



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**RETURN BIDS TO:
 RETOURNER LES SOUMISSIONS À :**

TBS Bid Receiving Unit
 L'Esplanade Laurier
 P-113-B, West Tower
 300 Laurier Avenue West
 Ottawa, Canada K1A 0R5

Unité de réception des soumissions du SCT
 L'Esplanade Laurier
 P-113-B, tour ouest
 300, avenue Laurier ouest
 Ottawa, Canada K1A 0R5

Proposal to: Treasury Board of Canada Secretariat

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux : Secrétariat du Conseil du Trésor du Canada

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

Solicitation No. - N° de l'invitation 24062-14-098	Type - Genre	Update - Mise à jour
Solicitation closes - La demande prend fin at - à 2:00pm on - le January 31, 2014	TBS File No. - N° de dossier de SCT	

↑ Please ensure this area appears in window of return envelope / S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↑

Date of Solicitation - Date de la demande December 13, 2013	
Address inquiries to - Adresser toute demande de renseignements à : Alexandra.Millan@tbs-sct.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 613-617-4053	Facsimile No. N° de télécopieur
Special Instructions- Instructions spéciales	

Instructions:
 Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the GST/HST is to be shown as a separate item.

Instructions:
 Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la TPS/TVH devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name Address - Nom et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Name / Nom	
Title/ Titre	
Signature : _____	
Date : _____	



RFP # 24062-14-098

**Storyboarding Consulting and Coaching for
the Internal Audit and Evaluation Bureau**

FOR

Treasury Board of Canada Secretariat

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the Task Authorization Form.

2. Summary

- (a) This bid solicitation is being issued to satisfy the requirement for the Treasury Board of Canada Secretariat.
- (b) It is intended to result in the award of one (1) 'as and when requested' contract each for five (5) years.
- (c) There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), the Canadian-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement and the Canada-Peru Free Trade Agreement (CPFTA).

3. Debriefings

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

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

The text under Section 01, Code of Conduct and Certification – Bid, of the 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete the following subsection in their entirety:

4. Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide with their bid or promptly thereafter the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

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 within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5. The Bidder must diligently maintain an up-to-date list of names 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. The Bidder must also, when so requested, provide Canada with the corresponding Consent Forms.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to the Treasury Board of Canada Secretariat (TBS) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies and one soft copy on CD).

Section II: Financial Bid (1 hard copy and 1 soft copy on CD).

Section III: Certifications (1 hard copy).

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

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

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

1.2 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must sign and submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria. Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. **Simply repeating the statement contained in the bid solicitation is not sufficient.**

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

The Crown reserves the right to validate all information provided in the proposal.

Mandatory Technical Criteria			
Description			Met/Not Met
M1	The Bidder must demonstrate that the proposed resource has designed and conducted a minimum of 10 facilitation sessions in the last 60 months, at the time of bid closing.		
	To demonstrate compliance with this criterion, the Bidder must complete and submit with their proposal the following grid:		
	Item	Submission Requirements	Bidder Response
	a)	Client Organization Name for which the work was performed.	
	b)	Duration of work (start and completion date in month/year).	
	c)	Subject Matter of the facilitation sessions	
	d)	Objective of the facilitation sessions	
e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrate the following: i) designing the facilitation sessions ii) conducting the facilitation sessions		
In addition to the grid above, the Bidder must submit the name of at			

	<p>least one client reference along with the phone number and/or email of the client reference.</p>																			
<p>M2</p>	<p>The Bidder must demonstrate the proposed resource’s experience working on a project where the resource was responsible for developing a theme or storyline.</p> <p>To demonstrate compliance with this criterion, the Bidder must complete and submit with their proposal the following grid:</p> <table border="1" data-bbox="347 541 1235 957"> <thead> <tr> <th>Item</th> <th>Submission Requirements</th> <th>Bidder Response</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Client Organization Name for which the work was performed.</td> <td></td> </tr> <tr> <td>b)</td> <td>Duration of work (start and completion date in month/year).</td> <td></td> </tr> <tr> <td>c)</td> <td>Subject Matter of the theme or storyline</td> <td></td> </tr> <tr> <td>d)</td> <td>Main Objective of the theme or storyline</td> <td></td> </tr> <tr> <td>e)</td> <td>A no more than 300 word description of the process that the proposed resource used for developing and conducting facilitated session designed to develop themes and design elements for a report.</td> <td></td> </tr> </tbody> </table> <p>In addition to the grid above, the Bidder must submit the name of the client reference along with the phone number and/or email of the client reference.</p>	Item	Submission Requirements	Bidder Response	a)	Client Organization Name for which the work was performed.		b)	Duration of work (start and completion date in month/year).		c)	Subject Matter of the theme or storyline		d)	Main Objective of the theme or storyline		e)	A no more than 300 word description of the process that the proposed resource used for developing and conducting facilitated session designed to develop themes and design elements for a report.		
Item	Submission Requirements	Bidder Response																		
a)	Client Organization Name for which the work was performed.																			
b)	Duration of work (start and completion date in month/year).																			
c)	Subject Matter of the theme or storyline																			
d)	Main Objective of the theme or storyline																			
e)	A no more than 300 word description of the process that the proposed resource used for developing and conducting facilitated session designed to develop themes and design elements for a report.																			
<p>M3</p>	<p>The Bidder must demonstrate the proposed resource has developed a minimum of 3 out of 5 of the following internal and external communications products.</p> <p>i) Backgrounders ii) Fact Sheets iii) Publications iv) Briefing notes v) Reports</p> <p>To demonstrate compliance with this criterion, the Bidder must complete and submit with their proposal the following grid:</p> <table border="1" data-bbox="347 1541 1235 1898"> <thead> <tr> <th>Item</th> <th>Submission Requirements</th> <th>Bidder Response</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Client Organization Name for which the work was performed.</td> <td></td> </tr> <tr> <td>b)</td> <td>Duration of work (start and completion date in month/year).</td> <td></td> </tr> <tr> <td>c)</td> <td>Subject Matter of the communication product</td> <td></td> </tr> <tr> <td>d)</td> <td>The main message of the communication product including: i) the intended target audience and</td> <td></td> </tr> </tbody> </table>	Item	Submission Requirements	Bidder Response	a)	Client Organization Name for which the work was performed.		b)	Duration of work (start and completion date in month/year).		c)	Subject Matter of the communication product		d)	The main message of the communication product including: i) the intended target audience and					
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d)	The main message of the communication product including: i) the intended target audience and																			

	ii) the factors that influenced the content depending on the target audience		
e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrate they developed the internal and external communication product.		
<p>In addition to the grid above, the Bidder must submit the name of at least one client reference along with the phone number and/or email of the client reference.</p>			

1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. **Simply repeating the statement contained in the bid solicitation is not sufficient.**

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

The Crown reserves the right to validate all information provided in the proposal.

Point-rated Technical Criteria																				
	Criterion	Point Allocation																		
R1	<p>The Bidder should demonstrate the number of facilitation sessions the resource has developed and conducted in the last 60 months, at the time of bid closing.</p> <p>To demonstrate compliance with this criterion, the Bidder should complete and submit with their proposal the following grid:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Submission Requirements</th> <th>Bidder Response</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Client Organization Name for which the work was performed.</td> <td></td> </tr> <tr> <td>b)</td> <td>Duration of work (start and completion date in month/year).</td> <td></td> </tr> <tr> <td>c)</td> <td>Subject Matter of the facilitation sessions</td> <td></td> </tr> <tr> <td>d)</td> <td>Objective of the facilitation sessions</td> <td></td> </tr> <tr> <td>e)</td> <td> <p>A description of the specific work and tasks performed by the proposed resource that clearly demonstrate the following:</p> <ul style="list-style-type: none"> i) designing the facilitation sessions ii) conducting the facilitation sessions </td> <td></td> </tr> </tbody> </table>	Item	Submission Requirements	Bidder Response	a)	Client Organization Name for which the work was performed.		b)	Duration of work (start and completion date in month/year).		c)	Subject Matter of the facilitation sessions		d)	Objective of the facilitation sessions		e)	<p>A description of the specific work and tasks performed by the proposed resource that clearly demonstrate the following:</p> <ul style="list-style-type: none"> i) designing the facilitation sessions ii) conducting the facilitation sessions 		<p>11 to 14 sessions= 3 points 15 to 17 sessions = 6 points 18 to 21 sessions = 9 points 22 plus sessions = 12 points</p>
Item	Submission Requirements	Bidder Response																		
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<p>R2</p>	<p>The Bidder should demonstrate the proposed resource’s experience developing the following internal and external communications products.</p> <p>i) Backgrounders ii) Fact Sheets iii) Publications iv) Briefing notes v) Reports</p> <p>To demonstrate compliance with this criterion, the Bidder should complete and submit with their proposal the following grid:</p> <table border="1" data-bbox="345 611 1140 1192"> <thead> <tr> <th>Item</th> <th>Submission Requirements</th> <th>Bidder Response</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Client Organization Name for which the work was performed.</td> <td></td> </tr> <tr> <td>b)</td> <td>Duration of work (start and completion date in month/year).</td> <td></td> </tr> <tr> <td>c)</td> <td>Subject Matter of the communication product</td> <td></td> </tr> <tr> <td>d)</td> <td>The main message of the communication product including: i) the intended target audience and ii) the factors that influenced the content depending on the target audience</td> <td></td> </tr> <tr> <td>e)</td> <td>A description of the specific work and tasks performed by the proposed resource that clearly demonstrate they developed the internal and external communication product.</td> <td></td> </tr> </tbody> </table>	Item	Submission Requirements	Bidder Response	a)	Client Organization Name for which the work was performed.		b)	Duration of work (start and completion date in month/year).		c)	Subject Matter of the communication product		d)	The main message of the communication product including: i) the intended target audience and ii) the factors that influenced the content depending on the target audience		e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrate they developed the internal and external communication product.		<p>4 out of 5 = 9 points 5 out of 5 = 12 points</p>
Item	Submission Requirements	Bidder Response																		
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e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrate they developed the internal and external communication product.																			
<p>R3</p>	<p>The Bidder should demonstrate the proposed resource has experience</p> <p>i) conducting audits or evaluations or ii) developing storyboard sessions for auditors or evaluators or iii) writing audit or evaluation reports</p> <p>To demonstrate compliance with this criterion, the Bidder should complete and submit with their proposal the following grid:</p> <table border="1" data-bbox="345 1591 1140 1892"> <thead> <tr> <th>Item</th> <th>Submission Requirements</th> <th>Bidder Response</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Client Organization Name for which the work was performed.</td> <td></td> </tr> <tr> <td>b)</td> <td>Duration of work (start and completion date in month/year).</td> <td></td> </tr> <tr> <td>c)</td> <td>A description of the specific work and tasks performed by the proposed resource that clearly demonstrate their experience in the following:</td> <td></td> </tr> </tbody> </table>	Item	Submission Requirements	Bidder Response	a)	Client Organization Name for which the work was performed.		b)	Duration of work (start and completion date in month/year).		c)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrate their experience in the following:		<p>No = 0 points Yes = 6 points</p>						
Item	Submission Requirements	Bidder Response																		
a)	Client Organization Name for which the work was performed.																			
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	i) conducting audits or evaluations or ii) developing storyboard sessions for auditors or evaluators or iii) writing audit or evaluation reports		
<p>In addition to the grid above, the Bidder must submit the name of at least one client reference along with the phone number and/or email of the client reference.</p>			
			Score /30
Minimum required pass mark			15/30

1.2 Financial Evaluation

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

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 60% and Price 40%

- 2.1.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria;
- 2.1.2 Bids not meeting (a) or (b) will be declared non-responsive.
- 2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total points available equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
	Bidder 1	Bidder 2	Bidder 3	
Overall Technical Score	115/135	89/135	92/135	
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89	
Overall Rating	1st	3rd	2nd	

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 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.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](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) 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.

2. Additional Certifications Precedent to Contract Award

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

2.1 Former Public Servant

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

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

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

2.2 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.3 Education and Experience

The Bidder certifies that all the information provided in therésumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Name of Supplier's Authorized Signatory

Signature of Supplier's Authorized Signatory

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.
4. **Before award of a contract the bidder must hold the security clearance for the resources they are proposing. If the supplier does not hold the resources' clearance, they must submit a request to CISD at PWGSC to obtain the security clearance or to duplicate the resources' security clearance.**

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.1 Task Authorization

1.1.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

1.1.2 With respect to the Work mentioned under paragraph 1.1.1 of this clause,

1.1.2a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

1.1.2b) the TA Authority and limit will be determined in accordance with paragraph 1.1.3 of this clause;

1.1.2c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

1.1.2d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

1.1.2e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized TA is a completed Annex D signed by all signing authorities.

1.1.3 TA Authority and Limit

1.1.3.1 The Technical Authority may authorize individual TAs inclusive of any revisions up to a limit of \$0, GST or HST extra.

1.1.3.2 The authority specified under paragraph 1.1.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.2, Limitation of Expenditure - Cumulative Total of all authorized TAs not being exceeded.

1.1.4 TA Process

1.1.4.1 For each task or revision of a previously authorized task, the Contracting Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form, containing as a minimum:

1. the task or revised task description of the Work required, including:
 - a) the details of the activities or revised activities to be performed;
 - b) a description of the deliverables or revised deliverables to be submitted; and

- c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task

1.1.4.2 Within five (5) calendar days of its receipt of the request, the Contractor must provide the Contracting Authority with a signed and dated response prepared and submitted using the TA form received from the Contracting Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B

1.1.4.3 TA Authorization

1.1.4.3.1 The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.1.4.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.1.4.2 above; and
3. the agreed total estimated cost and level of effort for performing the task or, as applicable, revised task.

1.1.4.3.2 The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 1.1.4.2.

1.1.4.3.3 The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

1.1.5 Minimum Work Guarantee - All the Work - Authorized TAs

1.1.5.1 In paragraphs 1.1.5.2 and 1.1.5.3 below,

- "Maximum Contract Value" means the sum specified in Contract clause 7.2.1 , Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
- "Minimum Contract Value" means 10% of the Maximum Contract Value.

1.1.5.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.1.5.3 In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

3.1 The following security requirement (SRCL at Annex C and related clauses) applies and form part of the Contract.

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to five (5) years from date of award inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alexandra Millan

Title: Senior Procurement and Contracting Officer

Treasury Board of Canada Secretariat
Address: 300 Laurier West, Ottawa, Ontario, K1A 0R5
Telephone: 613-617-4053
E-mail address: Alexandra.Millan@tbs-sct.gc.ca

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

5.2 Project Authority

To be provided at contract award.

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

5.3 Contractor's Representative

To be provided at contract award.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6. Payment

6.1 Basis of Payment

One of the following types of basis of payment will form part of the approved TA

6.1.1 Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the approved TA, as determined in accordance with the basis of payment, in Annex B. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.1.2 TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

Canada's total liability to the Contractor under the approved TA must not exceed the limitation of expenditure specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the approved TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the TA Approval 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 TA Approval Authority. The Contractor must notify the TA Approval Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
 - (b) four (4) months before the final delivery date specified in the approved TA, or
 - (c) as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA,
- whichever comes first.

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

6.2 Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$125,000.00. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the

Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

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

6.3 Methods of Payment - Approved TA

One, several or all of the following methods of payment will form part of the approved TA:

6.3.1 For a Firm Price TA:

For the Work specified in an approved firm price TA:

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

6.3.2 For a Limitation of Expenditure TA:

For the Work specified in an approved TA subject to a limitation of expenditure:

A Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

B Progress Payment

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work if:
 - (a) an accurate and complete claim 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;
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. 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.

C Monthly Payments

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

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

6.4 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 Contractor must repay any overpayment, at Canada's request.

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Compliance with Certifications

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (to be inserted at contract award)

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity – Services;
- (c) the signed Task Authorizations (including all of its annexes, if any)
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated _____, (*insert date of bid*)

11. Foreign Nationals (Canadian Contractor)

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

OR

11. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

12. Insurance

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

13. Conflict of Interest- Other Work

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

- a) it must not bid on any other work stream of this project for the Work performed under its Contract, to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over

other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's bid for such a resulting contract;

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

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

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

14. Knowledge Transfer at the end of contract period

The Contractor agrees that, in the period leading up to the end of the Contract and for up to three months afterwards, it will make all reasonable effort to assist Canada in documenting the lessons learned and any other elements to allow corporate knowledge transfer from the Contractor to Canada. The Contractor agrees that there will be no additional charge for these services.

ANNEX A
STATEMENT OF WORK

1.0 TITLE

Storyboarding Consulting and Coaching for the Internal Audit and Evaluation Bureau

2.0 OBJECTIVE

The Internal Audit and Evaluation Bureau requires the services of a Communications Consultant to:

- Assist the Bureau's internal auditors and evaluators in developing storylines for writing accurate, objective, clear, concise, logical and complete internal audit and evaluation reports based on evidence;
- Assist with the development of other communications products, consulting and coaching services to IAEB staff as required.

3.0 BACKGROUND

To address the TB policies on internal audit and evaluation, the Internal Audit and Evaluation Bureau of the Treasury Board Secretariat is expected to produce interim and final audit and evaluation reports, which impact and influence TBS sectors' business operations and accountability for results. To achieve required changes in sectors' management of their operations, the Bureau recognizes that it needs to deliver accurate, objective, clear, concise, logical and complete internal audit and evaluation reports to various internal and external audiences. These audiences expect to receive well-written and easy to understand documents.

The Bureau is using a process called "storyboarding", used by the Office of the Auditor General of Canada and other Government of Canada departments. These storyboarding sessions help to streamline the writing of audit and evaluation reports by focussing additional effort and time on effective *planning* of report writing. The more time spent on planning the writing and content of the audit or evaluation report, the less time will be needed to write the report and the more likely that key messages will be received by the Bureau's target audiences.

Storyboarding sessions involve staff at all levels, i.e. the team members, the Senior Director, a quality assurance assessor, other IAEB staff, and a facilitator to lead the group in a "storyboarding" session.

4.0 SCOPE OF WORK

On an as and when requested basis, through the issuance of Task Authorizations (TA), the Contractor will work closely with project teams through the "storyboarding" process to facilitate the production of detailed, point-form "storylines". There is a strong linkage between audit and evaluation reports' objectives, scope and evidence collected vis-à-vis audit and evaluation findings, conclusions, and recommendations. These storylines will be used for writing internal audit or evaluation reports for the approval by the Secretary and posting on the Secretariat's website.

The Contractor is responsible for developing products on varying topics for the Internal Audit and Evaluation Bureau. These products are to be communicated to internal and external clients and include reports, messages or documents which IAEB produces and may eventually be posted on the web.

The Bureau estimates, that the Contractor will conduct approximately eight to ten storyboarding sessions annually. This number may fluctuate up or down depending on operational requirements.

5.0 TASKS

Each Task Authorization will identify the specific tasks to be performed.

The Contractor may be requested to perform, but is not limited to, the following:

Tasks
1. Review background materials for a facilitated storyboard session or meeting.
2. Prepare approach for facilitated sessions and submit a session design proposal.
3. Assist in the development of questions for facilitated sessions when required.
4. Facilitate the storyboarding session: <ul style="list-style-type: none"> • Synthesize information for various subject matters. • Isolate evidence, findings, and conclusions. • Develop themes or storylines for audit and evaluation products. • Ensure logical links that are adequate and appropriate, from objectives and criteria to evidence to findings to observations to conclusions and to recommendations. • Identify gaps. • Ensure team uses plain language in the development of products. • Engage staff at all levels. • Ensure the team focuses the product on its client, the Deputy Minister, and other stakeholders.
5. Summarize the deliberations or outline of the story for the project/product.
6. Conduct an optional "post storyboarding" validation or peer review, if requested.
7. Review draft reports and communication products (e.g. emails, briefing notes, web site notices) as required on a case-by-case basis, to provide comments and suggestions.
8. Provide individual coaching to auditors on the preparation of their audit and evaluation reports.
9. Draft communication products as required by the client.

6.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

Any communications equipment required will be provided to the consultant on-site, including a workstation. A workstation will be offered in order for the consultant to read confidential documentation, which can only be reviewed on-site. Information is provided on an as needed basis, in order to meet the requirements of a particular storyboarding project.

Note: It is not the responsibility of the Treasury Board of Canada Secretariat to provide portable communication devices to consultants.

7.0 DELIVERABLES and ASSOCIATED SCHEDULE

Each Task Authorization will identify the specific deliverables and timeframes for storyboarding sessions to be provided.

The Contractor may be requested to deliver, but is not limited to, the following:

Deliverables
1. Agenda and outline for the storyboarding session.
2. Documentation of discussion points, key learning points and observations raised during the storyboarding session.
3. An outline for the report and a summary of the deliberations (as said report, gaps in evidence, issues or concerns to be addressed by the IAEB).
4. Feedback/Comments on draft reports and communications products.
5. Draft communication products which client has requested to be drafted.

8.0 LANGUAGE OF WORK

The Contractor must be fluent in both official languages, English and French.

9.0 TRAVEL REQUIREMENTS

There are no travel requirements outside the National Capital Region expected in the conduct of the work. Each Task Authorization, however, will indicate if travel is needed.

10. LOCATION OF WORK

The work will be conducted at 140 O'Connor Street, Ottawa, Ontario.

ANNEX B

BASIS OF PAYMENT

A- Contract Period (From Date of contract to five (5) years from date of contract)

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

The rate specified below, includes any of the following expenses that may need to be incurred to satisfy the terms of the contract:

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

1.0 Labour

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

CATEGORY OF PERSONNEL	Firm all inclusive per diem rate (Cdn)
Storyboarding Consultant	\$

1.1 Definition of a Day/Proration:

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

$$\frac{\text{Hours worked} / \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

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

The supplier must invoice in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days.

2.0 Cost Reimbursable Expenses

2.1 Travel and Living Expenses

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

**3.0 Total Estimated Cost to a Limitation of Expenditure: \$125,000.00 + \$16,250.00 HST
= \$ 141,250.00**

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 24062-14-098
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 TBS	2. Branch or Directorate / Direction générale ou Direction IAEB	
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 The IAEB requires the services of a communications expert to assist in developing storylines for writing accurate, objective, clear, concise, logical and complete, internal audit and evaluation reports.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <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"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC 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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Security Classification / Classification de sécurité





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

PART A (continued) / PARTIE A (suite)

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

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

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

PART B PERSONNEL / SUPPLIER / PARTIE B PERSONNEL / FOURNISSEUR

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux : _____		

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité





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

PART C - (continued) / PARTIE C - (suite)
 For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	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 TI																
IT Link / Lien électronique																

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

Security Classification / Classification de sécurité
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ANNEX "D"

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA)				
Contractor:		Contract Number:		
Task Number:		Date:		
Amendment Number:		Date:		
TA Request (For completion by Project Authority)				
1. Description of service(s) to be delivered/provided as per the Statement of Work [Insert details]				
2. PERIOD OF SERVICES		From:	_____	To: _____
3. Service Location		[Indicate where the work will be performed within the NCR]		
4. Travel Requirements				
5. Other Conditions /Restrains		<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:		
1. Basis of Payment		Limitation of Expenditure []		Firm Price []
7. METHOD OF PAYMENT:				
<input type="checkbox"/> Single <input type="checkbox"/> Monthly <input type="checkbox"/> Progress				
8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL				
() Reliability				
9. LANGUAGE OF WORK				
Language of service(s) to be delivered/provided		<input type="checkbox"/> French <input type="checkbox"/> English		
TA Proposal (For completion by Contractor)				
10. Estimated Cost Contract <Insert additional rows as required>				
Resource Category & Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated level of days of efforts	Total
				\$
				\$
				\$
			Sub-Total Price	
			HST	
			Total Price HST Included	
TA Approval				
11. Signing Authorities				
Name and Title of Individual Authorized to Sign on Behalf of Contractor [type or print]		Signature		Date

Name and Title of TBS Project Authority [type or print]	Signature	Date
Name and Title of Individual Authorized to Sign on Behalf of the Treasury Board of Canada Secretariat (TBS)	Signature	Date
12. Basis of Payment & Invoicing		
<p>Payment to be made based on receipt of a detailed invoice for services rendered, subject to acceptance by the Project Authority.</p> <p>Original invoices must be sent to the Project Authority identified in the Contract and a copy of the invoice must be sent to the Contracting Authority identified in the Contract. Electronic submission of invoices is acceptable.</p>		