

**TASK AND SOLUTIONS PROFESSIONAL SERVICES
(TSPS)
SUPPLY ARRANGEMENT (SA)**

REQUEST FOR PROPOSAL (RFP)

FOR THE REQUIREMENT OF

**SENIOR PROJECT MANAGER AND INTERMEDIATE FINANCIAL
SPECIALIST AT CFIA**

FILE NO: K0253

FOR THE

CANADIAN FOOD INSPECTION AGENCY

Responses are to be sent by email to:

Contracting Authority: Darlene Bonnar

email: Darlene.bonnar@inspection.gc.ca

CLOSING DATE: SEPTEMBER 6, 2013 @ 2:00 PM EST

This RFP is issued against the Task and Professional Services Supply Arrangements (TSPS SA), PWGSC File No. **E60ZN-090002/A**. All terms and conditions of the TSPS SA apply and must be incorporated into any resulting contract.

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven parts plus attachments and annexes, as follows:

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

The Attachments include:

- List of Suppliers
- Pricing Schedule
- Technical and Financial Criteria
- Certifications Required with the Bid

The Annexes include the:

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Insurance Requirements
- Annex "D" Security Requirements Check List

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1.

2. Summary

2.1

Canada is seeking to establish a contract for one (1) **Project Manager (Senior)** and one (1) **Financial Specialist (Intermediate)** as defined in Annex "A", Statement of Work, for the Canadian Food Inspection Agency

3. Debriefings

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

**ATTACHMENT 1 TO PART 1
LIST OF SUPPLIERS**

POTENTIAL BIDDERS UNDER THIS RFP

For RFPs identifying the required consultant category, all SA Holders with ceiling per diem rates for the required consultant categories, or groups of consultant category may be invited to submit a bid. A group of consultant categories can consist of one, many or all consultant categories covered by the SA.

The requirement described herein is open only to Task and Solutions Professional Services (TSPS) Supply Arrangement (SA) Holders for the following TSPS SA Consultant Categories:

Class 3 Project Management Class
one (1) Project Manager (Senior)
one (1) Financial Specialist (Intermediate)

All Tier Two Suppliers

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-03-02) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to The Canadian Food Inspection Agency 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 will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **3** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 – BID PREPARATION INSTRUCTIONS

Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy);

Section II: Financial Bid (1 soft copy);

Section III: Certifications (1 soft copy).

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

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 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, and 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.

Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described in the Flexible Grid outlined in Annex A of the Supply Arrangement (including any educational requirements, work experience requirements, and professional designation or membership requirements). Résumés should state the current level of personnel security held by the consultant(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Education: Academic Certification (Degree, etc) must be obtained through a recognized academic institution in the field of expertise.

The consultant(s) proposed must meet the education requirements for the Consultant Category for which they are being proposed. Where the RFP requests the Supplier to provide information about the education of the proposed individual(s), the individual(s) must have obtained its education from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

Attachment 1 to Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.

- 1.2 Bidders must submit their rate, FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- 1.3 **The Bidder's per diem rates must not exceed the ceiling per diem rates identified in the bidder's Supply Arrangement authorized under SA (E60ZN-090002/A) for the consultant category for Task Based Professional Services requirements**
- 1.4 When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial and Section 2 of Attachment 1 to Part 4.
- 1.5 Bidders must provide in their financial bid a price breakdown as follows for the firm price quoted in response to the pricing schedule detailed in Attachment 1 to Part 3
 - 1- Professional fees: For each individual, bidders must indicate: a) the quoted daily rate, inclusive of overhead and profit, if any; and b) the estimated corresponding time (i.e., days). If daily rates are proposed, bidders must specify the number of hours included in a working day, exclusive of meal breaks.
 - 2- Travel and Living Expense, if applicable: For individual, bidders must indicate the number and cost of journeys, together with the basis of these costs, which must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only the meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Directive http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage-eng.asp and the other provisions of the Directive referring to "travelers", rather than those referring to "employees", are applicable.
 - 3- GST/HST, if applicable: any applicable GST and (or) HST is (are) to be shown separately.
- 1.6 Bidders should include the following information in their financial bid:
 - 1 Their legal name;
 - 2 Their Procurement Business Number (PBN); and
 - 3 The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

PERIOD	FIRM ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	LEVEL OF SERVICES (estimated)	TOTAL (in Cdn \$)
	A	B	C = A x B
1	Date of Award – March 31, 2014		
1a	one (1) Financial Specialist (Intermediate)		
2	Date of Award – March 31, 2014		
2b	one (1) Project Manager (Senior)		
Total Period 1:			
Total Optional Period:			
4	EVALUATED PRICE (GST/HST excluded):		\$ _____)
5	GST or HST		GST: _____ HST: _____

Insert GST or HST amount, as applicable.

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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids which contain a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation

1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee."

1.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 70 % and Price 30 %

2.1.1 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 Attachment 1 to Part 4 for the point rated technical criteria.

2.1.2 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.

2.1.3 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).

- 2.1.4 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 Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.
- 2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRI = PSI + TMSi**
- 2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

2.1.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%) - EXAMPLE					
Bidder:		Bidder A Resource	Bidder B Resource	Bidder C Resource	
Overall Technical Score(out of 70%)		65	55	53	
Bid Resource Price		\$60.00	\$55.00	\$50.00	
Calculations	a) Technical Merit Points (out of 70%)	b) Price Points (out of 30%)		a)+b)=Total Score	
Bidder A Resource	65	$((\$50^* - \$60^{**}) / \$50^*) + 1 = 0.8$ $0.8 \times 30^{***} = 24 \text{ price pts}$		89 points	Winner
Bidder B Resource	55	$((\$50^* - \$55^{**}) / \$50^*) + 1 = 0.9$ $0.9 \times 30^{***} = 27 \text{ price pts}$		82 points	
Bidder C Resource	53	$((\$50^* - \$50^{**}) / \$50^*) + 1 = 1$ $1 \times 30^{***} = 30 \text{ price pts}$		83 points	

* the lowest evaluated price (bidder C in this example)

** the respective bidders own bid price

*** the maximum price points available

ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below], the experience of the Bidder's proposed resource will be considered.

The bidder should clearly Cross Reference each Mandatory Technical Criterion to Proposal.

Resource proposed to perform Technical Writer services must demonstrate the following Experience

Evaluation Number	Mandatory Criteria	Required Supporting Information	YES	NO
M1	The Bidder must have completed three (3) projects within the last five (5) years, analyzing, reviewing and developing investment planning / project management processes for federal departments or agencies within the context of the Treasury Board Policy requirements on Investment Planning and Project Management.	Provide examples of projects for which the proposed resource provided analyzing, reviewing and developing investment planning / project management processes for federal departments or agencies within the context of the Treasury Board Policy requirements on Investment Planning and Project Management. Each project cited must be supported by client contact information for validation purposes.		
M2	The Bidder and/or proposed lead resource (project manager) must have completed one previous contract of similar size, scope and complexity and valued at \$500K or greater for the Federal Government.	Provide examples of contract for which the proposed provided lead resource (project manager) must have completed one previous contract of similar size, scope and complexity and valued at \$500K or greater for the Federal Government completed. Each example cited must be supported by client contact information for validation		

		purposes.		
M3	<p>The Bidder MUST propose one (1) qualified named Resource in each of the following Categories:</p> <p>A) Senior Project Manager; B) Intermediate Financial Specialist.</p> <p>An individual may not be proposed in more than one of the above Resource Categories.</p>			
M4	<p>Each of the Bidder's named resources proposed in compliance with factor MT3 MUST meet all of the minimum qualification requirements for the TSPS Resource Category and Level against which they have been proposed, as indicated within the respective TSPS Flexible Grids.</p> <p>To be eligible for points within the Flexible Grids with respect to a proposed resource's education or professional attainments, the degree or diploma or certification must have been received from a recognized Canadian post secondary education institution or equivalent as assessed by an organization listed on the Canadian Information Centre for International Credentials website: http://www.cicic.ca/415/credential-assessment-services.canada</p>	Proof of the degree is required.		
M5	<p>The Bidder's lead resource must have led 2 projects of comparable size and scope as per the requirements defined in the SOW within the last five (5) years.</p>	Provide a summary of each project.		
M6.	<p>One of the Bidder's proposed resources must be fully bilingual.</p>			

M7.	The proposed resource(s) will require access to CLASSIFIED assets or sensitive work sites and must hold a valid SECRET screening, granted or approved by CIISD at the date and time of proposal submission. If the required resource's clearance is not held by the Contractor, the Contractor must ensure that a valid DUPLICATE security clearance for the proposed resource is obtained. The file number and expiration date must be included in the proposal.	A copy of the security clearance certificate or file number issued by PWGSC Canadian and International Industrial Security Directorate (CIISD) is required		
M8.	The Bidder must describe the proposed approach and methodology, including work plan to meet the requirements outlined in the Statement of Work.	Please provide summary of approach, methodology, and work plan.		
M9.	The Bidder must provide resume for each resource which demonstrates experience.			

1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points (70) will be declared non responsive.

Point Rated Technical Criteria (RT) and Scores

For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its subcontractors and affiliates will be considered.

Technical Criteria	Rating Scale	Number of Points Received	Cross Reference to Proposal
RT1 Quality of the Bidder's proposed personnel's aggregate experience in analyzing, reviewing and developing/redesigning investment planning and project management processes, procedures and		points	

	<p>tools for federal departments or agencies within the context of the Treasury Board Policy requirements on Investment Planning and Project Management.</p> <p>Maximum 10 points given based on number of projects, with minimum duration of 6 months, provided.</p> <p>1-2 projects = 2 pts 3 projects = 4 pts 4 projects = 6 pts 5 projects = 8 pts 5 projects = 10 pts</p>	<p>Minimum 6 pts Maximum 10 pts</p>		
<p>RT2</p>	<p>Relevance of the Bidder's proposed team's experience with respect to the provided statement of work.</p> <p>Five (5) points will be awarded per criterion for demonstrating that at least one proposed team member has experience performing the task in at least three (3) projects (as per M1). Note the same three (3) projects must be used to demonstrate all criteria below.</p> <ol style="list-style-type: none"> Review governance mechanisms, investment and project management processes, conduct gap analysis and provide written recommendations. Analysis of department's existing investment planning and project management materials, processes, procedures and tools including anticipated maturity levels. Conduct a gap assessment of the current state against the requirements of the Treasury Board Policy on the Management of Projects. Recommended improvements to investment and project governance and decision making processes. Recommended processes for the development and progression of a departments project management maturity commensurate to the risk and complexity of its projects. Recommended project governance processes. 	<p>Minimum 35 pts Maximum 50 pts</p>	<p>points</p>	

	<p>g. Develop and propose a recommended action plan for a department to implement prior to the completion of the OPMCA to achieve desired project management maturity levels.</p> <p>h. Development of Communication materials to be used to enable sustainable investment planning and project management processes.</p> <p>i. Develop Training/Coaching materials designed to train/coach the organization on project management principles and processes.</p> <p>j. Facilitate working sessions with senior level resources regarding investment planning and project management processes, procedures and tools.</p>			
<p>RT3</p>	<p>The Bidder must provide an essay (max 1-2 pages) outlining their understanding of the CFIA requirement as it relates to the two Treasury Board Policies - the <i>Policy on the Management of Projects and the Policy on Investment Planning - Assets and Acquired Services</i>.</p> <p>Points will be given on demonstration of the proven understanding of the CFIA requirement as it relates to the TBS Policies</p> <p>5 points for a poor understanding 10 points for a good understanding 15 points for a very good understanding 20 points for an excellent understanding</p>	<p>Minimum 10 pts Maximum 20 pts</p>	<p>points</p>	
<p>RT4</p>	<p>The Bidder must provide a comprehensive work-plan including the level of effort for the work to be carried out and the role to be played by each of the Bidder's proposed team members that establishes how the objectives are to be achieved. Maximum twenty (20) points – five (5) points awarded for each element that is included in the work-plan.</p> <p>1. All engagement objectives are attained; 2. Approach to attain desired outcomes; 3. Project scope statement (milestones, critical path, resources and allocation);</p>	<p>Minimum 15 pts Maximum 20 pts</p>	<p>points</p>	

	<p>and</p> <p>4. Identification of the team membership's roles and responsibilities aligned with the requisite knowledge and skill sets for the work to be carried out.</p>			
<p>Overall Score (Overall minimum number of required points): 66</p>			<p>/100</p>	

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. Bidders should provide the required certifications in Section III of their bid.

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 the 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 Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications required with the Bid, duly completed.

ATTACHMENT 1 TO PART 5 CERTIFICATIONS REQUIRED WITH THE BID

1.1 Federal Contractors Program

1.1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP) and have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 permanent full time, part-time or temporary employees in Canada. Any bids from ineligible contractors will not be considered for award of a contract. Any bids from ineligible contractors will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) is not subject to the FCP, having a workforce of less than 100 permanent full time, part-time or temporary employees in Canada,
- (b) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c.44;
- (c) is subject to the requirements of the FCP, having a workforce of 100 or more permanent full time, part-time or temporary employees in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the following HRSDC Website.

1.2 Former Public Servants Certification

1.2.1

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

Definitions

For the purposes of this clause,

"former public servant" means a former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police and includes:

- a) an individual;
- b) an individual who has incorporated;

- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

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; and
- 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; ; and
- 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 fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

1.3 Canadian Content Certification

1.3.1. SACC Manual clause A3050T (2010-01-11), Canadian Content Definition.

1.3.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

- () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T(2010-01-11).

1.4 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.

1.5 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.

1.6 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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

COMMON PS SRCL No: 4

1. Security Requirement

- 1.1 At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7-Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

- 1.2 For additional information on security requirements, bidders should consult the "Security Requirements on PWGSC Bid Solicitations-Instructions for Bidders" document on the Departmental Standard Procurement Documents website at: (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-p/lc-p-eng.html#a.3.1>)

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *{at contract award , delete this sentence}*

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PW/GSC). The Manual is available on the PW/GSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

2.1 General Conditions

2035 (2012-03-02), General Conditions - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information apply to and form part of the contract.

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ [insert name(s) of person(s)].

3. Security Requirement

COMMON PS SRCL No: 2

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PW/GSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PW/GSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PW/GSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
b) /

Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of Contract

The period of the Contract is Date of Award to March 31, 2014 inclusive.

4.2 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Darlene Bonnar
Title: Procurement Officer
Organization: Canadian food Inspection Agency
Address: 59 Camelot Drive, Ottawa ON
Telephone: (613) 773-7607
Facsimile: (613) 773-7615
E-mail address: Darlene.bonnar@inspection.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be identified at Contract award.

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

5.3 Contractor's Representative

To be determined

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$43,500**. Customs duty are excluded and Goods and Services Tax or Harmonized Sales Tax is extra , if applicable.

Travel and Living Expenses

"Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above."

For services to be provided outside of the NCR:

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), and with the other provisions of the directive referring to "travelers", rather than those referring to "employees", to a limitation of expenditure of **\$0.00**. Customs duty are excluded 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.

6.2 Canada's Total Responsibility

6.2.1

1. Canada's total liability to the Contractor under the contract, must not exceed \$200,000.00. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment

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.

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.5 Time Verification

C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

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.

8. Certifications

- 8.1 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 entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

9. Applicable Laws

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

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;
- (c) the General Conditions 2035 –Services (2012-03-02);
- (d) Annex "A", Statement of Work
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Insurance Requirements
- (g) Annex "D" Security Requirements Checklist
- (h) the Contractor's bid dated _____, " and", as amended on _____

11. Foreign Nationals (Canadian Contractor)

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

12. Insurance Requirements

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.

13. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid on any other work stream of this project for the Work performed under its Contract, to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's bid for such a resulting contract;
- b) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), on any other work stream for the Work performed under its Contract, the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's Bid for any resulting contract; and
- c) it must not act as an advisor or provide any third party with privileged information obtained in the performance of its work, for any real estate transaction related to the Work performed under its Contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts, on any other work stream of this project for the Work performed under its Contract, as described in this clause, in respect to which Canada determines, at its sole discretion, that the Bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

Annex A

Statement of Work

Background

The Canadian Food Inspection Agency (CFIA) Project Management Improvement Agenda Project (PMIAP) was initiated in 2010 to define and implement the CFIA Enterprise Project Management Framework (ePMF) across the Agency with the goal of establishing a project management discipline and ultimately maturing a project management culture and aligning project management with the Agency planning cycle.

The project followed a phased approach to implementation with phases as follows:

- Phase 1 – *Establish the Foundation for Agency-wide approach to Project Management*. This included development of the ePMF Toolkit, development of CFIA PM Training Program, Monthly Executive Dashboard reporting and establishing project governance and oversight.
- Phase 2 – *Rollout the Enterprise Project Management Framework*. This included making the ePMF available to all employees within the Agency through our internal website, delivering project management training, transitioning existing and new projects to the new ePMF.
- Phase 3 – *Maturing Project Management at CFIA*. This final phase of the project includes doing an assessment of the project management maturity, development of strategies/approaches to further mature project management practices within the Agency, a refined ePMF Toolkit release, continued project management training and certification and a readiness assessment for adoption of PPM Tools.

Phases 1 to 2 are completed, and as the project enters its final year CFIA is seeking a professional organization that possesses the specific skill sets necessary to assist in implementing a portion of Phase, more specifically to perform an assessment of the current project management practices to determine the current maturity level, and developing recommendations for an action plan to address any identified areas for improvement as well as coach CFIA project managers to promote enhancements in capacity/capability in the management of projects to ensure continuous improvement in maturity.

Introduction

The Canadian Food Inspection Agency (CFIA) requires the services of one (1) Project Manager at the Senior Level and one (1) Financial Specialist at the Intermediate Level to:

- Review current portfolio/investment, program and project management processes, procedures and toolsets and complete an independent maturity assessment of the Agency to determine the current state of its capabilities based on the methodologies and practices currently in place at CFIA. The results of this maturity assessment will support the development of an action plan outlining specific activities to be undertaken to improve the Agency's project management capacity in preparation for the OPMCA to occur in FY 2014/15; and
- In support of the aforementioned maturity assessment, provide coaching to CFIA project managers to promote and enhance capacity for the management of on-going projects.

Given the need to “learn and evolve while doing”, the outcomes sought by the Agency under this relationship are tangible improvements to current CFIA methodologies, approaches, processes and

internal practices, that are under the stewardship of and managed by the Agency's Enterprise Project Management Office (ePMO) while increasing the capacity and capability of Agency project managers. A key requirement of this process is the need to continue to drive this sought after change to strengthen internal management over the long term through working with internal CFIA resources to ensure the effective transfer of knowledge and competencies and promote the organizational uptake of portfolio/investment, program project management best practices.

Objectives

The objectives of this engagement are as follows:

- a. Recommend improvements to portfolio, program and project management processes, procedures and practices commensurate to the risk and complexity of Agency projects.
- b. Evolve the maturity of the Agency's project management practices with respect to its capacity/ability to repeatedly undertake projects to measurably successful completion
- c. Obtain project management coaching and mentorship to the Agency project managers to further support the continued evolution of project management capacity at CFIA and to ensure projects are initiated, planned and executed efficiently and effectively.
- d. Ensure alignment with Treasury Board policies and standards relating to project management practices, including:
 - i. Policy on the Management of Projects and Policy on Investment Planning – Assets and Acquired Services;
 - ii. Standard for Organizational Project Management Capacity and Standard for Project Complexity and Risk;

Scope of work

Project Scope

The project scope encompasses the review and analysis of documentation that outlines the CFIA's current portfolio/investment, program and project management processes in addition to targeted interviews with key representatives to supplement the information gathering. The assessment will result in a recommended action plan for the CFIA to implement prior to the completion of the Agency's next formal OPMCA assessment which will commence in FY 14/15 while proactively supporting the growth of project managers responsible for specific Agency projects at key points in their life cycle in order to achieve the level of project management maturity commensurate to the risk and complexity of Agency projects.

The required services include the following:

- a. Attend initial meeting at CFIA, facilitated by the contractor, and arranged through the Project Authority (PA), within ten (10) days of contract award;
- b. Provide bi-weekly regular updates with the PA;
- c. Produce recommendations for the completion of an action plan to close assessed gaps;

- d. Review existing portfolio/investment, program and project management processes, conduct gap analysis and provide written recommendations;
- e. Provide coaching and guidance to CFIA project managers with the objective to further enhance the Agency's capacity to deliver projects effectively and efficiently including:
 - Providing support in assessing project scope with the project manager, providing advice on the development of a Project Charter to ensure scope is clear, costing is prepared appropriately and project governance is established.
 - Providing guidance on use of the CFIA ePMF and associated templates.
 - Providing support in assessing requirements and supporting the development of a work breakdown structure and work schedule.
 - Providing advice and guidance to the project manager in preparing a Project Management Plan (PMP) to address the needs of the project management processes including tracking of actual activity and progress.
 - Providing support in the preparation/review of project status reports to report status and progress.
 - Providing advice and guidance with regards to risk management and all other aspects of project management and control.

Deliverables

Project Kickoff

A meeting at CFIA, facilitated by the contractor, and arranged by the PA, will be convened within ten (10) days of the contract award to provide additional background information on CFIA.

Project Plan and Progress Reports

Within one (1) week of the kick-off meeting the contractor will submit a revised project plan, including proposed deliverables and timelines, to the PA for approval.

Participate in weekly meetings with internal stakeholders organized by the CFIA to gather information and communicate findings and recommendations. The contractor must provide a 5-10 min verbal update on progress at each meeting.

The contractor must provide bi-weekly written progress reports to the PA. The first report is due ten (10) business days after contract award date.

The contractor shall immediately notify the PA via email of any issues, problems, or areas of concern in relation to any work, as they arise.

Reports and Products

The contractor will prepare and deliver a presentation documenting required components prior to completion of each phase of the project. The timelines for the delivery of reports and products of each phase are to be included in the project plan. Findings and recommendations should also be documented separately.

The reports should summarize the following components:

Phase I:

- Analysis of CFIA's existing portfolio/investment, program and project management materials, processes, procedures and tools including anticipated maturity levels.

Phase II:

- Gap assessment of the current state against the requirements of the Treasury Board Policy on the Management of Projects.
- Assessment of the anticipated OMPCA score based on current state findings.

Phase III:

- Recommended improvements to investment and project governance and decision making processes.
- Recommended project governance processes.
- Recommended action plan for the CFIA to implement prior to the completion of the OPMCA for the subsequent cycle to achieve desired maturity levels.
- Development of Communication materials (English) to be used to enable sustainable portfolio/investment, program and project management processes.
- Training/Coaching materials (English) designed to train/coach the organization project management principles and processes.

Format and Delivery

Requirement	Software
All Narrative documents in English	MS Word
All Project Plans	MS Project
All Spreadsheets	MS Excel
All Process Flow Diagrams	MS Visio
All Presentations	MS PowerPoint

Duration of Contract

General

The contractor shall ensure that all activities are fully integrated such that the schedule, cost and risk elements associated with the preparation and delivery of required work products are managed and controlled.

Monitoring

The contractor shall conduct informal reviews and meetings as required.

Work Location

The work will be performed onsite at CFIA premises in Ottawa, Ontario, with necessary interviews/meetings at client locations. Non-sensitive (unclassified) documentation development work may be performed at the contractor's site with the approval of the PA.

Documentation

The contractor shall be provided access to required CFIA investments/projects, investment/project management governance structures and investment/project management processes up to their clearance level.

Language Requirement

Any material submitted must be in English. The contractor may need to conduct interviews with CFIA staff and these interviews must be conducted in the employee's official language of choice. Therefore, CFIA requires that one of the proposed resources be fully bilingual. CFIA will be responsible for translation of any document, if necessary.

Acceptance

The acceptance of each contract deliverable shall be subject to the approval of the CFIA PA. Approval of each deliverable shall be granted once comments provided by the PA have been incorporated and addressed. The approval processes will be no later than five (5) working days after the receipt of each draft and final report.

Travel

The contractor is responsible for any costs related to travel and living expenses required to complete the work. There is no requirement foreseen for the contractor to travel outside the National Capital Region.

ANNEX "B"
BASIS OF PAYMENT

A- Contract Period (From Date of Award – March 31, 2014)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.0 Labour

The Contractor will be paid all inclusive fixed time rates as follows:

Category	Name	All Inclusive Fixed Daily
Project Manager (SR)	_____	\$ _____
Financial Specialist (INT)	_____	\$ _____

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$ _____ [Insert amount at contract award]

1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked X applicable firm per diem rate
7.5 hours

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

1.2 Travel Time:

The Contractor will not be paid any firm per diem rates for travel time.

*Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all inclusive per diem divided by 7.5.

Time spent by a contracted individual travelling to and from specific pre-authorized work assignments (not commuting) that are more than 100 kilometers from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

Hours of travel X 50% of firm all-inclusive per diem rate
7.5 hours.

The firm all inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is less than 100 kilometres. Accordingly, separate billing of any items related to the

routine cost of doing business or time spent travelling will not be permitted under any resulting contract.

2.0 Cost Reimbursable Expenses

2.1 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

The Contractor will be paid its 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 negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive http://www.tbs-sct.gc.ca/pubs_poll/hrpubs/tbm_113/menu-travel-voyage-eng.asp , and with the other provisions of the directive referring to "travellers" , rather than those referring to "employees" . All payments are subject to Government Audit.

All travel must have the prior authorization of the Project Authority.

All travel within the National Capital Region will be at the Contractor's expense.

Estimated Travel Costs: _____.

3.0 Total Estimated Cost to a Limitation of Expenditure: \$ _____ [insert the amount at contract award. This amount must be the same as included in article 6 of the contract for the limitation of expenditure.]

ANNEX "C"
INSURANCE REQUIREMENTS

(a) Contractor's Responsibility

(i) It will be the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the Contract. Any such insurance will be provided and maintained by the Contractor at its own expense.

The insurance stipulation provisions contained herein will not limit any insurance required by federal, provincial or municipal law. The required insurance is to the benefit and protection of the Contractor and will not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provision of the Contract.

(ii) The Contracting Authority reserves the right to request at any time, evidence that the insurance requirements, stipulated herein, are met.

(iii) The evidence of insurance, if requested, is to be provided in the following manner:

- (i) Certificate(s) of insurance signed by the insurer's underwriter containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements; or
- (ii) A certified true copy of the policy.

(b) Commercial General Liability (CGL)

Commercial General Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability **NOT LESS THAN \$1,000,000** per accident or occurrence and in the annual aggregate.

CGL Endorsements

The following endorsements must be incorporated into the conditions of the Contractor's Commercial General Liability insurance policy:

- (i) Additional Insured Endorsement: Canada is included as an additional insured, but only with respect to liabilities that may arise from the contractor's own negligence, in the performance of the contract.
The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
- (ii) Notice of Cancellation Endorsement: The Insurer agrees to provide the SA Authority thirty (30) days written notice of policy cancellation;
- (iii) Cross Liability Endorsement: Without increasing the limit of liability, the policy will protect all insured parties to the full extent of coverage provided. Further, the policy will apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each;
- (iv) Contractual Liability Endorsement: The policy will, on a blanket basis or by specific reference to threshold limits of the SO, extend to assumed liabilities with respect to contractual insurance provisions;
- (v) Contingent Employer's Liability Endorsement": To protect Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of their employees;
- (vi) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, will be included as additional insured.
- (vii) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide, without contestation, for expenses incurred in instances of minor accidental bodily injuries.

- (viii) Products and Completed Operations Broad Form (24 months): While not limited to, the endorsement should include service, assembly and repair activities as well as material, parts or equipment furnished in connection with the work performed by the Contractor or on its behalf.
 - (ix) Personal Injury Broad Form: While not limited to, the endorsement should include coverage for Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (x) Independent Contractors Liability Endorsement (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor; all subcontractors are included as insured by the policy.
 - (xi) Non-Owned Automobile Endorsement: To protect the Contractor for liabilities arising by their use of vehicles owned by other parties including Canada.
- (c) Where the Contractor is a JV, for the purposes of the Contract and any related documents (including insurance certificates), Canada requires that the JV Contractor identify itself by a single name. Upon request by Canada, a JV Contractor must specify the name of the JV to the Contracting Authority.



Contract Number / Numéro du contrat Common PS SRCL#23
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine
Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction
Acquisitions Branch

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Professional Services - Standing Offers and Supply Arrangements

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
Yes No
Oui Non

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?
Yes No
Oui Non

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)
Yes No
Oui Non

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.
Yes No
Oui Non

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?
Yes No
Oui Non

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"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion

Restricted to: / Limité à:

Specify country(ies): / Préciser le(s) pays:

7. c) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	<input type="checkbox"/>	PROTECTED A / PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B / PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	<input type="checkbox"/>	PROTECTED B / PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C / PROTÉGÉ C	<input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/>	PROTECTED C / PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL	<input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET	<input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/>
SECRET	<input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET	<input type="checkbox"/>	SECRET	<input type="checkbox"/>
TOP SECRET	<input type="checkbox"/>			TOP SECRET	<input type="checkbox"/>
TRÈS SECRET	<input type="checkbox"/>			TRÈS SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT)	<input type="checkbox"/>
TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TRÈS SECRET (SIGINT)	<input type="checkbox"/>

Security Classification / Classification de sécurité
UNCLASSIFIED



Contract Number / Numéro du contrat
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Security Classification / Classification de sécurité UNCLASSIFIED

PART A (Continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / 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 / Non Yes / 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 FIABILITE | <input checked="" type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET -- SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS | <input type="checkbox"/> ACCES 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?

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



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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	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / NATION DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
										A	B	C				
Information / Assets / renseignements / biens Production	✓	✓	✓													
IT Media / Support IT / 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?

Yes / Oui
 No / Non

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?

Yes / Oui
 No / Non

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).

Security Classification / Classification de sécurité
UNCLASSIFIED



Contract Number / Numéro du contrat Common PS SRCL#23
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme
Name (print) - Nom (en lettres moulées)

Title - Titre	Signature
Professional Services - Methods of Supply	<i>Robert Leman</i>

Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@pspc-pwpsc.gc.ca	Date 2012/03/13
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14. Organization Security Authority / Responsable de la sécurité de l'organisme
Name (print) - Nom (en lettres moulées)

Title - Titre	Signature
SO	<i>Quirk Charbon</i>

Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1448	E-mail address - Adresse courriel annick.charbon@pspc-pwpsc.gc.ca	Date <i>March 20, 2012</i>
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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)

Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorité contractante en matière de sécurité
Name (print) - Nom (en lettres moulées)

Title - Titre	Signature
	<i>Robert Leman</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>28-MARCH-2012</i>
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