECHNICAL CRITERIA of Annex E – Evaluation Criteria** to determine the Price Per Point.

Example\* of the calculation of the Price Per Point (in that example, Bidder #1 is the winner)

	A	B	C = A ÷ B
	Total Firm Price	Total Points achieved	Price Per Point
<b>Bidder 1 - Winning Bidder</b>	\$95,000.00	45	<b>\$2,111.11 per point</b>
<b>Bidder 2</b>	\$90,000.00	40	<b>\$2,250.00 per point</b>

\*The prices shown in the tables above are fictitious and used for the sole purpose of providing a calculation example. They must not be construed as a suggestion of what the prices should be.

**3. Security Requirement**

3.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 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.

3.3 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 Website.



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

### 1. Certifications Precedent to Contract Award

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

#### 1.1 Federal Contractors Program 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

#### 1.2 Former Public Servant Certification

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

##### Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.



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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

**Former Public Servant in Receipt of a Pension**

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** (  ) **NO** (  ).

If so, the Bidder must provide the following information:

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

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

**Note to Bidders:** Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act* (PSSA) will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

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 Bidder 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.

**1.3 Status and Availability of Resources**

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources



#### **1.4 Education and Experience**

SACC Manual clause A3010T (2010-08-16), Education and Experience

##### **Certification:**

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



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1. The Contractor/Offeror personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) or Correctional Service Canada (CSC).
2. The Contractor/Offeror **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List, described in Annex C - Security Requirements Check List;
  - b) Industrial Security Manual (Latest Edition).

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A – Statement of Work.

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document shall be interpreted as a reference to CSC or its Minister.

#### 3.1 General Conditions

2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

**Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Code of Conduct and Certifications – Contract’, will 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 date of Contract to **31<sup>st</sup> March 2014** 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 (1) additional six (6) month 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 one (1) calendar day** before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Guillaume Gagnon  
Title: Procurement Officer  
Correctional Service Canada  
Branch/Directorate: Contracting and Materiel Services  
Telephone: 613-992-6454  
E-mail address: Guillaume.Gagnon@csc-scc.gc.ca

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

#### 5.2 Project Authority [to be inserted at contract award]

The Project Authority for the Contract is:

Name: (XXX)  
Title: (XXX)  
Correctional Service Canada  
340 Laurier Avenue West, Ottawa, ON, K1A 0P9  
Branch/Directorate: (XXX)  
Telephone: (XXX)  
E-mail address: (XXX)

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

#### 5.3 Contractor's Representative [to be inserted at contract award]

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_



Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in **Annex B – Basis of Payment** for a cost of \$ \_\_\_\_\_ [to be inserted at contract award]. Customs duties are included and Applicable Taxes are extra.

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

**6.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16), Limitation of Price

**6.3 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

**6.4 Method of Payment – Monthly Payment**

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

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

**6.5 Travel and Living Expenses**

There are no travel and living expenses associated with the Contract.

**7. Invoicing Instructions**

- 1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.





Each invoice must be supported by:

- a. A copy of the weekly status progress reports, as per section **7. PROGRESS REPORTING** of Annex A – Statement of Work.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the Project Authority at the address shown at **Article 5.2 Project Authority** of the Contract for certification and payment.

## **8. Certifications**

### **8.1 Certification of Compliance**

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.

### **8.2 SACC Manual Clauses**

SACC Manual clause A7017C (2008-05-12), Replacement of Specific Individuals.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ [to be inserted at contract award].

## **10. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the General Conditions 2010B (2013-06-27), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A - Statement of Work;
- (e) Annex B - Basis of Payment;
- (f) Annex C - Security Requirements Check List; and
- (g) the Contractor's bid dated \_\_\_\_\_ [to be inserted at contract award].

## **11. Insurance**

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



## 12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

## 13. Closure of Government Facilities

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

## 14. Tuberculosis Testing

14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

14.3 All costs related to such testing will be at the sole expense of the Contractor.

## 15. Compliance with CSC Policies

15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.



15.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## 16. Health and Labour Conditions

16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## 17. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.c.ca](mailto:boa.opo@boa.opo.c.ca).

## 18. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.c.ca](mailto:boa.opo@boa.opo.c.ca).

## 19. Privacy

19.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

19.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



## Annex A – Statement of Work

The Correctional Service Canada (CSC) has a requirement to review and update its Accounting Manual and Year End Procedures. The work will involve the following:

### 1. BACKGROUND

The Accounting Manual acts as a reference manual for every Correctional Service Canada (CSC) finance user. It was created in 2001 and has not been updated since, with the exception of some sections. It needs to be reviewed and updated in order to ensure that all accounting regulations and procedural information is up-to-date.

### 2. OBJECTIVES

To update the Accounting Manual to reflect the requirements of the applicable standards/documentation as described in **Section 3. Applicable Standards/Documentation** of this Statement of Work.

To update the Year End Procedures to reflect the specificities of the updated Accounting Manual.

To modernize the Accounting Manual and the Year End Procedures structure and formatting to be more efficient and user-friendly.

### 3. APPLICABLE STANDARDS/DOCUMENTATION

3.1 The applicable standards/documentation applying to this statement of work include, but are not limited to, the following:

- i. Current CSC Accounting Manual and Year End Procedures;
- ii. Treasury Board Accounting Standards (TBAS);
- iii. Treasury Board Directives / Policies;
- iv. Government Wide Coding Manual;
- v. Financial Information Strategy Accounting Manual;
- vi. Receiver General Manual; and
- vii. Canadian Institute of Chartered Accountants (CICA) Standards and Guidance.

### 4. TASKS

#### 4.1 CONTRACT PERIOD

The Contractor must:

- 4.1.1 Redesign and modernize the structure and format of the Accounting Manual, **excluding CHAPTER 10 – YEAR-END PROCEDURES**, as requested by the Project Authority (PA);
- 4.1.2 Assess (read and analyze) all **Contract Period sections\*** of the Accounting Manual;
- 4.1.3 Conduct required research in the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 4.1.4 Raise any discrepancies in all **Contract Period sections\*** of the Accounting Manual against, but not limited to, the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 4.1.5 Consult with other CSC divisions (e.g. Financial Policy, Practices and Systems, Financial Operations, Resources Management Branch, Regional Offices) if required;
- 4.1.6 Prepare a summary of every modification/addition to all **Contract Period sections\*** of the Accounting Manual with rationale and reference for submission and approval to the PA; and
- 4.1.7 Perform a quality review of the translation of all **Contract Period sections\*** of the Accounting Manual.



**\*Contract Period sections of the Accounting Manual include the following:**

- CHAPTER 2 – ACCRUAL ACCOUNTING FRAMEWORK;
- CHAPTER 3 – FINANCIAL STATEMENTS;
- CHAPTER 5 – LIABILITIES AND NET TAXPAYER INVESTMENT;
- CHAPTER 6 – REVENUES;
- CHAPTER 7 – EXPENSES;
- Subsections 4.2, 4.3, 4.5, 4.6 and 4.7 of CHAPTER 4 – ASSETS; and
- The definitions of CHAPTER 11 - DEFINITION applicable to the above mentioned chapters and subsections.

## 4.2 **OPTION PERIOD**

**Upon exercise of the Option Period**, the Contractor must:

- 4.2.1 Redesign and modernize the structure and format of **CHAPTER 10 – YEAR-END PROCEDURES**, as requested by the Project Authority (PA);
- 4.2.2 Assess (read and analyze) all **Option Period sections\*\*** of the Accounting Manual;
- 4.2.3 Conduct required research in the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 4.2.4 Raise any discrepancies in all **Option Period sections\*\*** of the Accounting Manual against, but not limited to, the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 4.2.5 Consult with other CSC divisions (e.g. Financial Policy, Practices and Systems, Financial Operations, Resources Management Branch, Regional Offices) if required;
- 4.2.6 Prepare a summary of every modification/addition to all **Option Period sections\*\*** of the Accounting Manual with rationale and reference for submission and approval to the PA; and
- 4.2.7 Perform a quality review of the translation of all **Option Period sections\*\*** of the Accounting Manual.

**\*\* Option Period sections of the Accounting Manual include the following:**

- Subsections 4.1, 4.4 and 4.8 of CHAPTER 4 – ASSETS;
- CHAPTER 8 – SUNDRY ACCOUNTING POLICIES AND DISCLOSURES;
- CHAPTER 9 – PERIOD END PROCEDURES;
- CHAPTER 10 – YEAR-END PROCEDURES; and
- The definitions of CHAPTER 11 - DEFINITION applicable to the above mentioned chapters and subsections.

## 5 **DELIVERABLES**

The following applies to all deliverables:

- i. Deliverables will be subject to inspection and acceptance by the PA;
- ii. The PA will return any unaccepted deliverable to the Contractor for revision at the Contractor's expense;
- iii. The Contractor must incorporate to all deliverables any comments and/or recommendations as requested by the PA; and
- iv. The Contractor must submit all deliverables in an MS-Word format.



## **5.1 DELIVERABLES FOR CONTRACT PERIOD**

The deliverables that the Contractor must produce include, but are not limited to, the following:

- 5.1.1 The proposal to the PA of a redesigned and modernized structure and format of the Accounting Manual, excluding **CHAPTER 10 – YEAR-END PROCEDURES**;
- 5.1.2 A document identifying discrepancies in all **Contract Period sections\*** of the Accounting Manual against, but not limited to, the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 5.1.3 A section by section draft of all updated **Contract Period sections\*** of the Accounting Manual;
- 5.1.4 A draft document containing all updated **Contract Period sections\*** of the Accounting Manual based on the feedbacks from the PA;
- 5.1.5 A final document containing all updated **Contract Period sections\*** of the Accounting Manual based on the feedbacks from the PA; and
- 5.1.6 A translation quality review of all updated **Contract Period sections\*** of the Accounting Manual.

## **5.2 DELIVERABLES FOR OPTION PERIOD**

**Upon exercise of the Option Period**, the deliverables that the Contractor must produce include, but are not limited to, the following:

- 5.2.1 The proposal to the PA of a redesigned and modernized structure and format of **CHAPTER 10 – YEAR-END PROCEDURES** of the Accounting Manual;
- 5.2.2 A document identifying discrepancies in all **Option Period sections\*\*** of the Accounting Manual against, but not limited to, the applicable standards/documentation stated in **Section 3. Applicable Standards/Documentation**;
- 5.2.3 A section by section draft of all updated **Option Period sections\*\*** of the Accounting Manual;
- 5.2.4 A draft document containing all updated **Option Period sections\*\*** of the Accounting Manual based on the feedbacks from the PA;
- 5.2.5 A final document containing all updated **Option Period sections\*\*** of the Accounting Manual based on the feedbacks from the PA; and
- 5.2.6 A translation quality review of all updated **Option Period sections\*\*** of the Accounting Manual.

## **6 CSC TO PROVIDE**

- 6.1 CSC will provide relevant background information and access to CSC data (i.e. CSC Accounting Manual, CSC Year End Procedures, various relevant communication, links to central agency websites, etc.).
- 6.2 CSC will provide workspace for the Contractor's resource and will supply a standard CSC desktop to enable the Contractor's resource to perform the work. The Contractor's resource shall have access to CSC office supplies, photocopying, FAX, etc., as they relate to the work.

## **7. PROGRESS REPORTING**

- 7.1 The Contractor must provide weekly status progress reports to the PA and/or his/her designated representative. The weekly status progress report must include progress for the reporting period and activities planned for the following reporting period.

## **8. MEETINGS**

- 8.1 Introductory meeting:

Prior to the initiation of this project, the PA and/or his/her designated representative will hold an introductory meeting with the Contractor.



## 8.2 Additional Meetings:

Multiple meetings will be required. The PA reserves the right to schedule additional face-to-face meetings, as deemed necessary.

## 9. LANGUAGE OF WORK

The Contractor is permitted to perform all work in English or French. **Regardless of the language chosen, translation of the deliverables into the other language will be performed by CSC.**

## 10. LOCATION OF WORK

- a. The Contractor must perform the work at the contractor's place of business and/or CSC's National Headquarters located at 340 Laurier Avenue West, Ottawa, Ontario, K1A 0P9.
- b. Travel
  - i. No travel is anticipated for performance of the work under this contract.



### Annex B – Proposed Basis of Payment

#### 1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services related to the Contract Period as described in Annex A - Statement of Work, the Contractor shall be paid the firm price below for the performance of this Contract, HST or GST extra.

Contract Period Date of Contract to 31-March-2014		
A	B	C = A x B
Per Diem	Level of effort	Firm Price
\$____.____ / Day	_____ Number of days	\$____.____

#### 2.0 Option to Extend the Contract Period

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.2 of the original contract, **Option to Extend the Contract**, the Contractor shall be paid the firm price below, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor shall advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

Option Period From 01-April-2014 to six (6) months later		
A	B	C = A x B
Per Diem	Level of effort	Firm Price
\$____.____ / Day	_____ Number of days	\$____.____

#### 3.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.





- (b) The estimated HST or GST of \$\_\_\_\_\_ [to be inserted at contract award] is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.



### Annex C – Security Requirement Check List

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>21120-14-1952313</b>
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>Service Correctionnel Canada</b>	2. Branch or Directorate / Direction générale ou Direction Comptroller's Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Accounting manual and Year End procedures update		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>AW</i>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/> <i>AW</i>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays	Specify country(ies): / Préciser le(s) pays	Specify country(ies): / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> <i>AW</i>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> <i>AW</i>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>21120-14-1952313</b>
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?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat <b>21120-14-1952313</b>
Security Classification / Classification de sécurité

**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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>21120-14-1952313</b>
Security Classification / Classification de sécurité

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Christian D'Auray		Title - Titre Manager DIRECTOR	Signature 
Telephone No. - N° de téléphone 613-943-1375	Facsimile No. - N° de télécopieur 613-992-8443	E-mail address - Adresse courriel Christian.Dauray@csc-scc.gc.ca	Date 29 April 2013
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Robert Wattie CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438		Title - Titre Contract Security Analyst	Signature 
Telephone No. - N° de téléphone 613-944-6665	Facsimile No. - N° de télécopieur 613-947-4438	E-mail address - Adresse courriel Robert.Wattie@csc-scc.gc.ca	Date 2013-07-08
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?			<input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Guillaume Gagnon		Title - Titre Procurement Officer	Signature 
Telephone No. - N° de téléphone 613-942-6454	Facsimile No. - N° de télécopieur 613-942-1217	E-mail address - Adresse courriel guil@doms.gagnon.csc-scc.gc.ca	Date 18 - Juin - 2013
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Robert Wattie CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438		Title - Titre Contract Security Analyst	Signature 
Telephone No. - N° de téléphone 613-944-6665	Facsimile No. - N° de télécopieur 613-947-4438	E-mail address - Adresse courriel Robert.Wattie@csc-scc.gc.ca	Date 2013-07-08

Block 17 has been duly signed by authorized NHQ/RHQ Contract Security Representatives in accordance with the extension memo dated March 14th, 2013 pertaining to Contract Security and the approved Risk Mitigation Strategy Processes indicated.



## Annex D – Security Guide

### DOCUMENT HANDLING AND SAFEGUARDING OF PROTECTED INFORMATION

In accordance with Contract Section 1.0 **Security Requirements**, the Contractor may be permitted to remove PROTECTED information on a TEMPORARY basis during the performance of the contract and to store or to create PROTECTED documents at their facility subject to the following storage and safeguarding requirements:

- All documents or computer media (e.g. CD's, USB Flash Drives etc...) containing PROTECTED information MUST be stored in a locked filing cabinet at the Contractor's facility within an OPERATIONS ZONE and accessible only by authorized, appropriately security screened personnel with a need to know. An OPERATIONS ZONE is defined by the Operational Security Standard on Physical Security, as an area where access is limited to personnel who work there, appropriately screened and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically;
- Contractor IT computer equipment used in the performance of the contract to create, produce or modify PROTECTED electronic information or data must be located within an OPERATIONS ZONE (as described above) and accessed only by authorized, appropriately security screened personnel with a need to know;
- No PROTECTED information may be stored on the computer hard drive or be processed on a computer belonging to the Contractor, unless the Contractor's IT computer equipment and systems, has been accredited by Correctional Service Canada IT Security personnel.
- The Contractor must remove any and all sensitive Correctional Service of Canada (CSC) electronic information that belongs to the Department or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents. The sensitive CSC electronic information must be removed in a manner that complies with requirements of the Policy on Government Security and associated Standards documents, for the removal of information of the sensitivity involved.
- No information provided by the Department is to be copied or retained by the Contractor, following the conclusion of this contract;
- The Contractor will personally pick up and deliver all PROTECTED information from and to the Departmental Representative;
- All notes, working papers, electronic media storage devices etc..., that are or have been used in the completion of the contract requirement and contain PROTECTED information shall be returned to the Departmental Representative for proper disposal and destruction;
- The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone, without the prior consultation and written authorization of the Departmental Representative;
- The Contractor shall ensure that all of its employees, that are involved in this contract, requiring access to any PROTECTED information or assets, are appropriately screened to RELIABILITY STATUS and are briefed on their security obligations related to the handling, storage, safeguarding, transmittal and disposal of CSC's PROTECTED information and assets, as outlined in this Appendix.



## Annex E - Evaluation Criteria

### 1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

Mandatory Technical Criteria  
Rated Technical Criteria

### 2.0 Evaluation Criteria:

- 1 In addressing the mandatory and rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory and rated evaluation criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. **Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.**
- 2 **Proposals must include a résumé for each of the proposed resources**, which support the skills/expertise being offered. **The Bidder must indicate the location** in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory and rated evaluation criteria.
3. Names and telephone number of business references must be provided which can substantiate the work experience claimed.
  - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
  - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
  - III. References must be presented in this format:
    - a. Name
    - b. Organization
    - c. Current Phone Number and Email address if available
- 4 Experience obtained after bid closing will not be considered.
- 5 For evaluation purposes,
  - (a) "where" means the name of the employer as well as the position/title held by the proposed resource;
  - (b) "when" means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
  - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.



- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

**3.0 MANDATORY TECHNICAL CRITERIA**

#	Mandatory Requirements	Met	Not Met	Cross Reference to Resume
<b>M1</b>	<p>Within the past five (5) years, the proposed resource must have completed a minimum of two (2) projects* <u>reviewing and interpreting accounting standards</u> in the Public Sector**.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months.</p> <p><b>**Public Sector</b> is defined as any Canadian provincial or federal department/agency.</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>• The total number of years/months of experience for each project;</li> <li>• Where (the client's name(s) and addresses);</li> <li>• When (the start and end dates of the assignment(s));</li> <li>• How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> <li>• A reference that can attest the proposed resource's experience.</li> </ul>			
<b>M2</b>	<p>Within the past five (5) years, the proposed resource must have completed a minimum of two (2) projects* <u>writing financial directives and/or policies</u> in the Public Sector**.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months.</p> <p><b>**Public Sector</b> is defined as any Canadian provincial or federal department/agency.</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>• The total number of years/months of experience for each project;</li> <li>• Where (the client's name(s) and addresses);</li> <li>• When (the start and end dates of the assignment(s));</li> </ul>			





#	Mandatory Requirements	Met	Not Met	Cross Reference to Resume
	<ul style="list-style-type: none"> <li>How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> <li>A reference that can attest the proposed resource's experience.</li> </ul>			
<b>M3</b>	<p>Within the past five (5) years, the proposed resource must have <b>project experience*</b> <u>developing and/or updating</u> at least one large**, internal accounting or financial policy manual in the Public Sector***.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months</p> <p>**For the purpose of this criterion, large is defined as having the following characteristics:</p> <ol style="list-style-type: none"> <li>1) A national implementation;</li> <li>2) Involving regional stakeholders; and</li> <li>3) Having an end user population of at least 100.</li> </ol> <p>***Public Sector is defined as any Canadian provincial or federal department/agency.</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>The total number of years/months of experience in the applicable area;</li> <li>Where (the client's name(s) and addresses);</li> <li>When (the start and end dates of the assignment(s));</li> <li>How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> <li>A reference that can attest the proposed resource's experience.</li> </ul>			
<b>M4</b>	<p>The proposed resource must, at a minimum, hold a diploma from a community college in accounting or finance.</p> <ul style="list-style-type: none"> <li>Proof of education (copy of diploma) from a recognized Community College in Canada <b>must be included</b> in the proposal. If the degree was obtained outside Canada, it needs to be from an institution recognized by the Canadian Information Centre for International Credentials.</li> </ul>			



**4.0 RATED TECHNICAL CRITERIA**

#	Rated Requirements	Proposal Score	Max Score	Cross Reference to Resume
R1	<p>The proposed resource will be rated on additional project(s)*, <b>in excess of mandatory requirement M1</b> involving <u>reviewing and interpreting accounting standards</u> in the Public Sector**.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months.</p> <p>**Public Sector is defined as any Canadian provincial or federal department/agency.</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>• The total number of years/months of experience for each project;</li> <li>• Where (the client’s name(s) and addresses);</li> <li>• When (the start and end dates of the assignment(s));</li> <li>• How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> <li>• A reference that can attest the proposed resource’s experience.</li> </ul> <p style="text-align: center;"><b>Rating:</b></p> <p style="text-align: center;">0 project = 00 points 1 project = 05 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points ≥5 projects = 25 points</p>		25	
R2	<p>The proposed resource will be rated on additional project(s)*, <b>in excess of mandatory requirement M2</b> <u>writing financial directives and/or policies</u> in the Public Sector**.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months.</p> <p>**Public Sector is defined as any Canadian provincial or federal department/agency.</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>• The total number of years/months of experience for each project;</li> <li>• Where (the client’s name(s) and addresses);</li> <li>• When (the start and end dates of the assignment(s));</li> </ul>		25	



#	Rated Requirements	Proposal Score	Max Score	Cross Reference to Resume
	<ul style="list-style-type: none"> <li>How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> <li>A reference that can attest the proposed resource's experience.</li> </ul> <p style="text-align: center;"><b>Rating:</b></p> <p style="text-align: center;">0 project = 00 points 1 project = 05 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points <u>&gt;5</u> projects = 25 points</p>			
<b>R3</b>	<p>The proposed resource will be rated on additional project(s)*, <b>in excess of mandatory requirement M3</b>, involving the <u>development and/or updating</u> of large**, internal accounting or financial policy manual(s) in the Public Sector***.</p> <p><b>*For the project experience</b> to count, the proposed resource must have worked on a same project for a continuous duration of at least six (6) months.</p> <p><b>**For the purpose of this criterion, <i>large</i></b> is defined as having the following characteristics:</p> <ol style="list-style-type: none"> <li>1) A national implementation;</li> <li>2) Involving regional stakeholders; and</li> <li>3) Having an end user population of at least 100.</li> </ol> <p><b>***Public Sector</b> is defined as any Canadian provincial or federal department/agency.</p> <p style="text-align: center;"><b>Rating:</b></p> <p style="text-align: center;">0 project = 00 points 1 project = 05 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points <u>&gt;5</u> projects = 25 points</p> <p><b>The bidder must include the following details as to how the stated experience was obtained:</b></p> <ul style="list-style-type: none"> <li>The total number of years/months of experience for each project;</li> <li>Where (the client's name(s) and addresses);</li> <li>When (the start and end dates of the assignment(s));</li> <li>How (details about the work performed by the proposed resource on the assignment(s) including deliverables); and</li> </ul>		<b>25</b>	



#	Rated Requirements	Proposal Score	Max Score	Cross Reference to Resume
	<ul style="list-style-type: none"> <li>A reference that can attest the proposed resource's experience.</li> </ul>			
<b>R4</b>	<p>The proposed resource will be rated as follows according to the highest level of education completed:</p> <p style="text-align: center;"><b>Rating:</b></p> <p>Accounting designation CA, CGA, CMA, or CPA = <b>15 points</b>            Bachelor's degree in accounting from an accredited educational facility = <b>10 points</b>            Bachelor's degree in Finance from an accredited educational facility = <b>5 points</b></p> <ul style="list-style-type: none"> <li>Proof of education (copy of diploma) from a recognized university in Canada <b>must be included</b> in the proposal. If the degree was obtained outside Canada, it needs to be from an institution recognized by the Canadian Information Centre for International Credentials.</li> </ul>		<b>15</b>	
<b>Total number of points</b>				
<b>Minimum points required</b>			<b>40/90</b>	