

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St., / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1/Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> PMPS - Two years	
<b>Solicitation No. - N° de l'invitation</b> M7594-142677/A	<b>Date</b> 2013-10-30
<b>Client Reference No. - N° de référence du client</b> M7594-142677	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$EL-602-26517	
<b>File No. - N° de dossier</b> 602el.M7594-142677	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-28</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ouellet, Monique	<b>Buyer Id - Id de l'acheteur</b> 602el
<b>Telephone No. - N° de téléphone</b> (819) 956-1775 ( )	<b>FAX No. - N° de FAX</b> (819) 956-5925
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services - EL Division/Services  
professionnels en informatique - division EL  
4C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

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

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Amd. No. - N° de la modif.

File No. - N° du dossier

602eIM7594-142677

Buyer ID - Id de l'acheteur

602eI

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

CCC No./N° CCC - FMS No/ N° VME

M7594-142677

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**BID SOLICITATION**

**FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT**

**FOR**

**TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

**(TIER 2 - NCR)**

**FOR VARIOUS CATEGORIES FOR PROJECT MANAGEMENT**

**PROFESSIONAL SERVICES**

**FOR**

**THE ROYAL CANADIAN MOUNTED POLICE (RCMP)**

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	Appendix 1 - Process for issuing Task Authorizations
	Appendix 2 - Statement of Task Form
	Appendix 3 - Contractor's Response Templates - Resource Minimum Qualification Requirements
	Appendix 4 - Task Authorization and Acceptance Form
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Sample Reports

#### List of Attachments to Part 3 (Bid Preparation Instructions):

Attachment 3.1 - Bid Submission Form

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Attachment 3.2 - Corporate Technical Requirements and Bidder's Response Templates

Attachment 3.3 - Bidder's Response Template - Firm all inclusive per diem rates

Attachment 3.4 - Bidder's Response Template for Rate Substantiation (if requested by PWGSC after bid closing)

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to bid solicitation M7594-142677/A. It is divided into seven parts plus appendices, annexes and attachments as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions and on how to prepare their bid as well as Bidder's Response Templates;
- 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 and appendices that will apply to any resulting contract.

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

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Royal Canadian Mounted Police (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of 2 (one primary and one backup) contracts in each of the following five Project Management Professional Services Workstreams, with each contract purchasing Work from only one Workstream, each contract for two years.
  - (i) Workstream # 1 - Business Services
  - (ii) Workstream # 2 - Document Management Services
  - (iii) Workstream # 3 - Project Management and Support Services
  - (iv) Workstream # 4 - Software Quality Assurance Services
  - (v) Workstream # 5 - Information Management (IM) Services
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement and the Canada-Panama Free Trade Agreement (CPanFTA).

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- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/D series of Supply Arrangements (SAs) are eligible to compete. The TBIPS Supply Arrangement EN578-055605/D is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (f) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under SA EN578-055605/D as that joint venture at the time of bid closing in order to submit a bid.
- (g) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

#### WORKSTREAM 1 - BUSINESS SERVICES

TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	ESTIMATED AVERAGE NUMBER OF DAYS PER YEAR
B.1	BUSINESS ANALYST	3	6,000
B.2	BUSINESS ARCHITECT	3	1,920

#### WORKSTREAM 2 - DOCUMENT MANAGEMENT SERVICES

TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	ESTIMATED AVERAGE NUMBER OF DAYS PER YEAR
B.14	TECHNICAL WRITER	2	1,920

#### WORKSTREAM 3 - PROJECT MANAGEMENT & SUPPORT SERVICES

TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	ESTIMATED AVERAGE NUMBER OF DAYS PER YEAR
P.6	PROJECT ADMINISTRATOR	2	1,200
P.7	PROJECT COORDINATOR	2	3,600
P.8	PROJECT LEADER	3	1,920
P.9	PROJECT MANAGER	3	2,640

#### WORKSTREAM 4 - SOFTWARE QUALITY ASSURANCE SERVICES

TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	ESTIMATED AVERAGE NUMBER OF DAYS PER YEAR
P.11	QA SPECIALIST/ANALYST	2	2,640

#### WORKSTREAM 5 - INFORMATION MANAGEMENT SERVICES

TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	ESTIMATED AVERAGE NUMBER OF DAYS PER YEAR
I.5	IM ARCHITECT	3	2,400



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### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contracts.
- (c) The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) The text under subsections 4 and 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:
  - 4 Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
  - 5 Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.
- (e) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
  - (i) Delete: sixty (60) days
  - (ii) Insert: one hundred and eighty (180) days

### 2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and at the PWGSC address indicated at the top right hand corner of page one of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted

### 2.3 Former Public Servant

- (a) Information Required
 

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

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

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

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

(c) Former Public Servant in Receipt of a Pension

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

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

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

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

(d) Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered. The e-mail address of the Contracting Authority is: monique.ouellet@pwgsc.gc.ca.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

**Note to Bidders:** A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. *Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.*

## 2.6 Improvement of Requirement During Solicitation Period

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

## 2.7 Basis for Canada's Ownership of Material Subject to Copyright

Canada has determined that certain Material subject to copyright arising from the performance of the Work under the Contract will vest in Canada, as per sub-section 6.5 of the Treasury Board Policy 'Title to Intellectual Property Arising Under Crown Procurement'.

## 2.8 Volumetric Data

The Estimated Average Number of Days Per Resource Category (Per Year) data has been provided to bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) Bidders must provide a separate bid for each workstream on which they bid. The instructions provided in this Part 3 apply to each workstream.

- (b) Canada requests that Bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (4 hard copies and 1 soft copy on CD, in pdf format)
- (ii) Section II: Financial Bid (1 hard copy and 1 soft copy on CD, in pdf format)
- (iii) Section III: Certifications (1 hard copy and 1 soft copy on CD, in pdf format)

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

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

- (c) Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, Bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

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

- (i) use paper containing fiber certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (ii) 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.

- (e) **Submission of Only One Bid from a Bidding Group for Each Workstream:**

- (i) For any given workstream, the submission of more than one bid from members of the same bidding group is not permitted in response to this bid solicitation. If members of a bidding group participate in more than one bid for any workstream, Canada will set aside all bids received from received from members of that bidding group.
- (ii) For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:
  - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;

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- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

(f) **Joint Venture Experience**

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

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

### 3.2 Section I: Technical Bid

The technical bid consists of the following:

- (a) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 3.1 with their bid. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (b) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 3.2, which is the format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder meets the requirements. Simply stating that the Bidder meets the experience requirements is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Cross Reference" column of Attachment 3.2, where bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. Bidders are requested to use the Bidder's response template, applicable to the workstream for which they bid, provided at Attachment 3.3. The total amount of Applicable Taxes must be shown separately, if applicable. Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the Contract Period must not

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exceed those rates set out in Annex C - TBIPS Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates.

- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.4 Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. Each workstream will be evaluated separately. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

#### (a) Mandatory Technical Criteria

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation for the applicable workstream. All elements of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. In addition, bids with a Total Technical Score that is lower than the required pass marks identified below for the point-rated technical criteria of the applicable workstream will be declared non-responsive and be disqualified. The other Mandatory evaluation criteria applicable to each workstream are described in Attachment 3.2.

		Maximum points available				
Workstream		Rated Criteria R1	Rated Criteria R2	Rated Criteria R3	Maximum Technical Points Assigned	Required Pass Mark
#1	Business Services	100	10	25	135	81
#2	Document Management Services	100	15	N/A	115	69
#3	Project Management & Support Services	100	10	25	135	81
#4	Software Quality Assurance Services	100	15	N/A	115	69
#5	Information Management Services	100	15	N/A	115	69

#### (b) Point-Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements for the applicable workstream to establish the Total Technical Score. The rated requirements are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation for the applicable workstream will be rated accordingly. The point rated evaluation criteria applicable to each workstream are described in Attachment 3.2.



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(c) **Reference Checks**

- (i) For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the bidders within a 48-hour period using the e-mail address provided in the bid. Canada will not award any points unless the response is received within five working days of the date that Canada's e-mail was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within five working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 24 hours to submit the name of a new contact. That contact will again be given five working days to respond once Canada sends its reference check request.
- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states that he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory considered met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

(d) **No Resources Evaluated Prior to Contract Award**

Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, Article 7.2 Task Authorizations.

**4.3 Financial Evaluation**

- (a) The financial evaluation will be conducted using the firm per diem rates provided by responsive bids. A separate evaluation will be conducted for each Workstream
- (b) There are two financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category within a Workstream, the median band limits based on the firm per diem rates provided by the technically responsive Bids. For each such Resource Category the median will be calculated using the median

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function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median (lower median band) and any rate to a value of plus (+) 30% of the median (upper median band). When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

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

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit, for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to 2 decimal places:

$$\frac{\text{LOWEST PROPOSED FIRM PER DIEM RATE WITHIN THE MEDIAN BAND LIMITS}}{\text{BIDDER'S PROPOSED FIRM PER DIEM RATE WITHIN THE MEDIAN BAND LIMITS}} \times \text{MAXIMUM POINTS ASSIGNED AT TABLE 1 BELOW FOR THE APPLICABLE WORKSTREAM}$$

- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum financial points assigned at Table 1 below.

TABLE 1 - BUSINESS SERVICES WORKSTREAM # 1			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	MAXIMUM POINTS ASSIGNED
B.1	BUSINESS ANALYST	3	1,500
B.2	BUSINESS ARCHITECT	3	480
TOTAL			1,980

TABLE 1 - DOCUMENT MANAGEMENT SERVICES WORKSTREAM # 2			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	MAXIMUM POINTS ASSIGNED
B.14	TECHNICAL WRITER	2	384
TOTAL			384

TABLE 1 - PROJECT MANAGEMENT & SUPPORT SERVICES WORKSTREAM # 3			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	MAXIMUM POINTS ASSIGNED
P.6	PROJECT ADMINISTRATOR	2	240
P.7	PROJECT COORDINATOR	2	720
P.8	PROJECT LEADER	3	480
P.9	PROJECT MANAGER	3	660
TOTAL			2,100

TABLE 1 - SOFTWARE QUALITY ASSURANCE SERVICES WORKSTREAM # 4			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	MAXIMUM POINTS ASSIGNED
P.11	QA SPECIALIST/ANALYST	2	528
TOTAL			528

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TABLE 1 - INFORMATION MANAGEMENT SERVICES WORKSTREAM # 5			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	MAXIMUM POINTS ASSIGNED
I.5	IM ARCHITECT	3	600
TOTAL			600

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

TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:							
Resource Category	Points Assigned	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Programmer	150 (75 points per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
System Analyst	100 (50 points per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Tester	50 (25 points per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						
STEP 1 - DETERMINING THE LOWER AND UPPER MEDIAN BANDS FOR EACH YEAR AND EACH RESOURCE CATEGORY							
(Median 1)	For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.						
(Median 2)	For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.						
(Median 3)	For the System Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.						
(Median 4)	For the System Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.						
(Median 5)	For the Tester Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.						
(Median 6)	For the Tester Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.						
STEP 2 - POINTS ALLOCATION:							
Bidder 1:							
Programmer Year 1	= 75 points (lowest rate within the lower and upper median band limits)						
Programmer Year 2	= 75 points (lowest rate within the lower and upper median band limits)						
System Analyst Year 1	= 50 points (lowest rate within the lower and upper median band limits)						
System Analyst Year 2	= 50 points (lowest rate within the lower and upper median band limits)						
Tester Year 1	= 0 points (outside the lower and higher median band limits)						
Tester Manager Year 2	= 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 points)						
Bidder 2:							
Programmer Year 1	= 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 points)						
Programmer Year 2	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 points)						
System Analyst Year 1	= 50 points (lowest price within the lower and upper median band limits)						
System Analyst Year 2	= 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 points)						
Tester Year 1	= 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's						

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Tester Year 2	proposed rate of \$750.00) Multiplied by 25 points) = 25 points (lowest price within the lower and upper median band limits)
<b>Bidder 3:</b>	
Programmer Year 1	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 points)
Programmer Year 2	= 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 points)
System Analyst Year 1	= 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 points)
System Analyst Year 2	= 0 points (outside the lower and higher median band limits)
Tester Year 1	= 25 points (lowest price within the lower and upper median band limits)
Tester Year 2	= 25 points (lowest price within the lower and upper median band limits)
<b>STEP 3 - FINANCIAL SCORE:</b>	
<b>Bidder 1</b>	
75 + 75 + 50 + 50 + 0 + 22.22 = Financial Score of 272.22 points out of a possible 300 points	
<b>Bidder 2</b>	
71.43 + 66.67 + 50 + 48.39 + 23.33 + 25 = Financial Score of 284.82 points out of a possible 300 points	
<b>Bidder 3</b>	
66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Financial Score of 229.49 points out of a possible 300 points	

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

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

For each bid, the firm per diem rates provided per Resource Category within a Workstream will be added together, and that total will be divided by the total number of Resource Categories, resulting in a Total Average Rate for each period. Once all the Total Average Rates are determined, Canada will determine the percentage difference between the two bids Total Average Rates (the Delta Percentage) for each given period using the following formula: Subtract the lower Total Average Rate from the higher Total Average Rate, then divide the result by the lower Total Average Rate. (see example in Table 3 below). In the event that a Delta Percentage is greater than 30% for any given period, the bid that contained the higher Total Average Rate that generated that Delta Percentage will be considered non-responsive.

<b>TABLE 3 – EXAMPLE OF A FINANCIAL EVALUATION USING METHOD B (STEP 1)</b>				
RESOURCE CATEGORY	FIRM PER DIEM RATES PROVIDED			
	BIDDER 1		BIDDER 2	
	PERIOD 1	PERIOD 2	PERIOD 1	PERIOD 2
Project Administrator	\$800.00	\$800.00	\$850.00	\$900.00
Project Coordinator	\$1,000.00	\$1,000.00	\$1,400.00	\$1,650.00
Project Leader	\$1,200.00	\$1,200.00	\$1,300.00	\$1,650.00
Total	\$3,000.00	\$3,000.00	\$3,550.00	\$4,200.00
Total Average Rate (Total divided by 3 Resource Categories)	\$1,000.00	\$1,000.00	\$1,183.33	\$1,400.00
lower	\$1,000.00	\$1,000.00		

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higher		\$1,183.33	\$1,400.00
higher minus lower divided by lower			
equals a Delta Percentage		18,3%	40%
In the above example, Bidder 2 would be considered non-responsive because its bid contained a higher Total Average Rate that generated a Delta Percentage greater than 30%.			

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

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

$$\frac{\text{LOWEST PROPOSED FIRM PER DIEM RATE}}{\text{BIDDER'S PROPOSED FIRM PER DIEM RATE}} \times \text{MAXIMUM POINTS ASSIGNED AT TABLE 1 ABOVE FOR THE APPLICABLE WORKSTREAM}$$

(B) The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 above.

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

(d) **Substantiation of Professional Services Rates**

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

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has recently provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant Resource Category, where those services were provided in the National Capital Region for at least three months within the twelve months prior to the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the bidder's customer that the services identified in the invoice include at least 60% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 60% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 60% of the same tasks to be performed under the Statement of Work in this bid solicitation);
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category and Level for which the rates are being substantiated, the resource would meet the Minimum Requirements at Attachment 3.4 for the applicable resource category and Level; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed), that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the proposal will be declared non-responsive.

#### 4.4 Basis of Selection - Multiple Contracts Awarded for Multiple Workstreams

(a) The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass mark for the point rated criteria identified in the bid solicitation to be declared responsive.
- (ii) Within each Workstream, the responsive bid that obtains the highest Total Bidder Score by adding the Total Technical Score with the Total Financial Score will be recommended for award as the Contractor who has ranked first. The responsive bid that obtains the next highest Total Bidder Score by adding the total Technical Score with the Total Financial Score will be recommended for award as the Contractor who has ranked second. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

(A) Calculation of Total Technical Score: For each Workstream, the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

**(1) For Workstream # 1 - Business Services:**

$$\frac{\text{TECHNICAL SCORE}}{\text{MAXIMUM TECHNICAL POINTS ASSIGNED (135)}}^1 \times 60 = \text{TOTAL TECHNICAL SCORE}$$

**(2) For Workstream # 2 - Document Management Services:**

$$\frac{\text{TECHNICAL SCORE}}{\text{MAXIMUM TECHNICAL POINTS ASSIGNED (115)}}^1 \times 60 = \text{TOTAL TECHNICAL SCORE}$$

**(3) For Workstream # 3 - Project Management & Support Services:**

$$\frac{\text{TECHNICAL SCORE}}{\text{MAXIMUM TECHNICAL POINTS ASSIGNED (135)}}^1 \times 60 = \text{TOTAL TECHNICAL SCORE}$$

**(4) For Workstream # 4 - Software Quality Assurance Services:**

$$\frac{\text{TECHNICAL SCORE}}{\text{MAXIMUM TECHNICAL POINTS ASSIGNED (115)}}^1 \times 60 = \text{TOTAL TECHNICAL SCORE}$$

**(5) For Workstream # 5 - Information Management Services:**

$$\frac{\text{TECHNICAL SCORE}}{\text{MAXIMUM TECHNICAL POINTS ASSIGNED (115)}}^1 \times 60 = \text{TOTAL TECHNICAL SCORE}$$

(B) Calculation of Total Financial Score: For each Workstream, the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to 2 decimal places:

<sup>1</sup> The maximum technical points assigned for each Workstream can be found in Attachment 3.2

**(1) For Workstream # 1 - Business Services:**

$$\frac{\text{FINANCIAL SCORE}}{\text{MAXIMUM FINANCIAL POINTS ASSIGNED (1,980)}^2} \times 40 = \text{TOTAL FINANCIAL SCORE}$$

**(2) For Workstream # 2 - Document Management Services:**

$$\frac{\text{FINANCIAL SCORE}}{\text{MAXIMUM FINANCIAL POINTS ASSIGNED (384)}^2} \times 40 = \text{TOTAL FINANCIAL SCORE}$$

**(3) For Workstream # 3 - Project Management & Support Services:**

$$\frac{\text{FINANCIAL SCORE}}{\text{MAXIMUM FINANCIAL POINTS ASSIGNED (2,100)}^2} \times 40 = \text{TOTAL FINANCIAL SCORE}$$

**(4) For Workstream # 4 - Software Quality Assurance Services:**

$$\frac{\text{FINANCIAL SCORE}}{\text{MAXIMUM FINANCIAL POINTS ASSIGNED (528)}^2} \times 40 = \text{TOTAL FINANCIAL SCORE}$$

**(5) For Workstream # 5 - Information Management Services:**

$$\frac{\text{FINANCIAL SCORE}}{\text{MAXIMUM FINANCIAL POINTS ASSIGNED (600)}^2} \times 40 = \text{TOTAL FINANCIAL SCORE}$$

- (C) Calculation of the Total Bidder Score: For each Workstream, the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{TOTAL TECHNICAL SCORE} + \text{TOTAL FINANCIAL SCORE} = \text{TOTAL BIDDER SCORE}$$

- (iii) **Contract Funding Allocation:** For each Workstream, Contracts will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:
- (A) When one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
  - (B) When two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
    - (1) the Bidder with the highest Total Bidder Score will receive 99% of the funding initially allocated for that workstream; and
    - (2) the Bidder with the next highest Total Bidder Score will receive 1% of the funding initially allocated for that workstream.
  - (iv) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Financial Score will become the top-ranked bidder.
  - (v) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

<sup>2</sup> The maximum financial points assigned for each Workstream can be found in Table 1 above.

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## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Mandatory Certifications Required Precedent to Contract Award

#### (a) Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### (b) 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.

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

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



## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to bidders" document on the Departmental Standard Procurement Documents Website.
- (d) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability; except that subsection 3 is deleted and replaced with the following: If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture Bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services, as and when requested by Canada to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) The Contractor acknowledges that two contracts have been issued (one to the Contractor and one to another contractor). Canada makes no commitment of exclusivity with respect to any professional services that are within the scope of this Contract. As provided for within this Contract, Canada is not obliged to request any goods or services under this Contract.

**Note to Bidders:** Article 7.1(b) will be deleted if one contract is awarded.

- (c) **Client:** Under the Contract, the "**Client**" is the Royal Canadian Mounted Police.
- (d) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.
- (e) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client.

### 7.2 Task Authorizations

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Process of Issuing a TA:** The processes for issuing, responding to, assessing and approving Task Authorizations are stated in Appendices 1 to 4 to Annex A.
- (c) **Authority to Issue a TA:** Any TA with a value less than or equal to \$500,000.00 may be issued by the Technical Authority or the Contracting Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue TAs at any time.
- (d) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. 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 being incorporated into the Work.
- (e) **TA Amendment:** A TA amendment means a modification to an approved TA. Canada may, for any reason, seek the consent of the Contractor to modify the content of an approved TA, which modification will be evidenced by a TA Amendment.

- (f) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.
- (g) **Periodic Usage Reports:** The Contractor must compile and maintain records on its provision of services to the federal government under authorized TA's issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed in Annex D. If any required information is not available the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a monthly basis to the Technical Authority. From time to time, the Technical may also require an interim report during a reporting period. Data must be submitted to the Technical Authority no later than 10 calendar days after the first day of each month.
- (h) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

**Note to Bidders:** *If one contract is awarded in respect of a requirement the following sub-article 7.2(i)(ii) will not be included in the contract.*

(i) **STOT Response:**

- (i) In addition to Canada's other rights under the Contract (including termination), where in at least three instances in a six-month period the Contractor has either:

- (A) not responded or refused to respond to the STOT Request or a TA on time or  
(B) provided a STOT Response that is declared non-responsive

Canada may, at its exclusive option, provide written notice to the Contractor that an action plan must be delivered to Canada describing measures or actions to be implemented to eliminate the problem. The Contractor will have five working days from the time of such notice to deliver the action plan to both the Technical Authority and the Contracting Authority and 20 working days to rectify the problem.

- (ii) The Contractor grants to Canada the following irrevocable option:

Canada may immediately remove a Resource Category from the available resource categories under which Work may be requested in the Contract, if the Contractor in at least three instances when issued a STOT Request for the same Resource Category, has either:

- (A) not responded or refused to respond to the STOT Request or a TA on time or  
(B) provided a STOT Response that has been declared non-responsive.

This option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment removing the Resource Category.

**Note to Bidders:** *If two contracts are awarded in respect of this requirement the following sub-article "Task Authorization Structure" will be included in the resulting contracts. If only one contract is awarded, it will not be included in the Contract.*

- (j) **Task Authorization Structure:** Two contracts have been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

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- (ii) Canada will allocate the Task Authorizations based on the amount of funding remaining under each of the respective contracts.
- (iii) Canada will send the Statement of Task Request (STOT) to the contractor with the greatest value of funding under its contract. For the purposes of calculations for the allocation of TAs, the value of that STOT will be subtracted from the funding allocated to that contractor.
- (iv) A contractor sent a STOT or a TA for signature will have the time set out in Appendix 1 to respond to the Contracting Authority in respect of those forms.
- (v) If the contractor to whom the STOT is sent either:
  - (A) does not respond or refuses to respond to the STOT Request or the TA on time or
  - (B) has provided a STOT Response that is declared non-responsive,
 the STOT will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding in accordance with the process described at (iii) above and following.
- (vi) The process of sending out a STOT to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been issued to one of the contractors. If neither of the contractors have met the requirements under the process described at (iii) to (v) above, Canada may either issue the STOT again in accordance with the process described at (iii) above and following, or acquire the required Work by other means.
- (vii) Once the TA is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA increasing or decreasing the value) will be adjusted from the funding allocated to that contractor.
- (viii) When the next requirement to perform a task is identified, the STOT will be sent to the contractor with the greatest balance remaining of allocated funding. If both contractors have equal amounts of allocated funding, the STOT will be sent to the contractor that ranked first under the bid solicitation evaluation process.
- (ix) Despite the processes described above, if a Contractor has not met a contractual obligation which has resulted in the partial or full termination of its Contract, Canada may (but is not obliged to) issue a STOT for Work associated with the default to the other contractor.

### 7.3 Minimum Work Guarantee

- (a) In this clause,
  - (i) "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
  - (ii) "**Minimum Contract Value**" means 3% of the Maximum Contract Value on the date the Contract is first issued.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c) subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract:

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- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within sixty business days of Contract award.

#### 7.4 Standard Clauses and Conditions

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

##### (a) General Conditions:

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

With respect to Article 30 of General Conditions 2035, sub article 4 is deleted and replaced with the following subsections 4, 5 and 6:

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

##### (b) Supplemental General Conditions:

4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information.

#### 7.5 Security Requirement

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold an appropriate RCMP security clearance, granted or approved by the RCMP. (NOTE: All security screenings undertaken by the RCMP on behalf of PWGSC for this contract will also be duplicated to CISD/PWGSC.) In addition, Contractor personnel must submit to a local verification of identity / information by RCMP, prior to admittance to the facility / site. The RCMP reserves the right to deny access to any facility / site or part thereof to any Contractor personnel, at any time.

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- (c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
  - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
  - (ii) Industrial Security Manual (Latest Edition).

## 7.6 Contract Period

**Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which begins on the date the Contract is awarded and ends two year(s) later.

## 7.7 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Monique Ouellet  
 Title: Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: 11 Laurier St., Gatineau, Québec  
 Telephone: (819)956-1775  
 Facsimile: (819)956-5925  
 E-mail address: Monique.Ouellet@pwgsc.gc.ca

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

### (b) Technical Authority

The Technical Authority for the Contract is:

*[The following to be identified in any resulting contract]*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

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(c) **Contractor's Representative**

The Contractor's Representative is:

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

The Contractor's Representative is the person identified by the Contractor to be responsible for the management and all technical and administrative matters relating to this Contract.

**7.8 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.9 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Pre-Authorized Travel and Living Expenses:** Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit. The Contractor will be able to charge for time spent travelling at the per diem rates set out in the Contract.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If after a resource is added to the Contract through the TA process the Contractor does not provide that individual as described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate resource category at a different rate), whether or not Canada terminates the Contract as a whole or in part, or chooses to exercise any of the rights provided to it under the General Conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in

conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor's from bidding on future requirements.

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

(b) **Limitation of Expenditure**

- (i) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable Taxes. With respect to the amount set out on page one of the Contract, Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- (ii) 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 when:
- (A) it is 75 percent committed, or
  - (B) 4 months before the Contract expiry date, or
  - (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- (iii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**

- (i) Canada will make progress payments in accordance with the provisions of the Contract, no more than once a month for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
- (A) An accurate and complete claim for payment using form PWGSC-TPSGC 1111 - Claim for Progress Payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (B) The amount claimed is in accordance with the basis of payment;
  - (C) The total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
  - (D) All certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (ii) By the 10th business day of each month, the Contractor must forward the completed claim and other required documents to the invoicing address identified on page one of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
- (iii) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.



**(d) Time Verification**

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

**(e) Payment Credits**

- (i) **Failure to Provide Resource:** If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by this contract including its Task Authorizations, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (ii) **Corrective Measures:** If credits are payable under this Article for three consecutive Task Authorizations or for five Task Authorizations in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (iii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iv) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (v) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (vi) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vii) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

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

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

Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## 7.10 Invoicing Instructions

- (a) The Contractor must submit a separate invoice for each active TA accompanied by a time sheet, signed by the Project Manager identified on the TA Form, to support the time claimed. This invoice must be submitted on the Contractor's own form and must include:
- (i) A unique invoice number;
  - (ii) Invoice date;
  - (iii) Task Authorization number;
  - (iv) Name of the TA's Project Manager;
  - (v) TA's Financial code;
  - (vi) Contract serial number;
  - (vii) Name and category of the resource;
  - (viii) Period covered;
  - (ix) Daily rate multiplied by the time billed for the month;
  - (x) Travel expenses related to the task (with proof of pre-approval of authorized travel) and receipts;
  - (xi) The amount invoiced (exclusive of applicable taxes) and the amount of applicable taxes, shown separately;
  - (xii) Client Reference Number (CRN);
  - (xiii) Procurement Business Number (PBN).
- (b) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (c) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

## 7.11 Copyright in Material

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

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

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

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

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## 7.12 Certifications

Compliance with the certifications provided by the Contractor in its response to the bid solicitation or under Article 2 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 or under Article 2 is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

## 7.13 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

## 7.14 Applicable Laws

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

## 7.15 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement and its Appendices;
- (b) supplemental general conditions 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2013-06-27);
- (d) Annex A, Statement of Work including its Appendices;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations including any Appendices;
- (h) Supply Arrangement Number EN578-055605/XXX/EL (the "**Supply Arrangement**"); and
- (i) The Contractor's bid dated \_\_\_\_\_ (to be filled at contract award).

## 7.16 Foreign Nationals (Canadian Contractor)

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

## 7.17 Insurance Requirements

### (a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
  - (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.
- (b) **Commercial General Liability Insurance**
- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  - (ii) The Commercial General Liability policy must include the following:
    - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
    - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
    - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
    - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
    - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
    - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
    - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
    - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
    - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
    - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
    - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

(c) **Errors and Omissions Liability Insurance**

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

**7.18 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:

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- (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
- (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

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

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

#### 7.19 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

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- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the Contractor is a joint venture, this clause will be completed with information provided in its bid.

## 7.20 Professional Services - General

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

### Replacement of a Specific Individuals

- (i) If a specific individual is identified in the Contract to perform the Work, the Contractor must provide his or her services within ten working days of the first date of his or her Work stated in the Contract or Task Authorization, unless the Contractor is unable to do so due to the sickness, death, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of the individual.
- (ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, within five working days of the departure of an existing resource (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) the Contractor must provide to the Contracting Authority, a new STOT Response to the original STOT Request that resulted in the specific individual being identified in the Contract, which response must include all the information originally requested under the STOT Request. The STOT Response and process for issuing an amendment to the TA to replace the specific individual will proceed in accordance with the procedures stated in Article 2 and Appendix 1 of Annex A.
- (iii) Where Canada becomes aware that an individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default, or

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(B) require the Contractor propose a replacement acceptable to Canada in accordance with the replacement procedures identified in (c)(ii) above.

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

## 7.21 Safeguarding Electronic Media

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

## 7.22 Representations and Warranties

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

## 7.23 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

## 7.24 Government Property

- (a) Canada agrees to supply the Contractor with the items listed below (the "**Government Property**") where they are necessary to accomplish the Work described in an approved TA. For any given TA, whether or not to supply any of the items listed below is entirely within Canada's sole discretion. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.
  - (i) Telephones, pagers and cellular phones;
  - (ii) Laptop or desktop; and,
  - (iii) Any other tools as described in the TA.



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## 7.25 Transition-In of Professional Services:

- (a) In relation to any Task Authorization, if upon the date of its issuance similar professional services are being provided by another supplier, the Contractor must ensure that any transition in to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to transition-in to be able to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

## 7.26 Transition Services at End of Contract Period

- (a) The Contractor agrees that, in the 90 calendar day period leading up to the end of the Contract Period, if required to do so by Canada, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier - the transition out.
- (b) The Contractor will cooperate with the Technical Authority and with any subsequent supplier to ensure where required a seamless transition and a continuance of service in accordance with the Contract.

## 7.27 Identification Protocol Responsibilities

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

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify as the Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and 20 working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

## ANNEX A

### STATEMENT OF WORK

#### 1. INTRODUCTION

The Chief Information Officer (CIO) Sector of the Royal Canadian Mounted Police (RCMP) is responsible for the RCMP's Information Management and Information Technology (IM/IT) program. This program includes the collection and management of information necessary to carry out the RCMP's mandate, as well as the systems used to access, communicate, record, share and manage this information. The program also encompasses all of the manual and computer-based systems, used within the RCMP. Numerous operational systems are in use to support the information needs associated with crime scene occurrences, intelligence gathering, criminal cases, investigations and tactical logistics. Administrative systems, which often tie in with the operational systems, include personnel management, financial management and inventory control.

#### 2. REQUIREMENT

- 2.1 The Contractor must provide project management professional services in support of projects under the IM/IT program on an "as and when requested" basis as described in this Contract for:

**Note to Bidders:** This information will be inserted at Contract award from among the following and the corresponding Article 4 below will be inserted:

- 1) Business Services; or
- 2) Document Management Services; or
- 3) Project Management & Support Services; or
- 4) Software Quality Assurance Services; or
- 5) Information Management (IM) Services.

#### 3. CONTRACT GOVERNANCE

A Senior Management Committee (SMC) comprised of the Technical Authority and other representatives as deemed necessary by the Technical Authority, the Contractor's Representative and any other representatives as deemed necessary by the Contractor, will meet (teleconference and face-to-face) on a monthly basis, or as required, to plan, report progress and resolve schedule slippage. Unless otherwise specified, face to face meetings will be held in the National Capital Region.

#### 4. SCOPE OF WORK - BUSINESS SERVICES

The Contractor must provide Business Services on an "as and when requested" basis as initiated through Task Authorizations. Task Authorizations may be issued for the following TBIPS resource categories, as defined in Appendix A to Annex A, requiring experience in the technologies identified as essential on the STOT Request:

BUSINESS SERVICES		
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL
B.1	BUSINESS ANALYST	3
B.2	BUSINESS ARCHITECT	3

#### 4. SCOPE OF WORK - DOCUMENT MANAGEMENT SERVICES

The Contractor must provide Document Management Services on an "as and when requested" basis as initiated through Task Authorizations. Task Authorizations may be issued for the following TBIPS resource category, as defined in Appendix A to Annex A, requiring experience in the technologies identified as essential on the STOT Request:

DOCUMENT MANAGEMENT SERVICES		
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL
B.14	TECHNICAL WRITER	2

#### 4. SCOPE OF WORK - PROJECT MANAGEMENT & SUPPORT SERVICES

The Contractor must provide Project Management & Support Services on an "as and when requested" basis as initiated through Task Authorizations. Task Authorizations may be issued for any of the following TBIPS resource categories, as defined in Appendix A to Annex A, requiring experience in the technologies identified as essential on the STOT Request:

PROJECT MANAGEMENT & SUPPORT SERVICES		
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL
P.6	PROJECT ADMINISTRATOR	2
P.7	PROJECT COORDINATOR	2
P.8	PROJECT LEADER	3
P.9	PROJECT MANAGER	3

#### 4. SCOPE OF WORK - SOFTWARE QUALITY ASSURANCE SERVICES

The Contractor must provide Software Quality Assurance Services on an "as and when requested" basis as initiated through Task Authorizations. Task Authorizations may be issued for the following TBIPS resource category, as defined in Appendix A to Annex A, requiring experience in the technologies identified as essential on the STOT Request:

SOFTWARE QUALITY ASSURANCE SERVICES		
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL
P.11	QA SPECIALIST/ANALYST	2

#### 4. SCOPE OF WORK - INFORMATION MANAGEMENT SERVICES

The Contractor must provide Information Management Services on an "as and when requested" basis as initiated through Task Authorizations. Task Authorizations may be issued for the following TBIPS resource category, as defined in Appendix A to Annex A, requiring experience in the technology identified as essential on the STOT Request:

INFORMATION MANAGEMENT SERVICES		
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL
I.5	IM ARCHITECT	3

## 5. DELIVERABLES

The Contractor must provide all deliverables as described on the approved Task Authorizations.

## 6. SECURITY

The Contractor must cooperate with the RCMP to streamline the effort and time involved in achieving personnel security clearances.

## 7. LANGUAGE OF SERVICE

The Contractor must provide all services delivered under the Contract in English unless otherwise specified to be in French or a combination of French and English.

The Contractor must provide resources that are able to communicate orally and in writing for all services delivered under the Contract in English unless otherwise specified under the Contract, without assistance and with minimal errors.

## 8. LOCATION OF WORK

It is anticipated that the majority of the Work associated with each TA will be carried out on-site at RCMP's facilities in NCR.

## APPENDIX A TO ANNEX A

### RESOURCE CATEGORIES RESPONSIBILITIES

**Note to Bidders:** Only the resource category(ies) applicable to the workstream will be included in any resulting contract. For Appendix 2, only the corresponding Appendix 2 will be included.

#### B1. BUSINESS ANALYST

The Business Analyst may be required to perform any combination of the following, without limitation:

- B1.1 Develop and document statements of requirements for considered alternatives.
- B1.2 Perform business analyses of functional requirements to identify information, procedures, and decision flows.
- B1.3 Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
- B1.4 Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- B1.5 Establish acceptance test criteria with client.
- B1.6 Support and use the selected departmental methodologies.

#### B2. BUSINESS ARCHITECT

The Business Architect may be required to perform any combination of the following, without limitation:

- B2.1 Develop business policies and rules that allow an organization and/or project to carry out its mandate and functional responsibilities.
- B2.2 Develop the business requirements/specifications for where, how and why the various organizational components fit together as they do and how they support the organization's mandate.
- B2.3 Develop architecture solutions based on business requirements and processes.
- B2.4 Collate elements of business requirements.
- B2.5 Develop business cases based on business requirements and processes.
- B2.6 Analyse and recommend improvements to best practices and approaches for business architecture.

#### B14. TECHNICAL WRITER

The Technical Writer may be required to perform any combination of the following, without limitation:

- B14.1 Document help text, user manuals, technical documentation, web page content, etc
- B14.2 Review documentation standards and the existing project documentation.
- B14.3 Determine documentation requirements and makes plans for meeting them.
- B14.4 Gather information concerning the features and functions provided by the developers.
- B14.5 Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each.

- B14.6 Develop a table of content for each document/manual and write or edit the required content
- B14.7 Investigate the accuracy of the information collected by making direct use of the material being documented.
- B14.8 Prepare or coordinate the preparation of any required illustrations and diagrams.
- B14.9 Design the layout of the documents/manuals.
- B14.10 Use word-processing, desktop publishing and graphics software packages to produce final camera-ready copy.

## **I5. IM ARCHITECT**

The IM Architect may be required to perform any combination of the following, without limitation:

- I5.1 Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements.
- I5.2 Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary.
- I5.3 Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- I5.4 Prototype potential solutions, provide tradeoff information and suggest recommended courses of action.
- I5.5 Perform information modelling in support of BPR implementation.
- I5.6 Perform cost/benefit analysis of implementing new processes and solutions.
- I5.7 Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
- I5.8 Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.

## **P6. PROJECT ADMINISTRATOR**

The Project Administrator may be required to perform any combination of the following, without limitation:

- P6.1 Assist project management and data processing professionals, technical users and end users in simple routine tasks
- P6.2 Provide administrative and technical support of a clerical nature as required to projects.
- P6.3 Assist in performing such tasks as maintaining project documentation and application/system libraries.
- P6.4 Acts as the first point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems.
- P6.5 Tracks project change requests.
- P6.6 Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence
- P6.7 Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work.

- P6.8 Communicates with project management and data processing professionals, technical users and end users on administrative matters related to the project.

## **P7. PROJECT COORDINATOR**

The Project Coordinator may be required to perform any combination of the following, without limitation:

- P7.1 Assist project management and data processing professionals, technical users and end users in project coordination and synchronization tasks.
- P7.2 Provide administrative and technical support of a clerical nature as required to a project team.
- P7.3 Assist in performing such tasks as maintaining project documentation and application/system libraries.
- P7.4 Act as the first or single point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems.
- P7.5 Track project change requests.
- P7.6 Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence.
- P7.7 Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work.
- P7.8 Communicate with project management and data processing professionals, technical users and end users on administrative matters related to the project.

## **P8. PROJECT LEADER**

The Project Leader may be required to perform any combination of the following, without limitation:

- P8.1 Specify the general requirements of the system, develop broad system alternatives and identify their administrative, economic and technical feasibility and practicality as well as associated policy and organizational change requirements.
- P8.2 Analyse and evaluate each alternative based on make/buy, impact and cost/benefit considerations, and propose, justify, plan and cost the implementation of the selected alternative.
- P8.3 Produce overall plan, a detailed plan for the functional analysis phase, and obtain approval of preliminary analysis.
- P8.4 Plan, direct and control the activities of a system development team within scheduled time and cost parameters.
- P8.5 Evaluate proposed computer applications to determine technical, operational and economic feasibility.
- P8.6 Design and test systems to ensure that the objectives of the system are met and that the outputs produced are in accordance with client requirements.
- P8.7 Monitor the design, implementation and operations start-up of the proposed system against established goals, objectives and milestones.

## **P9. PROJECT MANAGER**

The Project Manager may be required to perform any combination of the following, without limitation:

- P9.1 Manage several Project Managers, each responsible for an element of the project and its associated project team
- P9.2 Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters
- P9.3 Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
- P9.4 Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team
- P9.5 Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
- P9.6 Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.
- P9.7 Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
- P9.8 Project sign-off.

#### **P11. QUALITY ASSURANCE SPECIALIST/ANALYST**

The Quality Assurance Specialist/Analyst may be required to perform any combination of the following, without limitation:

- P11.1 Lead development of test plans, test scripts and test data.
- P11.2 Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results
- P11.3 Identify and document software defects.
- P11.4 Participate with other project resources to resolve defects
- P11.5 Perform regression testing of software applications.



## APPENDIX 1 TO ANNEX A

### PROCESS FOR ISSUING A TA

#### 1. TA INITIATION

Where a requirement for a specific task is identified, a Statement of Task Form (STOT) for services will be provided to the Contractor by e-mail in accordance with the Contract Article titled "Task Authorizations". The STOT consists of a completed STOT Form at Appendix 2 will describe the work and any other constraints that could affect the completion of the work.

#### 2. CONTRACTOR'S STOT RESPONSE - GENERAL

- 2.1 Once the Contractor receives the STOT Form, the Contractor must submit its signed response to the RCMP Project Manager identified on the STOT form with a copy to the Technical Authority, within the time response identified in the STOT Form. The Contractor's response must provide the supporting information required under Article 3 below.
- 2.2 The Contractor will be given a minimum of five working days turnaround time to submit its response. The Contractor will not be paid for providing information required to prepare and issue the STOT response.

#### 3. CONTRACTOR'S STOT RESPONSE - SUPPORTING INFORMATION

- 3.1 **Proposed Resources Resume** - The Contractor must provide a resume for the proposed resource applicable to the Resource Category identified in the STOT.
- 3.2 **Proposed Resource Security Clearance** - For each proposed resource that does not have the required RCMP security clearance, the Contractor must submit, within 10 working days after the submission of its STOT response, security forms accurately completed by the proposed resource. If the security forms are not submitted as required, the STOT Response will be declared non-responsive.
- 3.3 **Response Templates** - The Contractor must provide to Canada the completed Contractor's Response Template provided in Appendix 3 to substantiate the experience of proposed resources as it applies to the STOT request. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the resource meets the requirements. Simply stating that the resource meets the experience requirements is not sufficient. When completing the Reference column of the first page of Appendix 3 to Annex A, the Cross Reference to the Assigned Resource Project Reference Number(s) should be incorporated so the assessor can verify this information. Where Canada determines that the substantiation is not complete, the resource will not be accepted.

The Contractor's Response Template for Proposed Resource Project Reference must, at a minimum, include:

- 3.3.1 The Project Reference Contact Information who must confirm, if requested by Canada, the information provided by the Contractor;
- 3.3.2 The Project Detail (as defined on page 2 of Appendix 3); and,
- 3.3.3 The Resource Involvement. With respect to the resource involvement, each project reference must demonstrate:
  - 1) At least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category identified on the STOT request. For example, where the Application Software Architect at Appendix A of Annex A identifies 10 tasks under Article A1, the Application Software Architect's involvement must match to at least 6 of the 10 tasks;

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- 2) The resource's experience with the Essential technology(ies) identified on the STOT request; and

It is requested that, where desirable or "D" experience or certifications can be demonstrated, the Contractor's STOT Response also include information to demonstrate the requirements identified as desirable or "D" in the STOT Request. However, the inclusion of this information is not mandatory and will not be assessed.

### 3.4 Contractor's STOT Response - Certifications

**3.4.1 Proposed Resource Experience** - By providing supporting information within a STOT response, the Contractor certifies that all the information so provided, including the resume and supporting material, particularly as this information pertains to experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that the individual proposed is capable of satisfactorily performing the Work described in the STOT.

**3.4.2 Status and Availability of Resources** - If the Contractor has proposed any individual who is not an employee of the Contractor, by submitting that individual in its STOT response, the Contractor 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. At any time the Contractor must, upon request by Canada, provide a copy of the written confirmation that was given to the Contractor of his/her availability in the form as provided below, signed by the individual. Failure to comply with the request may result in either i) a STOT being declared non-responsive, or, if the failure to comply becomes evident after TA issuance, ii) a default under the Contract in accordance with the General Conditions.

AUTHORIZATION AND AVAILABILITY CERTIFICATION FOR NON-EMPLOYEE RESOURCES Under Contract M7594-142677/___/EL	
"I _____ (name of proposed resource) certify that I consent to my resume being submitted by: _____ (name of Contractor) to Canada _____ in response to STOT # _____ and that I am available to commence work on _____. <div style="text-align: right;">(date)</div>	
Signature of Non-Employee Resource:	
Date:	Telephone Number:

### 4. STOT ASSESSMENT

- 4.1 The qualifications and experience of the proposed resources will be assessed against the Resource Minimum Qualification Requirements provided at Appendix 3. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience. Proposed resources that do not comply with each and every minimum qualification will result in the STOT Response being declared non-responsive.
- 4.2 The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any work experience). With respect to the proposed resource:
- 4.2.1 Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work.

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- 4.2.2 For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- 4.2.3 For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if it does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will assess only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- 4.2.4 A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the STOT requirement, or reusing the same wording as the STOT Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor must provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- 4.3 Canada may request proof of certifications. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Crown references will be accepted. The Contractor's STOT Response will not be responsive unless the response is received to an e-mail reference check request within five working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within five working days. If the individual named within the Contractor's Response Template for Project Reference is unavailable when required during the assessment period, the Contractor may provide the name and contact information of one alternate contact from the same organization. During the assessment of the resources proposed, should the second reference for a resource required under that STOT not respond within five working days, or any reference fail to substantiate the required qualifications of the proposed resource, Canada will declare the STOT Response non-responsive.
- 4.4 For each proposed resource that passes all other requirements of the STOT assessment, where a resource does not have the required RCMP Security clearance, he or she will be contacted by the RCMP Security Unit for a two-hour security interview and fingerprinting session to take place at an RCMP designated location in the National Capital Area.
- 4.5 In the circumstances where the proposed resource does not pass Canada's security requirements, the Contractor may propose an alternate resource for assessment by submitting a new response to the original STOT request. The Contractor's new response must be submitted within the time delay specified by Canada, which will be no less than five working days after notification by Canada that the first resource did not pass security. If the alternate resource does not pass the security requirements, then the STOT Response will be declared non-responsive.

## 5. APPROVAL PROCESS

Whether or not to approve or issue a TA is entirely within Canada's discretion. If Canada accepts the Contractor's proposed resource, Canada (by its authorized representative, as described in Article 2 of this Contract) will issue the TA by attaching the Statement of Work to a completed TA Form and forwarding a signed copy of the TA form, as provided in Appendix 4, to the Contractor for signature. The TA Form must be signed by the Contractor and returned to Canada within five working days, and if not so signed and returned, the STOT Response will be declared non-responsive. The

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Contractor must not commence work until a fully signed TA Form has been issued, and any work performed in its absence is done at the Contractor's own risk.

## 6. EXTENSION OF TIME

If additional time from that which is specified under this Appendix, is requested by the Contractor, Canada may grant an extension at his or her sole discretion.

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## APPENDIX 2 to Annex A

## STATEMENT OF TASK FORM (STOT) - BUSINESS SERVICES

<b>CONTRACTOR NAME:</b>	<b>CONTRACT NUMBER:</b> M7594-142677/ /EL
<b>STOT # :</b>	<b>PROJECT MANAGER NAME:</b>
<b>CONTRACTOR REPRESENTATIVE E-MAIL:</b>	<b>PROJECT MANAGER PHONE :</b>
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

## RESOURCE CATEGORY

<input type="checkbox"/> B1 - Business Analyst (Level 3)	<input type="checkbox"/> B2 - Business Architect (Level 3)
--	--

RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

<input type="checkbox"/> IBM CLEARQUEST	<input type="checkbox"/> REQUISITE PRO	<input type="checkbox"/> D	_____
<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> RUP	<input type="checkbox"/> D	_____
<input checked="" type="checkbox"/> MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)	<input type="checkbox"/> MS VISIO	<input type="checkbox"/> D	_____
<input type="checkbox"/> ORACLE CASE	<input type="checkbox"/> _____	<input type="checkbox"/> D	_____
<input checked="" type="checkbox"/> RATIONAL ROSE	<input type="checkbox"/> _____	<input type="checkbox"/> D	_____
<input type="checkbox"/> RDIMS	<input type="checkbox"/> _____	<input type="checkbox"/> D	_____

<sup>1</sup> Essential Technology Requirements are limited to those identified above.

## CONTRACTOR'S RESPONSE AND SIGNATURE

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY):

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## APPENDIX 2 to Annex A

## STATEMENT OF TASK FORM (STOT) - DOCUMENT MANAGEMENT SERVICES

CONTRACTOR NAME:	CONTRACT NUMBER: M7594-142677/ /EL
STOT # :	PROJECT MANAGER NAME:
CONTRACTOR REPRESENTATIVE E-MAIL:	PROJECT MANAGER PHONE :
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

## RESOURCE CATEGORY

☒ B.14 - Technical Writer (Level 2)
RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> ROBO HELP	<input type="checkbox"/> D	_____
<input type="checkbox"/> MS WORD	<input type="checkbox"/> D	<input type="checkbox"/> D	_____
<input type="checkbox"/> MS EXCEL	<input type="checkbox"/> D	<input type="checkbox"/> D	_____
<input type="checkbox"/> MS POWERPOINT	<input type="checkbox"/> D	<input type="checkbox"/> D	_____
<input type="checkbox"/> MS VISIO	<input type="checkbox"/> D	<input type="checkbox"/> D	_____
<input type="checkbox"/> RDIMS	<input type="checkbox"/> D	<input type="checkbox"/> D	_____

<sup>1</sup> Essential Technology Requirements are limited to those identified above.

## CONTRACTOR'S RESPONSE AND SIGNATURE

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY) :

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## APPENDIX 2 to Annex A

## STATEMENT OF TASK FORM (STOT) - PROJECT MANAGEMENT AND SUPPORT SERVICES (1 of 2)

CONTRACTOR NAME:	CONTRACT NUMBER: M7594-142677/ /EL
STOT # :	PROJECT MANAGER NAME:
CONTRACTOR REPRESENTATIVE E-MAIL:	PROJECT MANAGER PHONE :
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

## RESOURCE CATEGORY

☐ P.6 - Project Administrator (Level 2) ☐ P.7 - Project Coordinator (Level 2)
RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

<input type="checkbox"/> IBM CLEARQUEST	<input type="checkbox"/> D	<input type="checkbox"/> D
<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> D	<input type="checkbox"/> D
<input checked="" type="checkbox"/> E MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)	<input type="checkbox"/> D	<input type="checkbox"/> D
<input type="checkbox"/> MS PROJECT	<input type="checkbox"/> D	<input type="checkbox"/> D
<input type="checkbox"/> MS VISIO	<input type="checkbox"/> D	<input type="checkbox"/> D
<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D

<sup>1</sup> Essential Technology Requirements are limited to that identified above.

## DESIRABLE (D) CERTIFICATION

☐ Prince 2 Methodology

## CONTRACTOR'S RESPONSE AND SIGNATURE

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY) :

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File No. - N° du dossier

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## APPENDIX 2 to Annex A

## STATEMENT OF TASK FORM (STOT) - PROJECT MANAGEMENT AND SUPPORT SERVICES (2 of 2)

CONTRACTOR NAME:	CONTRACT NUMBER: M7594-142677/ /EL
STOT # :	PROJECT MANAGER NAME:
CONTRACTOR REPRESENTATIVE E-MAIL:	PROJECT MANAGER PHONE :
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

## RESOURCE CATEGORY

<input type="checkbox"/> P.8 - Project Leader (Level 3)	<input type="checkbox"/> P.9 - Project Manager (Level 3)
---	--

RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> MS PROJECT	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> MS VISIO	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

<sup>1</sup> Essential Technology Requirements are limited to those identified above.

## DESIRABLE (D) CERTIFICATION

<input type="checkbox"/> Prince 2 Methodology	<input type="checkbox"/> PMP Certification
<input type="checkbox"/> ITIL Certification	

## CONTRACTOR'S RESPONSE AND SIGNATURE

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY) :



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File No. - N° du dossier

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## APPENDIX 2 to Annex A

## STATEMENT OF TASK FORM (STOT) - SOFTWARE QUALITY ASSURANCE SERVICES

<b>CONTRACTOR NAME:</b>	<b>CONTRACT NUMBER:</b> M7594-142677/ /EL
<b>STOT # :</b>	<b>PROJECT MANAGER NAME:</b>
<b>CONTRACTOR REPRESENTATIVE E-MAIL:</b>	<b>PROJECT MANAGER PHONE :</b>
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

## RESOURCE CATEGORY

☒ P11 - QA Specialist/Analyst (Level 2)
RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

<input type="checkbox"/> IBM CLEARQUEST	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> RATIONAL TEST SUITE	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

<sup>1</sup> Essential Technology Requirements are limited to those identified above.

## CONTRACTOR'S RESPONSE AND SIGNATURE

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY) :

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**APPENDIX 2 to Annex A****STATEMENT OF TASK FORM (STOT) - INFORMATION MANAGEMENT SERVICES**

<b>CONTRACTOR NAME:</b>	<b>CONTRACT NUMBER:</b> M7594-142677/ /EL
<b>STOT # :</b>	<b>PROJECT MANAGER NAME:</b>
<b>CONTRACTOR REPRESENTATIVE E-MAIL:</b>	<b>PROJECT MANAGER PHONE :</b>
ANTICIPATED WORK TERM START DATE (YYYY/MM/DD): ____/____/____ END DATE (YYYY/MM/DD): ____/____/____	STOT ISSUE DATE (YYYY/MM/DD): ____/____/____
ESTIMATED NUMBER OF WORKING DAYS:	RESPONSE REQUIRED BY (YYYY/MM/DD): ____/____/____
WORK LOCATION:	
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

**RESOURCE CATEGORY**☒ I5 - IM Architect (Level 3)**RESOURCE ESSENTIAL (E)<sup>1</sup> DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)**

<input type="checkbox"/> IBM CLEARQUEST	<input type="checkbox"/> MS SQL	<input type="checkbox"/> D _____
<input type="checkbox"/> IBM DB2	<input type="checkbox"/> ORACLE	<input type="checkbox"/> D _____
<input type="checkbox"/> IDOL	<input type="checkbox"/> RATIONAL ROSE	<input type="checkbox"/> D _____
<input type="checkbox"/> J2EE	<input type="checkbox"/> RUP	<input type="checkbox"/> D _____
<input type="checkbox"/> LIVELINK/OPEN TEXT	<input type="checkbox"/> UNIX SCRIPTING	<input type="checkbox"/> D _____
<input checked="" type="checkbox"/> MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)	<input type="checkbox"/> XML	<input type="checkbox"/> D _____

<sup>1</sup> Essential Technology Requirements are limited to that identified above.**CONTRACTOR'S RESPONSE AND SIGNATURE**

- 1) The Contractor hereby proposes the resource named below in response to this STOT.
- 2) The Contractor certifies that the resource named below is able to communicate orally and in writing, in the language specified in this STOT request, without any assistance and with minimal errors.

Resource name (type or print): \_\_\_\_\_

Name and Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or print)

Signature of Individual Authorized to Sign on behalf of the Contractor

Date:

WORK DESCRIPTION AND CONSTRAINTS (IF ANY) :

Solicitation No. - N° de l'invitation

M7594-142677

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

M7594-142677

Amd. No. - N° de la modif.

File No. - N° du dossier

602elM7594-142677

Buyer ID - Id de l'acheteur

602el

CCC No./N° CCC - FMS No./N° VME

**APPENDIX 3 to Annex A****Contractor's Response Template - Resource Minimum Qualification Requirements**

NAME OF CONTRACTOR: \_\_\_\_\_ CONTRACT NUMBER: M7594-142677/\_\_\_\_/EL STOT # \_\_\_\_\_

PROPOSED RESOURCE NAME: \_\_\_\_\_ TBIPS CATEGORY: \_\_\_\_\_ TBIPS LEVEL: \_\_\_\_\_

MQ- ID	Minimum Qualifications (MQ)	Reference
1	<p>The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below:</p> <p><b>For Level 2 resource categories the requirement is as follows:</b> The resource must have 5 years experience within the past 7 years of the STOT issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category identified in the STOT Request.</p> <p><b>For Level 3 resource categories the requirement is as follows:</b> The resource must have 10 years experience within the past 15 years of the STOT issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category identified in the STOT Request.</p>	Cross Reference to Assigned Resource Project Reference Number(s):
2	<p>The Contractor must demonstrate that the proposed resource's experience submitted under MQ-ID 1 includes the minimum number of months of experience specified below:</p> <p><b>For Level 2 resource categories the requirement is as follows:</b> The resource must have 24 months within the past 48 months of the STOT issuance date using the technology(ies) identified as Essential (E) in the STOT Request.</p> <p><b>For Level 3 resource categories the requirement is as follows:</b> The resource must have 48 months within the past 96 months of the STOT issuance date using the technology(ies) identified as Essential (E) in the STOT Request.</p>	Cross Reference to Assigned Resource Project Reference Number(s):
DQ- ID	Desirable Qualifications (DQ) (Not Essential)	Reference
1	It is desirable that the Contractor demonstrate that the proposed resource has experience in each Technology and Certification(s) (where applicable) identified as Desirable ("D") in the STOT Request.	Cross reference to CV Page/Article #:

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**APPENDIX 3 to Annex A (Cont'd)**  
**CONTRACTOR'S RESPONSE TEMPLATE**  
**PROPOSED RESOURCE PROJECT REFERENCE**

PROPOSED RESOURCE PROJECT REFERENCE NUMBER (CONTRACTOR ASSIGNED): \_\_\_\_\_

CONTRACTOR NAME:

CONTRACT NUMBER:

M7594-142677/\_\_\_/EL

RESOURCE NAME:

RESOURCE CATEGORY:

**PROJECT REFERENCE CONTACT INFORMATION**

NAME OF ORGANIZATION:

CONTACT NAME:

E-MAIL ADDRESS:

TELEPHONE NUMBER:

**PROJECT DETAIL**

PROJECT TITLE:

PROJECT START DATE (MM/YY):

PROJECT END DATE (MM/YY):

**RESOURCE INVOLVEMENT**

<i>Cross Reference to Response Template MQ ID #</i>	<i>Cross Reference to SOW Article #</i>	<i>Description of resource involvement as linked to the SOW, MQ, CV and description of Technology (where applicable to the STOT Request)</i>	<i>Cross Reference to CV Page/ Article #</i>

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602eIM7594-142677

Buyer ID - Id de l'acheteur

602eI

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

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### APPENDIX 4 to Annex A TASK AUTHORIZATION (TA) AND ACCEPTANCE FORM

CONTRACTOR NAME:	CONTRACT NUMBER: M7594-142677/___/EL
STOT NUMBER:	TASK NUMBER (AMENDMENT #):
RESOURCE CATEGORY:	TA/TA AMENDMENT DATE:
TBIPS LEVEL:	RESOURCE NAME:
WORK TERM (YYYY/MM/DD): START DATE: ___/___/___ END DATE: ___/___/___	
RCMP PROJECT MANAGER NAME:	RCMP PROJECT MANAGER E-MAIL:
WORK LOCATION:	SECURITY LEVEL: RCMP RELIABILITY STATUS
TRAVEL REQUIRED (Yes/No):	LANGUAGE OF WORK:

#### TA PRICE

DESCRIPTION/REASON FOR AMENDMENT	PER DIEM	ESTIMATED # OF WORKING DAYS	ESTIMATED COST
ORIGINAL TA			\$
AMENDMENT # 1			\$
AMENDMENT # 2			\$
AMENDMENT # 3			\$
AMENDMENT # 4			\$
AMENDMENT # 5			\$
TOTAL ESTIMATED LABOUR COST			\$
TOTAL ESTIMATED TRAVEL AND LIVING COST (INCLUDING TAXES)			\$
TOTAL TA ESTIMATED VALUE <sup>1</sup>			\$

#### TA APPROVAL

APPROVAL AUTHORITIES	SIGNATURE	DATE (YYYY-MM-DD)
RCMP FINANCIAL AUTHORITY NAME (TYPE OR PRINT):  _____	Pursuant to Subsection 32.(1) of the Financial Administration Act (FAA), Funds are available.	
RCMP TECHNICAL AUTHORITY NAME (TYPE OR PRINT):		
PWGSC CONTRACTING AUTHORITY NAME <sup>1</sup> (TYPE OR PRINT):		
RCMP PROCUREMENT OFFICER NAME (TYPE OR PRINT):		

<sup>1</sup> Signature mandatory where the Total TA Estimated value is more than \$500K.

#### CONTRACTOR'S SIGNATURE AT AFTER RCMP'S SIGNATURE

Name and Title of Individual Authorized to Sign on behalf of the Contractor (type or print)	Signature of Individual Authorized to Sign on behalf of the Contractor
---	--

The Contractor agrees 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 services listed herein and in any attached sheets at the price set out thereof.

STATEMENT OF WORK (INCLUDING TASKS, DELIVERABLES, ETC): SEE ATTACHED

Solicitation No. - N° de l'invitation M7594-142677	Amd. No. - N° de la modif. 602elM7594-142677	Buyer ID - Id de l'acheteur 602el
Client Ref. No. - N° de réf. du client M7594-142677	File No. - N° du dossier 602elM7594-142677	CCC No./N° CCC - FMS No./N° VME

## ANNEX B BASIS OF PAYMENT

BUSINESS SERVICES			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
B.1	BUSINESS ANALYST	3	
B.2	BUSINESS ARCHITECT	3	

DOCUMENT MANAGEMENT SERVICES			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
B.14	TECHNICAL WRITER	2	

PROJECT MANAGEMENT & SUPPORT SERVICES			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
P.6	PROJECT ADMINISTRATOR	2	
P.7	PROJECT COORDINATOR	2	
P.8	PROJECT LEADER	3	
P.9	PROJECT MANAGER	3	

SOFTWARE QUALITY ASSURANCE SERVICES			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
P.1	QA SPECIALIST/ANALYST	2	

INFORMATION MANAGEMENT SERVICES			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
I.5	IM ARCHITECT	3	

**Note to Bidders:** Only one of the above tables, as applicable to the workstream, will be included with amounts in any resulting contract.

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECKLIST (SRCL)**

UNDER SEPARATE COVER

ANNEX D - SAMPLE REPORTS

MONTHLY STATUS REPORT - STOTs REPORT: 2013-11							Contractor Name: _____		Contract Serial Number: M7594-142677/____/EL	
STOT Ident. # <sup>1</sup>	STOT Issue Date	TA# <sup>2</sup>	Project Manager	Organization	Resource name	Category Name	Notes			
002.1	yyyy-mm-dd		Manager 2	Organization Y	Resource 2	Tester	2013-03-30 Security papers delivered to RCMP. 2013-03-15 Resource submitted for assessment.			
002	yyyy-mm-dd		Manager 2	Organization Y	Resource 1	Tester	2013-03-01 Resource no longer available. 2013-02-10 Security papers delivered to RCMP. 2013-01-25 Resource submitted for assessment.			
001	yyyy-mm-dd	7111111	Manager 1	Organization X	Resource a	Programmer Analyst	2013-02-10 Security papers delivered to RCMP. 2013-01-25 Resource submitted for assessment.			
<sup>1</sup> Assigned by the RCMP. Sorted sequentially with the newest at the top. <sup>2</sup> Assigned by the RCMP										
NOTE: Use red font to indicate changes from last report. In the next reporting period, this would be back in black font. Any changes are to remain in the report, as an historical synopsis.										

MONTHLY STATUS REPORT - PENDING TAs: 2013-11								Contractor Name: _____		Contract Serial Number: M7594-142677/____/EL	
Date <sup>1</sup> (yyyy-mm-dd)	STOT Ident. #	Resource Name	Category Name	Anticipated Start Date (yyyy-mm-dd)	Anticipated End Date (yyyy-mm-dd)	Per Diem	Anticipated # of W/ Days				
2013-03-30	002.1	Resource 2	Tester	2013-06-01	2014-03-31	\$ 425.00	200				
<sup>1</sup> Insert the date that the security papers are delivered to the RCMP and sort by date with the newest at the top.											

MONTHLY STATUS REPORT - TA STATUS: 2013-11										Contractor Name: _____		Contract Serial Number: M7594-142677/____/EL	
										CUMULATIVE AMOUNTS			
STOT Ident. # <sup>1</sup>	TA #	Status <sup>1</sup>	Resource Name	Category Name	TA Start Date (yyyy-mm-dd)	TA End Date (yyyy-mm-dd)	Estimated # of W/Days	Estimated Labour Cost	Estimated Travel Cost	Estimated Value	Labour Invoiced	Travel Invoiced	TA Balance
001	711111	Active	Resource a	Programmer Analyst	2013-04-01	2014-03-31	240	\$122,040.00	\$0.00	\$122,040.00	\$61,020.00	\$0.00	\$61,020.00
<sup>1</sup> E.g. Active, Complete, Canceled. <b>Note:</b> Use red font to indicate changes from last report. In the next reporting period, this would be back in black font. Use one line for each TA#.													

The format and content of reports is subject to change from time to time.



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Client Ref. No. - N° de réf. du client <b>M7594-142677</b>	File No. - N° du dossier <b>602e1M7594-142677</b>	CCC No./N° CCC - FMS No./N° VME  

### ATTACHMENT 3.1

BID SUBMISSION FORM	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i>	
<b>Jurisdiction of Contract:</b> Province or Territory in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
	Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?  Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"
<b>Security Clearance Level of Bidder</b> <i>[include both the level and the date it was granted]</i>	
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
<b>Signature of Authorized Representative of Bidder</b>	

**ATTACHMENT 3.2****CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES****WORKSTREAM # 1 - BUSINESS SERVICES****CORPORATE MANDATORY REQUIREMENTS**

ID	Corporate Mandatory Criteria	Cross Reference						
M1	The Bidder must demonstrate the minimum billable days for the Resource Categories identified below. To be accepted,  1) The billable days must have been for the delivery of informatics professional services; 2) The billable days must have occurred, in a 24 month period, within the past 5 years prior to the bid solicitation issuance date; 3) The billable days must have been provided under a maximum of 5 contracts; and 4) The work billed for the resource category must include at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for resource category.  The bidder must provide a completed Billable Days Response Template. The Bidders' Response Template for Corporate References provided in this Attachment 3.2 must be completed for each contract reference identified in the Billable Days Response Template.							
	<table><tr><th>RESOURCE CATEGORY</th><th>Minimum Billable Days<sup>1</sup></th></tr><tr><td>BUSINESS ANALYST</td><td>3,000</td></tr><tr><td>BUSINESS ARCHITECT</td><td>960</td></tr></table>		RESOURCE CATEGORY	Minimum Billable Days <sup>1</sup>	BUSINESS ANALYST	3,000	BUSINESS ARCHITECT	960
	RESOURCE CATEGORY		Minimum Billable Days <sup>1</sup>					
	BUSINESS ANALYST		3,000					
	BUSINESS ARCHITECT		960					
	<sup>1</sup> One billable day = 7.5 hours							
M2	The Bidder must demonstrate Corporate contract experience, in the past 5 years prior to the bid solicitation issuance date, involving a transition-in, for one contract.  To be accepted the Bidder's contract transition-in experience must demonstrate that it includes:  1) The planning, execution and monitoring of resource training and/or knowledge transfer for at least five resources; and 2) The delivery of transition-in progress reports and/or the resolution of transition-in issues.  The bidder is requested provide a Bidders' Response Template for Corporate References provided in this Attachment 3.2 for the contract reference submitted to substantiate experience.							

Solicitation No. - N° de l'invitation M7594-142677	Amd. No. - N° de la modif. 602e1	Buyer ID - Id de l'acheteur 602e1
Client Ref. No. - N° de réf. du client M7594-142677	File No. - N° du dossier 602e1M7594-142677	CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

WORKSTREAM # 1 - BUSINESS SERVICES

CORPORATE RATED REQUIREMENTS

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
R1	It is requested that the Bidder demonstrate its billable days experience in excess of the minimum billable days under M1 within the Billable Days Response Template.	100	The Bidder's demonstrated "Total Billable Days" provided in response to M1 will be used to evaluate this criterion.  The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the example evaluation scenario on the left side.  In this example the Bidder would score 74 points out of a possible maximum score of 100.	
	EXAMPLE EVALUATION SCENARIO			
R2		10		

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Client Ref. No. - N° de réf. du client <b>M7594-142677</b>	File No. - N° du dossier <b>602e1M7594-142677</b>	CCC No./N° CCC - FMS No./N° VME

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
<b>R3</b>	The Bidder will be awarded points as follows where its response to M2 Article 1 ) demonstrates the transition of: 1) 6 resources = <b>5 points</b> ; or 2) 7 resources = <b>10 points</b> ; or 3) 8 resources = <b>15 points</b> ; or 4) 9 resources = <b>20 points</b> ; or 5) 10 resources = <b>25 points</b> .	25		
	<b>MAXIMUM TECHNICAL POINTS ASSIGNED (Minimum Pass Mark)</b>	<b>135(81)</b>		

**ATTACHMENT 3.2****CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES****WORKSTREAM # 2 - DOCUMENT MANAGEMENT SERVICES****CORPORATE MANDATORY REQUIREMENTS**

ID	Corporate Mandatory Criteria	Cross Reference				
M1	<p>The Bidder must demonstrate the minimum billable days for the Resource Category identified below.</p> <p>To be accepted,</p> <ol style="list-style-type: none"><li>1) The billable days must have been for the delivery of informatics professional services;</li><li>2) The billable days must have occurred, in a 24 month period, within the past 5 years prior to the bid solicitation issuance date;</li><li>3) The billable days must have been provided under a maximum of 5 contracts; and</li><li>4) The work billed for the resource category must include at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for resource category.</li></ol> <p>The bidder must provide a completed Billable Days Response Template. The Bidders' Response Template for Corporate References provided in this Attachment 3.2 must be completed for each contract reference identified in the Billable Days Response Template.</p>					
	<table><tr><th>RESOURCE CATEGORY</th><th>Minimum Billable Days<sup>1</sup></th></tr><tr><td>TECHNICAL WRITER</td><td>960</td></tr></table>		RESOURCE CATEGORY	Minimum Billable Days <sup>1</sup>	TECHNICAL WRITER	960
	RESOURCE CATEGORY		Minimum Billable Days <sup>1</sup>			
	TECHNICAL WRITER		960			
	<sup>1</sup> One billable day = 7.5 hours					
M2	<p>The Bidder must demonstrate Corporate contract experience, in the past 5 years prior to the bid solicitation issuance date, involving a transition-in, for one contract.</p> <p>To be accepted the Bidder's contract transition-in experience must demonstrate that it includes:</p> <ol style="list-style-type: none"><li>1) The planning, execution and monitoring of resource training and/or knowledge transfer for at least one resource; and</li><li>2) The delivery of transition-in progress reports and/or the resolution of transition-in issues.</li></ol> <p>The bidder is requested to provide a Bidders' Response Template for Corporate References provided in this Attachment 3.2 for the contract reference submitted to substantiate experience.</p>					

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ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

WORKSTREAM # 2 - DOCUMENT MANAGEMENT SERVICES

CORPORATE RATED REQUIREMENTS

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.									
R1	It is requested that the Bidder demonstrate its billable days experience in excess of the minimum billable days under M1 within the Billable Days Response Template..	100	The Bidder's demonstrated "Total Billable Days" provided in response to M1 will be used to evaluate this criterion.  The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the example evaluation scenario on the left side.  In this example the Bidder would score 74 points out of a possible maximum score of 100.										
	EXAMPLE EVALUATION SCENARIO												
	BILLABLE DAYS												
	(A)				(B)	(C)	(D)						
	BILLABLE DAYS PROVIDED BY BIDDER				MINIMUM IDENTIFIED UNDER M1	BIDDER EXCESS	BIDDER % INCREASE TO A MAXIMUM OF 100						
	TECHNICAL WRITER				1,675	960	(C)=(A)-(B) 715	(D)=(C)/(B)*100 74					
	BIDDER SCORE = SUM OF (D) FOR THE CATEGORY				74								
R2	The Bidder will be awarded points as follows where its response to Criteria M1 and/or M2 demonstrates delivery of services in the following technology(ies): <table><tr><th colspan="2">TECHNOLOGY</th><th>NUMBER OF POINTS ASSIGNED</th></tr><tr><td colspan="2">MS WORD</td><td>5</td></tr><tr><td colspan="2">MS EXCEL</td><td>10</td></tr></table>	TECHNOLOGY		NUMBER OF POINTS ASSIGNED	MS WORD		5	MS EXCEL		10	15		
TECHNOLOGY		NUMBER OF POINTS ASSIGNED											
MS WORD		5											
MS EXCEL		10											
	MAXIMUM TECHNICAL POINTS ASSIGNED (Minimum Pass Mark)		115(69)										

**ATTACHMENT 3.2****CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES****WORKSTREAM # 3 - PROJECT MANAGEMENT AND SUPPORT SERVICES****CORPORATE MANDATORY REQUIREMENTS**

ID	Corporate Mandatory Criteria	Cross Reference
M1	The Bidder must demonstrate the minimum billable days for the Resource Categories identified below. To be accepted, <div><div>1) The billable days must have been for the delivery of informatics professional services;</div><div>2) The billable days must have occurred, in a 24 month period, within the past 5 years prior to the bid solicitation issuance date;</div><div>3) The billable days must have been provided under a maximum of 5 contracts; and</div><div>4) The work billed for the resource category must include at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for resource category.</div></div> The bidder must provide a completed Billable Days Response Template. The Bidders' Response Template for Corporate References provided in this Attachment 3.2 must be completed for each contract reference identified in the Billable Days Response Template.	
	RESOURCE CATEGORY	Minimum Billable Days <sup>1</sup>
	PROJECT ADMINISTRATOR	600
	PROJECT COORDINATOR	1,800
	PROJECT LEADER	960
	PROJECT MANAGER	1,320
	<sup>1</sup> One billable day = 7.5 hours	
	M2	The Bidder must demonstrate Corporate contract experience, in the past 5 years prior to the bid solicitation issuance date, involving a transition-in, for one contract. To be accepted the Bidder's contract transition-in experience must demonstrate that it includes: <div><div>1) The planning, execution and monitoring of resource training and/or knowledge transfer for at least five resources; and</div><div>2) The delivery of transition-in progress reports and/or the resolution of transition-in issues.</div></div> The bidder is requested to provide a Bidders' Response Template for Corporate References provided in this Attachment 3.2 for the contract reference submitted to substantiate experience.

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ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

WORKSTREAM # 3 - PROJECT MANAGEMENT AND SUPPORT SERVICES

CORPORATE RATED REQUIREMENTS

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
R1	It is requested that the Bidder demonstrate its billable days experience in excess of the minimum billable days under M1 within the Billable Days Response Template.	100	The Bidder's demonstrated "Total Billable Days" provided in response to M1 will be used to evaluate this criterion.  The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the example evaluation scenario on the left side.  In this example the Bidder would score 74 points out of a possible maximum score of 100.	
	EXAMPLE EVALUATION SCENARIO			
R2	The Bidder will be awarded points as follows where its response to Criteria M1 and/or M2 demonstrates delivery of services in the following technology(ies):	10		
	TECHNOLOGY			
	MS PROJECT			
	MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)			



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Client Ref. No. - N° de réf. du client <b>M7594-142677</b>	File No. - N° du dossier <b>602e1M7594-142677</b>	CCC No./N° CCC - FMS No./N° VME

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
<b>R3</b>	The Bidder will be awarded points as follows where its response to M2 Article 1) demonstrates the transition of:  1) 6 resources = <b>5 points</b> ; or 2) 7 resources = <b>10 points</b> ; or 3) 8 resources = <b>15 points</b> ; or 4) 9 resources = <b>20 points</b> ; or 5) 10 resources = <b>25 points</b> .	25		
<b>MAXIMUM TECHNICAL POINTS ASSIGNED (Minimum Pass Mark)</b>		135(81)		

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**ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES**  
**WORKSTREAM # 4 - SOFTWARE QUALITY ASSURANCE SERVICES**

**CORPORATE MANDATORY REQUIREMENTS**

ID	Corporate Mandatory Criteria	Cross Reference				
M1	<p>The Bidder must demonstrate the minimum billable days for the Resource Category identified below.</p> <p>To be accepted,</p> <ol style="list-style-type: none"><li>1) The billable days must have been for the delivery of informatics professional services;</li><li>2) The billable days must have occurred, in a 24 month period, within the past 5 years prior to the bid solicitation issuance date;</li><li>3) The billable days must have been provided under a maximum of 5 contracts; and</li><li>4) The work billed for the resource category must include at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for resource category.</li></ol> <p>The bidder must provide a completed Billable Days Response Template. The Bidders' Response Template for Corporate References provided in this Attachment 3.2 must be completed for each contract reference identified in the Billable Days Response Template.</p>					
	<table><tr><th>RESOURCE CATEGORY</th><th>Minimum Billable Days<sup>1</sup></th></tr><tr><td>QA SPECIALIST/ANALYST</td><td>1,320</td></tr></table>		RESOURCE CATEGORY	Minimum Billable Days <sup>1</sup>	QA SPECIALIST/ANALYST	1,320
	RESOURCE CATEGORY		Minimum Billable Days <sup>1</sup>			
	QA SPECIALIST/ANALYST		1,320			
	<sup>1</sup> One billable day = 7.5 hours					
M2	<p>The Bidder must demonstrate Corporate contract experience, in the past 5 years prior to the bid solicitation issuance date, involving a transition-in, for one contract.</p> <p>To be accepted the Bidder's contract transition-in experience must demonstrate that it includes:</p> <ol style="list-style-type: none"><li>1) The planning, execution and monitoring of resource training and/or knowledge transfer for at least one resource; and</li><li>2) The delivery of transition-in progress reports and/or the resolution of transition-in issues..</li></ol> <p>The bidder is requested to provide a Bidders' Response Template for Corporate References provided in this Attachment 3.2 for the contract reference submitted to substantiate experience.</p>					

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ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

WORKSTREAM # 4 - SOFTWARE QUALITY ASSURANCE

CORPORATE RATED REQUIREMENTS

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
R1	It is requested that the Bidder demonstrate its billable days experience in excess of the minimum billable days under M1 within the Billable Days Response Template.	100	The Bidder's demonstrated "Total Billable Days" provided in response to M1 will be used to evaluate this criterion.  The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the example evaluation scenario on the left side.  In this example the Bidder would score 74 points out of a possible maximum score of 100.	
	EXAMPLE EVALUATION SCENARIO			
R2	RESOURCE CATEGORY	15		
	BILLABLE DAYS			
R2	QA SPECIALIST/ANALYST	15		
R2	BIDDER SCORE = SUM OF (D) FOR THE CATEGORY	15		
R2	TECHNOLOGY	15		
R2	RATIONAL TEST SUITE	15		
R2	MS OFFICE (WORD, EXCEL, POWERPOINT)	15		
R2	NUMBER OF POINTS ASSIGNED	115(69)		
R2	MAXIMUM TECHNICAL POINTS ASSIGNED (Minimum Pass Mark)	115(69)		

**ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES****WORKSTREAM # 5 - INFORMATION MANAGEMENT SERVICES****CORPORATE MANDATORY REQUIREMENTS**

ID	Corporate Mandatory Criteria	Cross Reference				
M1	<p>The Bidder must demonstrate the minimum billable days for the Resource Category identified below.</p> <p>To be accepted,</p> <ol style="list-style-type: none"><li>1) The billable days must have been for the delivery of informatics professional services;</li><li>2) The billable days must have occurred, in a 24 month period, within the past 5 years prior to the bid solicitation issuance date;</li><li>3) The billable days must have been provided under a maximum of 5 contracts; and</li><li>4) The work billed for the resource category must include at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for resource category.</li></ol> <p>The bidder must provide a completed Billable Days Response Template. The Bidders' Response Template for Corporate References provided in this Attachment 3.2 must be completed for each contract reference identified in the Billable Days Response Template.</p>					
	<table><tr><th>RESOURCE CATEGORY</th><th>Minimum Billable Days<sup>1</sup></th></tr><tr><td>IM ARCHITECT</td><td>1,200</td></tr></table>		RESOURCE CATEGORY	Minimum Billable Days <sup>1</sup>	IM ARCHITECT	1,200
	RESOURCE CATEGORY		Minimum Billable Days <sup>1</sup>			
	IM ARCHITECT		1,200			
	<sup>1</sup> One billable day = 7.5 hours					

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ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

WORKSTREAM # 5 - INFORMATION MANAGEMENT SERVICES

CORPORATE RATED REQUIREMENTS

Criteria	Corporate Rated Criteria	Technical Points	Evaluation Guidelines	Cross Ref.
R1	It is requested that the Bidder demonstrate its billable days experience in excess of the minimum billable days under M1 within the Billable Days Response Template.	100	The Bidder's demonstrated "Total Billable Days" provided in response to M1 will be used to evaluate this criterion.  The Bidder will be awarded points for billable days in excess of the minimums identified under M1 as demonstrated in the example evaluation scenario on the left side.  In this example the Bidder would score 74 points out of a possible maximum score of 100.	
	EXAMPLE EVALUATION SCENARIO			
R2	RESOURCE CATEGORY	15		
	BILLABLE DAYS			
R2	IM ARCHITECT	15		
R2	BIDDER DEMONSTRATES DELIVERY OF SERVICES IN THE FOLLOWING TECHNOLOGY(IES):	15		
R2	TECHNOLOGY	15		
R2	NUMBER OF POINTS ASSIGNED	15		
R2	EXCEL	15		
R2	POWERPOINT	15		
R2	BIDDER SCORE = SUM OF (D) FOR THE CATEGORY	115(69)		
R2	MAXIMUM TECHNICAL POINTS ASSIGNED (Minimum Pass Mark)	115(69)		

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**ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES**

**RESPONSE TEMPLATE - BILLABLE DAYS (FOR CRITERIA M1 AND R1)**

**WORKSTREAM # 1 - BUSINESS SERVICES**

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed, within the 24 month period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a 24 month period starting on date:      /      /      and ending on date:      /      /       
(dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 1 - BUSINESS SERVICES					
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS				Total Billable Days
	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	
BUSINESS ANALYST					
BUSINESS ARCHITECT					
Canada may, but will have no obligation to, request proof for any or for all of the resource categories to verify bidders' compliance with the above certification. Failure to comply with the request of the Contracting Authority will render the bid non-responsive. Where such proof is required, the following information will be requested:					
1) The Bidder will be required to provide an invoice(s) (referencing above contract reference) that shows that the Bidder has invoiced the customer the stated number of billable days for the associated category(ies); and,					
2) Canada will contact the identified customer reference on the Bidder's Response Template for Corporate References to conduct a reference check for the associated contract reference(s) to verify the information supplied by the Bidder on the Bidder's Response Template for Corporate References in columns A and B.					
If Canada requests proof for a resource category, it will be requested from all responsive bidders for that resource category. The Bidder will have 5 working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.					

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ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

RESPONSE TEMPLATE - BILLABLE DAYS (FOR CRITERIA M1 AND R1)

WORKSTREAM # 2 - DOCUMENT MANAGEMENT SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed within the 24 month period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a 24 month period starting on date: / / and ending on date: / / (dd/mm/yyyy)

WORKSTREAM # 2 - DOCUMENT MANAGEMENT SERVICES					
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS				Total Billable Days
	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	
TECHNICAL WRITER					
<p>Canada may, but will have no obligation to, request proof for any or for all of the resource categories to verify bidders' compliance with the above certification. Failure to comply with the request of the Contracting Authority will render the bid non-responsive. Where such proof is required, the following information will be requested:</p> <p>1) The Bidder will be required to provide an invoice(s) (referencing above contract reference) that shows that the Bidder has invoiced the customer the stated number of billable days for the associated category(ies); and,</p> <p>2) Canada will contact the identified customer reference on the Bidder's Response Template for Corporate References to conduct a reference check for the associated contract reference(s) to verify the information supplied by the Bidder on the Bidder's Response Template for Corporate References in columns A and B.</p> <p>If Canada requests proof for a resource category, it will be requested from all responsive bidders for that resource category. The Bidder will have 5 working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.</p>					

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**ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES**

**RESPONSE TEMPLATE - BILLABLE DAYS (FOR CRITERIA M1 AND R1)**

**WORKSTREAM # 3 - PROJECT MANAGEMENT AND SUPPORT SERVICES**

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed within the 24 month period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a 24 month period starting on date:      /      /      and ending on date:      /      /       
(dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 3 - PROJECT MANAGEMENT AND SUPPORT SERVICES					
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS				Total Billable Days
	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	
PROJECT ADMINISTRATOR					
PROJECT COORDINATOR					
PROJECT LEADER					
PROJECT MANAGER					

Canada may, but will have no obligation to, request proof for any or for all of the resource categories to verify bidders' compliance with the above certification. Failure to comply with the request of the Contracting Authority will render the bid non-responsive. Where such proof is required, the following information will be requested:

- 1) The Bidder will be required to provide an invoice(s) (referencing above contract reference) that shows that the Bidder has invoiced the customer the stated number of billable days for the associated category(ies); and,
- 2) Canada will contact the identified customer reference on the Bidder's Response Template for Corporate References to conduct a reference check for the associated contract reference(s) to verify the information supplied by the Bidder on the Bidder's Response Template for Corporate References in columns A and B.

If Canada requests proof for a resource category, it will be requested from all responsive bidders for that resource category. The Bidder will have 5 working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.



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**ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES**

**RESPONSE TEMPLATE - BILLABLE DAYS (FOR CRITERIA M1 AND R1)**

**WORKSTREAM # 4 - SOFTWARE QUALITY ASSURANCE SERVICES**

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed within the 24 month period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a 24 month period starting on date:      /      /      and ending on date:      /      /       
(dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 4 - SOFTWARE QUALITY ASSURANCE SERVICES					
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS				
	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Total Billable Days
QA SPECIALIST/ANALYST					
Canada may, but will have no obligation to, request proof for any or for all of the resource categories to verify bidders' compliance with the above certification. Failure to comply with the request of the Contracting Authority will render the bid non-responsive. Where such proof is required, the following information will be requested:					
1) The Bidder will be required to provide an invoice(s) (referencing above contract reference) that shows that the Bidder has invoiced the customer the stated number of billable days for the associated category(ies); and,					
2) Canada will contact the identified customer reference on the Bidder's Response Template for Corporate References to conduct a reference check for the associated contract reference(s) to verify the information supplied by the Bidder on the Bidder's Response Template for Corporate References in columns A and B.					
If Canada requests proof for a resource category, it will be requested from all responsive bidders for that resource category. The Bidder will have 5 working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.					

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### ATTACHMENT 3.2 - CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES

#### RESPONSE TEMPLATE - BILLABLE DAYS (FOR CRITERIA M1 AND R1)

##### WORKSTREAM # 5 - INFORMATION MANAGEMENT SERVICES

By submitting its bid, the Bidder is certifying that the billable days provided below occurred for the following contract references for ALL of the resource categories listed within the 24 month period provided below. By doing so, the Bidder also certifies that the work billed for each resource category includes at least 60% of the associated tasks listed in the Statement of Work at Appendix A to Annex A of this Bid Solicitation for that resource category.

The billable days occurred within a 24 month period starting on date:      /      /      and ending on date:      /      /       
(dd/mm/yyyy) (dd/mm/yyyy)

WORKSTREAM # 5 - INFORMATION MANAGEMENT SERVICES					
RESOURCE CATEGORY	NUMBER OF BILLABLE DAYS				Total Billable Days
	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	Cross Reference to Contract Reference #	
IM ARCHITECT					
Canada may, but will have no obligation to, request proof for any or for all of the resource categories to verify bidders' compliance with the above certification. Failure to comply with the request of the Contracting Authority will render the bid non-responsive. Where such proof is required, the following information will be requested:					
1) The Bidder will be required to provide an invoice(s) (referencing above contract reference) that shows that the Bidder has invoiced the customer the stated number of billable days for the associated category(ies); and,					
2) Canada will contact the identified customer reference on the Bidder's Response Template for Corporate References to conduct a reference check for the associated contract reference(s) to verify the information supplied by the Bidder on the Bidder's Response Template for Corporate References in columns A and B.					
If Canada requests proof for a resource category, it will be requested from all responsive bidders for that resource category. The Bidder will have 5 working days (or longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.					

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**ATTACHMENT 3.2****CORPORATE TECHNICAL REQUIREMENTS AND BIDDERS RESPONSE TEMPLATES****BIDDER'S RESPONSE TEMPLATE FOR CORPORATE REFERENCES**

<b>CONTRACT REFERENCE</b>			
<i>Workstream Name:</i>			
<i>Bidder Name:</i>		<i>Bidder Assigned Contract Reference Number:</i>	
<b>CUSTOMER CONTACT INFORMATION</b>			
<i>Name of Organization:</i>		<i>Contact Name:</i>	
<i>E-mail address:</i>		<i>Contact Title:</i>	
<i>Telephone number:</i>			
<b>PROJECT DETAIL</b>			
<i>Project Start Date (mm/yy):</i>		<i>Project End Date (mm/yy):</i>	
<i>Project Title and description:</i>			
<i>Quantity of Resources transitionned (M2 &amp; R3):</i>			
<b>RESOURCE CATEGORY SUBSTANTIATION</b>			
(A)  <i>Resource Category Name (as it appears in the Referenced Contract)</i>	(B)  <i>List of tasks of the Resource Category named at column A (M1 - Article 4)</i>	<i>The Bidder is requested to Cross reference its response to columns (A) &amp; (B), to the number of the article(s) of the SOW at Appendix A to Annex A</i>	<i>Technology(ies) used by the Resource Category (R2)</i>
<b>CORPORATE INVOLVEMENT (M2)</b>			

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### ATTACHMENT 3.3

#### BIDDER'S RESPONSE TEMPLATE FOR FIRM ALL INCLUSIVE PER DIEM RATES

BUSINESS SERVICES WORKSTREAM			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
B.1	BUSINESS ANALYST	3	
B.2	BUSINESS ARCHITECT	3	

DOCUMENT MANAGEMENT SERVICES WORKSTREAM			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
B.14	TECHNICAL WRITER	2	

PROJECT MANAGEMENT & SUPPORT SERVICES WORKSTREAM			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
P.6	PROJECT ADMINISTRATOR	2	
P.7	PROJECT COORDINATOR	2	
P.8	PROJECT LEADER	3	
P.9	PROJECT MANAGER	3	

SOFTWARE QUALITY ASSURANCE SERVICES WORKSTREAM			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
P.1	QA SPECIALIST/ANALYST	2	

INFORMATION MANAGEMENT SERVICES WORKSTREAM			
TBIPS ID	RESOURCE CATEGORY	TBIPS LEVEL	FIRM ALL INCLUSIVE PER DIEM RATE
I.5	IM ARCHITECT	3	

**Note to Bidders:** Only one of the above tables, as applicable to the workstream, will be included with amounts in any resulting contract.

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**ATTACHMENT 3.4****RESOURCE CATEGORY MANDATORY REQUIREMENTS FOR RATE SUBSTANTIATION****BIDDER'S RESPONSE TEMPLATE****(IF REQUESTED BY PWGSC AFTER BID CLOSING)****WORKSTREAM # 1 - BUSINESS SERVICES****Mandatory Requirement****Cross Reference to CV Article**

The resource has 10 years of experience within the past 15 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.

**WORKSTREAM # 2 - DOCUMENT MANAGEMENT SERVICES****Mandatory Requirement****Cross Reference to CV Article**

The resource has 5 years of experience within the past 7 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.

**WORKSTREAM # 3 - PROJECT MANAGEMENT & SUPPORT SERVICES****Mandatory Requirement****Cross Reference to CV Article**

**For level 2 Categories:** The resource has 5 years of experience within the past 7 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.

**For level 3 Categories:** The resource has 10 years of experience within the past 15 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.

**WORKSTREAM # 4 - SOFTWARE QUALITY ASSURANCE SERVICES****Mandatory Requirement****Cross Reference to CV Article**

The resource has 5 years of experience within the past 7 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.

**WORKSTREAM # 5 - INFORMATION MANAGEMENT SERVICES****Mandatory Requirement****Cross Reference to CV Article**

The resource has 10 years of experience within the past 15 years from bid issuance date executing at least 60% of the tasks enumerated at Appendix A of Annex A for the specific resource category for which the rates are being substantiated.



Gouvernement  
du Canada

Gouvernement  
du Canada

M7594-14 2677

Contract Number / Numéro du contrat

2014 02677

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	2. Branch or Directorate / Direction générale ou Direction CIO Sector	
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 To acquire professional services for application development for numerous projects and across the entire system development life cycle (SDLC).		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	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"/>		
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 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 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"/>



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<b>PART A - SUPPLIER / PARTIE A - FOURNISSEUR</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité:			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<b>PART B - PERSONNEL / PARTIE B - PERSONNEL FOURNISSEUR</b>			
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: <u>SCENARIO B</u>			
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 unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	Oui
<b>PART C - SAFEGUARDS / PARTIE C - MESURES DE PROTECTION FOURNISSEUR</b>			
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>			
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?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	Oui
<b>PRODUCTION</b>			
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?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
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?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	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?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
<input type="checkbox"/>	Non	<input type="checkbox"/>	Oui

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**PART C - Summary / PARTIE C - Résumé**

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	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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).