

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
Place du Portage, Phase III  
Core 0A1/Noyau 0A1  
11 Laurier St./11, rue Laurier  
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> Enterprise Wiki Software Solution	
<b>Solicitation No. - N° de l'invitation</b> 47060-140853/A	<b>Date</b> 2014-01-13
<b>Client Reference No. - N° de référence du client</b> 1000310853	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XL-114-26796	
<b>File No. - N° de dossier</b> 114x1.47060-140853	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-02-25</b>	<b>Time Zone</b> <b>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> Niyonambaza, Audace	<b>Buyer Id - Id de l'acheteur</b> 114x1
<b>Telephone No. - N° de téléphone</b> (819) 956-5017 ( )	<b>FAX No. - N° de FAX</b> (819) 953-3703
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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**

Shared Systems Division (XL)/Division des systèmes  
partagés (XL)  
4C1, Place du Portage Phase III  
11 Laurier St./11, rue Laurier  
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</b> <b>(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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## **IMPORTANT NOTICE TO SUPPLIERS**

- The Government Electronic Tendering Service on **Buyandsell.gc.ca/tenders** is the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.
- **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

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## **BID SOLICITATION**

**FOR AN**

**ENTERPRISE WIKI SOFTWARE SOLUTION  
(EWSS)**

**FOR**

**CANADA BORDER SERVICES AGENCY  
(CBSA)**

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**List of Annexes to the Resulting Contract**

Annex A	Statement of Requirements
Annex B	Basis of Payment
Annex C	Security Requirements Check List
Annex D	Task Authorization Form

**List of Forms**

Form 1	Bid Submission Form
Form 2	Software Publisher Certification Form
Form 3	Software Publisher Authorization Form
Form 4	Federal Contractors Program for Employment Equity - Certification

## PART 1 - GENERAL INFORMATION

### 1.1 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Requirements (SOR), the Basis of Payment and any other annexes.

### 1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of Canada Border Services Agency (CBSA) (the "**Client**") for a Commercial-Off-The-Shelf (COTS) Software Solution to replace and expand the functionality of CBSA's existing enterprise Wiki software with new enterprise Wiki software. CBSA's existing Wiki content will be migrated from Atlassian Confluence to the Contractor's Solution.
- (b) The requirements include licensed software, a 12-month warranty, software maintenance and support, and documentation. Professional services must be provided, as and when requested.
- (c) The bid solicitation is intended to result in the award of a contract for 1 year after acceptance of the Enterprise Wiki Software Solution, plus 4 one-year irrevocable options allowing Canada to extend the term of the contract. All parts of the Enterprise Wiki Software Solution must be available to the Client Users 24 hours a day, 7 days a week, 365 days a year, in English and French, and operate at all times in accordance with the Statement of Requirements in the Client's operational environment described in the bid solicitation. The term "**Client User**" refers to the employees of the Government of Canada, the Minister's office and staff, and other individuals authorized by the Client to perform services in relation to the business and affairs of the Client, including public servants from other departments and contractors or consultants performing work for the Client from time to time.
- (d) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations](#) -

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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."

- (e) 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 *Canada-Peru Free Trade Agreement* (CPFTA), the *Canada-Colombia Free Trade Agreement* (CColFTA), the *Canada-Panama Free Trade Agreement* (CPanFTA) if it is in force, and the *Agreement on Internal Trade* (AIT).

### 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

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

- (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 contract.
- (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) 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 twenty (120) 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 place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to Public Works and Government Services Canada will not be accepted. However, PWGSC will consider revisions, via facsimile, to a bid that has already been delivered to the Bid Receiving Unit (e.g., revisions to prices and technical modification(s)). These revisions will only be accepted if they are provided to the Bid Receiving Unit prior to the closing date and time of the bid solicitation. Revisions must be clearly marked as such and must indicate which specific provisions or portions of the bid are being revised. The only acceptable facsimile number for bid revisions to bid solicitations issued by PWGSC is (819) 997-9776.

### 2.3 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.
- (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

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copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

**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.*

## 2.5 Improvement of the Requirement During the Solicitation Period

If bidders consider that the specifications or Statement of Requirements 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.

## 2.6 Volumetric Data

The data included in the bid solicitation 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 Enterprise Wiki Software Solution will be consistent with this data. It is provided purely for information purposes.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

(a) **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid (4 hard copies *and* 4 soft copies on CD, DVD or USB Keys)
- (ii) Section II: Financial Bid (1 hard copies *and* 1 soft copy on CD, DVD or USB Key)
- (iii) Section III: Certifications (1 hard copies)

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 should be indicated in any other section of the bid.

(b) **Format for Bid:** 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.

(c) **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 are encouraged to:

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

(d) **Submission of Only One Bid from a Bidding Group:**

- (i) 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, Canada will choose in its discretion which bid to consider.
- (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

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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*;
- (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.

### 3.2 Section I: Technical Bid

- (a) In their technical bid, bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. The technical bid must 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.
- (b) The technical bid consists of the following:
  - (i) **Bid Submission Form (Attached as Form 1):** Bidders are requested to include the Bid Submission Form with their bids. 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.
  - (ii) **Corporate Profile:** The Corporate Profile should include a brief description of each of the following:
    - (A) A corporate overview including the Bidder and its sub-contractor(s)' corporate structure, years in business, business activities, major customers, number of employees and their geographic presence.
    - (B) Corporate history in relation to Enterprise Wiki Software and any related technologies in general and specifically the Bidder's relationship and experience with the proposed Enterprise Wiki Software Solution.
    - (C) An overview of Bidder's knowledge and experience in the delivery of Enterprise Wiki Software Solutions, and specifically as it fulfills to the purpose and objectives of this bid solicitation.

- (iii) **Substantiation of Technical Compliance:** The Technical Bid must substantiate the compliance of the Bidder's Enterprise Wiki Software Solution with Annex A - Statement of Requirements.
- (iv) **List of Proposed Software:** The Bidder must include a complete list identifying both the name and the version number of each component of the Licensed Software required for the Enterprise Wiki Software Solution.
- (v) **Technical Documentation:** The Bidder must provide technical documentation such as user manuals, screenshots, design or system management documents (or other information sources) to support the Bidder's response to each requirement (a soft copy of the technical documents required to support the Technical Bid is acceptable). Links to websites are not acceptable and if provided to validate a mandatory requirement, it will render the bid response non-responsive.
- (vi) The Bidder should include the precise location of the reference material including the title of the document, the page and the paragraph numbers when addressing each criterion. Any reference material listed by the Bidder to demonstrate the compliance must be part of the bid (hard copy or soft copy). If it is not included in the bid, it will not be taken into consideration by Canada. Where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the bid documentation.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B without any conditions, assumptions, or restrictions. Any financial proposal that purports to restrict the way in which Canada acquires goods or services under the resulting contract, with the exception of those limitations that are expressly set out in this solicitation, will be considered non-responsive. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (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, including any option years. 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.
- (d) **Existing Licenses:** If Canada has existing licenses of the proposed software (in whole or in part), these existing licenses must not be considered as part of the proposed Enterprise Wiki Software Solution, nor as part of government furnished equipment. The license(s) to be granted under the resulting contract must not be conditional of Canada to renew these licenses or to maintain the licenses through software maintenance and support contracts.

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**(e) SACC Manual Clauses:**

(i) C3011T (2010-01-11), Exchange Rate Fluctuation.

**3.4 Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## 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 evaluation criteria. 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) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid;
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
  - (iii) **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 - Mandatory Requirements:

- (i) Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified 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.
- (ii) Claims in a bid that a future upgrade or release of any of product included in the bid will meet the mandatory requirements of the bid solicitation, where the upgrade or release is not available at bid closing, will not be considered.
- (iii) The mandatory requirements are described in Annex A - Statement of Requirements.

#### 4.3 Proof of Proposal (PoP) Test for Top-Ranked Bid

- (a) Canada may, but will have no obligation, to require that the top-ranked Bidder (identified after the financial evaluation) demonstrate any features, functionality and capabilities described in this bid solicitation or in its bid, in order to verify compliance with the requirements of this bid solicitation.
- (b) If required, the PoP test must be conducted, at no cost to Canada, from a website hosted on the Bidder's infrastructure and remotely accessible. Canada will provide no fewer than 5 working days of notice before the scheduled date for the PoP test. Once the PoP test has begun, it must be completed within 3.5 hours. The PoP test must be conducted during normal business hours, to be determined by the Contracting Authority.
- (c) Despite the written bid, if Canada determines during the PoP test that the Bidder's proposed solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive.

#### 4.4 Financial Evaluation

- (a) The financial evaluation will be conducted by the Contracting Authority by calculating the **Total Bid Price** using the Pricing Tables in Annex B completed by the bidders, as per the following table:

<b>TOTAL BID PRICE</b>		
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>Calculation using Information from the Bidder's Financial Proposal</b>
1	<b><u>Licensed Software (Annex B, Table 1):</u></b> Firm price for the provision of Licensed Software, Documentation and Warranty	\$
2	<b><u>Installation of the Licensed Software (Annex B, Table 2):</u></b> Firm price for installation of the Licensed Software on-site at CBSA.	\$
3	<b><u>Software Maintenance and Support (Annex B, Table 3):</u></b> Sum total of firm prices for software maintenance and Support during Initial Contract Period and all Option Years (Items 1 to 5).	\$
4	<b><u>Professional Services (Annex B, Table 4):</u></b> Per Diem Rate for Senior Programmer/Software Developer (Column 1) during Initial Contract Period, multiplied by 15 days;  PLUS	\$

ITEM NO.	DESCRIPTION	Calculation using Information from the Bidder's Financial Proposal
	Per Diem Rate for Senior Quality Assurance Specialist (Column 2) during Initial Contract Period, multiplied by 10 days.	
5	<b>TOTAL BID PRICE (Item 1 + Item 2 + Item 3+ Item 4)</b>	<b>\$</b>

#### 4.5 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.
- (b) The responsive bid with the lowest evaluated price will be recommended for award of a contract.
- (c) 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.

## PART 5 - CERTIFICATIONS

- (a) Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.
- (b) Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 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" 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 Form 4 - 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 Form 4 - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2 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

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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.

### **5.3 Bidder Certifies that all Software is “Off-the-Shelf”**

Any software bid to meet this requirement must be “off-the-shelf” (unless otherwise stated in this bid solicitation), meaning that each item of software is commercially available and requires no further research or development and is part of an existing product line with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any of the software products bid is a fully compatible extension of a field-proven product line, it must have been publicly announced on or before the bid closing date. By submitting a bid, the Bidder is certifying that all software bid is off-the-shelf.

### **5.4 Software Publisher Certification and Software Publisher Authorization**

- (a) If the Bidder is the Software Publisher for any of the proprietary software component(s) it bids, Canada requires that the Bidder confirm in writing that it is the Software Publisher. Bidders are requested to use the Software Publisher Certification Form included with the bid solicitation (Form 2). Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For bidders who use an alternate form, it is in Canada’s sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (b) Any Bidder that is not the Software Publisher of all the proprietary software products or components proposed in its bid is required to submit proof of the Software Publisher’s authorization, which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless proof of this authorization has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included with the bid solicitation (Form 3). Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders/Software Publishers who use an alternate form, it is in Canada’s sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.
- (c) In this bid solicitation, “Software Publisher” means the owner of the copyright in any software included in the bid, who has the right to license (and authorize others to license/sub-license) its software products.

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

- (a) At the date of bid closing, the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses.
- (b) For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document (<http://tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents website.
- (c) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.
- (d) Foreign bidders must be from a country where there is an existing bi-lateral industrial security agreement with Canada that stipulates security equivalencies. Foreign bidders (including U.S.) should contact the Contracting Authority to obtain the security requirements terms that will apply to the resulting contract.

### 6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, 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 also 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 one or more parent companies 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 goods and services described in the Contract, including the Statement of Requirements and the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes:
- (i) granting the license to use the Licensed Software described in the Contract;
  - (ii) providing the Software Documentation;
  - (iii) providing maintenance and support for the Licensed Software during the Software Support Period; and
  - (iv) 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) Under the Contract, the "**Client**" is **Canada Border Services Agency (CBSA)**.
- (c) **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. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **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. Also, the following words and expressions have the following meanings:
- (i) any reference to a "**deliverable**" or "**deliverables**" includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).
  - (ii) "**Bug Fixes**" means a temporary work-around, patch, or bypass to update the program code to correct errors or defects.
  - (iii) "**Enhancement**" also often referred to as an "**interim release**" means an interim release version of the Licensed Software, which is often documented by adding a further decimal and digit to the version or release number (e.g., V.X.X.2 would be the next enhancement after V.X.X.1).
  - (iv) "**Error**" means any software instructions or statement contained in (or absent from) the Licensed Program that, by its presence or absence, prevents the Licensed Software from operating in accordance with the Specifications.

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- (v) **"Extensions"** means an update to the Licensed Software that extends the features, functionality or performance of the Licensed Software program code, regardless of whether the Contractor refers to it as an "extension".
  - (vi) **"New Release"** means a system release, a version release, and interim release of the Licensed Software, regardless of whether the Contractor refers to it as a "new release".
  - (vii) **"Renames"** means an upgrade to the Licensed Software where the product name is changed, but the new software product has similar features and functionality as the Licensed Software, regardless of whether the Contractor refers to it as a "rename".
  - (viii) **"Service Releases"** means a release of the Software which is designed to operate on designated combinations of computer hardware and operating systems. A new System Release typically will be indicated by the addition of one (1) to the first digit of the release number (e.g. v.2.X.X would be the next System Release after v.1.X.X).
  - (ix) **"Software Patches"** means an engineering fix to a problem that may be incorporated into a new release to update the Licensed Software in order to improve or correct errors or defects in the program code.
  - (x) **"Technical Support Organization"** ('TSO') means those Contractor product specialists who make available technical support to Contractor's Clients who have contracted for and are current under Contractor's Maintenance Services.
  - (xi) **"Upgrades (major)"** means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the left of the first decimal (e.g., Product X Version 1.3 changes to Product 2.0 or Product X Version 1.1.5 changes to Product X Version 2.0.0), regardless of whether the Contractor refers to it as a "major upgrade".
  - (xii) **"Upgrades (minor)"** means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the right of the first decimal (e.g., Product X Version 1.0 changes to Product X Version 1.1 or Product X Version 1.0.0 changes to Product X Version 1.0.1), regardless of whether the Contractor refers to it as a "minor upgrade".
  - (xiii) **"Version Release"** means a release often involving a limited number of new or enhanced features or functionality or features and error corrections, which is often documented by adding a second digit after the release number (e.g., V.X.2.X would be the next version release after V.X.1.X).

## 7.2 Optional Goods and/or Services

- (a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.
- (f) These options may be exercised at any time during the Contract Period, as many times as Canada chooses, before the expiry of the Contract.
- (g) The options may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

### 7.3 Task Authorization

(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 an authorized TA has been received by the Contractor. The Contractor acknowledges that any work performed before an authorized TA has been received will be done at the Contractor’s own risk.

(b) **Form and Content of Task Authorization:**

- (i) The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D.
- (ii) The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (iii) A Task Authorization must also contain the following information, if applicable:
  - (A) the task number;
  - (B) The date by which the Contractor’s response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (C) the details of any financial coding to be used;
  - (D) the categories of resources and the number required;
  - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price Task Authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (M) any other constraints that might affect the completion of the task.

(c) **Contractor’s Response to Draft Task Authorization:**

- (i) The Contractor must provide the Technical Authority, within 10 working days of receiving the draft Task Authorization (or within any longer time period specified in the

draft TA), the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and issue the TA.

- (ii) The Contractor must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (iii) The Contractor's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Section 7.5.
- (iv) The Contractor is requested to submit the following security information for each of the proposed resources:

<b>SECURITY INFORMATION</b>	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

(d) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

- (i) The Technical Authority may authorize individual Task Authorizations up to a limit of \$\_\_\_\_\_ (to be provided at contract award), including applicable taxes, inclusive of any revisions.
- (ii) Any Task Authorization to be issued in excess of that limit must be authorized by Contracting Authority before issuance.
- (iii) The Contracting Authority may suspend the ability of the Technical Authority to authorize TAs by sending a notice to the Contractor which is effective upon receipt, in which case all TAs must be authorized by both the Technical Authority and Contracting Authority, regardless of value.
- (iv) The Contractor must not commence work until a TA authorized in accordance with all the provisions of this Article has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been validly issued will be done at the Contractor's own risk.

(e) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under authorized TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. 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 quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) April 1 to June 30;
- (B) July 1 to September 30;
- (C) October 1 to December 31; and
- (D) January 1 to March 31.

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

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of the task;
- (C) the name, Category of Personnel of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the TA (Applicable Taxes extra);
- (E) the total amount (Applicable Taxes extra) expended to date;
- (F) the start and completion date; and
- (G) the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TAs (as amended):

- (A) the amount (Applicable Taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (B) the total amount, Applicable Taxes extra, expended to date against all validly issued tasks.

**(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.

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

**(a) General Conditions:**

- (i) 2030 ( 2013-06-27), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

**(b) Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4003 (2010-08-16), Supplemental General Conditions - Licensed Software;
- (ii) 4004 (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software;

apply to and form part of the Contract.

**7.5 Security Requirement for Canadian Supplier**

- (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 sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- (c) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (d) The Contractor must comply with the provisions of the:
  - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (ii) Industrial Security Manual (Latest Edition).

**7.6 Contract Period**

- (a) The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year after acceptance of the Enterprise Wiki Software Solution by Canada into the Client Technical Environment; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

**(b) Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.
- (iii) It is understood that there may be an on-going requirement to acquire Maintenance and Support Services in order to maintain the Licensed Software within Canada's Technical Environment that could go beyond the five Option Periods referred in (i) above. Both

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parties agree that Article 7.21 - Licensed Software Maintenance and Support Services Pricing Stability will be the base under which pricing will be negotiated if there is a request from Canada to extend further the Contract Period.

## 7.7 Delivery Date

All the deliverables must be received in accordance with the terms of the Contract:

- (a) The software products including documentation, warranty and license key for the initial requirement must be delivered within 10 working days from contract award date. Any additional requirement must be delivered within 5 working days of a signed contract amendment or in accordance with an authorized task authorization.
- (b) Maintenance and Support Services must be accessible when requested by Canada as per terms of the Contract.
- (c) Professional services must be delivered as per issued Tasks Authorizations.

## 7.8 Authorities

### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Audace Niyonambaza  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Software and Shared Systems Procurement Directorate (SSSPD)  
Address: Place du Portage, Phase III, 4C1  
11 Laurier Street, Gatineau, Quebec K1A 0S5  
Canada  
Telephone: 819-956-5017  
Facsimile: 819-953-3703  
E-mail address: audace.niyonambaza@tpsgc-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:

Name: (To be provided at contract award)  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of Canada 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.

**(c) Contractor's Representative**

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

*(this information will be completed at contract award)*

**7.9 Payment**

**(a) Basis of Payment**

- (i) Licensed Software:** For the license to use the Licensed Software (including delivery of the Licensed Software and the Software Documentation), in accordance with the Contract, Canada will pay the Contractor the firm price set out in Annex B - Basis of Payment, FOB destination, including all customs duties, Applicable Taxes extra. The firm price includes the warranty during the Software Warranty Period.
- (ii) Installation of Licensed Software:** For the initial installation of the Licensed Software on-site at CBSA, where installation will be completed once a User (such as a CBSA Systems Administrator) can successfully log on to the Solution, Canada will pay the Contractor the firm price set out in Annex B - Basis of Payment, Applicable Taxes extra, upon acceptance of the installation by the Client Technical Authority.
- (iii) Maintenance and Support for Licensed Software:** For maintenance and support services throughout the Software Support Period, including during any extensions (Optional Software Support Period, if exercised by the Contracting Authority), in accordance with the Contract, Canada will pay the Contractor, in advance, the firm price(s) set out in Annex B - Basis of Payment, FOB destination, including all customs duties, Applicable Taxes extra.
- (iv) Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B - Basis of Payment), Applicable Taxes extra.
- (v) 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 outside the National Capital Area, 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 not be able to charge for time spent travelling.
- (vi) 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.

**(vii) 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 the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part, 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 from bidding on future requirements.

**(viii) 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 is described elsewhere in the Contract.

**(b) Limitation of Expenditure**

(i) Canada's total liability to the Contractor under this Contract must not exceed \$----- (including customs duties, Applicable Taxes extra), as per the following breakdown:

(A) \$ *[amount to be determined at contract award]* for Licensed Software;

(B) \$ *[amount to be determined at contract award]* for Maintenance and Support Services;

(C) \$ *[amount to be determined at contract award]* for Professionnel Services, including pre-authorized travel and living expenses.

(ii) Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract

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

**(c) Method of Payment - Licensed Software, including Installation on-site at CBSA**

Canada will pay the Contractor the price for the Enterprise Wiki Software Solution, including installation on-site at CBSA, if:

(i) the Enterprise Wiki Software Solution has been accepted by Canada; and

(ii) 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; and

(iii) all such documents have been verified by Canada.

**(d) Method of Payment for Task Authorizations with a Firm Price - Milestone Payments**

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For any Task Authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the schedule of milestones detailed in that TA and the payment provisions of the Contract, if:

- (ii) an accurate and complete claim for milestone payment using form PWGSC-TPSGC 1111 ([://www.pwgsc.gc.ca/acquisitions/text/forms/forms-e.html](http://www.pwgsc.gc.ca/acquisitions/text/forms/forms-e.html)) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract.
- (iii) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives; and
- (iv) all work associated with the milestone and any deliverable required have been completed, delivered, and accepted by Canada.

**(e) Method of Payment for Software Maintenance and Support - Advance Payment**

- (i) Canada will pay the Contractor in advance for the software maintenance and support services 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.
- (ii) Payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or any of the Work, if the Work performed later proves to be unacceptable.

**(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 invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

- (c) By submitting invoices (other than for any items subject to an advance payment), 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.
- (d) The Contractor must provide the original of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

### 7.11 Certifications

- (a) Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

### 7.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (The Contracting Authority will *insert the name of the province or territory at contract award.*)

### 7.13 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;
- (b) supplemental general conditions, in the following order:
  - (i) 4003 (2010-08-16) - Supplemental General Conditions - Licensed Software;
  - (ii) 4004 (2013-04-25) - Supplemental General Conditions - Maintenance and Support Services for Licensed Software;
- (c) general conditions 2030 ( 2013-06-27) -General Conditions - Higher Complexity - Goods;
- (d) Annex A, Statement of Requirements;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of their annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*), not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

**7.14 Foreign Nationals**

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

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

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

**7.15 Insurance Requirements**

- (a) SACC Manual clause G1005C (2008-05-12) Insurance Requirements

**7.16 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 its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its 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:

- (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 by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.25 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 \$1M.

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 \$1M, 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).

**7.17 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*

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- (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;
  - (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.
- (f) 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.*

**7.18 Licensed Software**

With respect to the provisions of Supplemental General Conditions 4003:

- (a) **Licensed Software:** The Licensed Software, which is defined herein and in 4003, includes all the commercial software products offered by the Contractor in its bid, and any other software code provided or created under issued task authorization(s) through professional services and/or Maintenance and Support Services and/or otherwise by the Contractor and is required for those software products to function in accordance with the Software Documentation and the Specifications. The Contractor must deliver, without limitation, the full range of the commercially available functionalities included in the software products listed below which includes at a minimum, the functionalities listed in the Statement of Requirements. The following commercially available products are part of the deliverables:

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

*[this information will be completed at contract award using information in the Contractor’s bid]*

The Contractor hereby agrees that the Licensed Software includes anything required to enable the Client to use all the features and functionality of the Licensed Software meeting the Statement of Requirements and providing the functionality as proposed by the Contractor in its bid response, including but not limited to providing any and all agents, host agents, access

licenses, drivers including associated libraries, application program interfaces, adapters, connectors, software development tool kits and management console. The Contractor also acknowledges that Canada has the right to make full or partial use of any and all functionality that forms part of the Licensed Software that is delivered as part of the contract at no extra charge.

- (b) **Type of License being Granted:** Perpetual Enty License.
- (c) **Language of Licensed Software:** The Licensed Software must be delivered in both French and English.
- (d) **Media on which Licensed Software must be Delivered:** CD-ROM or DVD or Internet Download via Secure Network or HTTPS protocol as requested by Canada.
- (e) **Software Warranty Period:** 12 months (one year) after acceptance of the software products by Canada in accordance with the approved Implementation Strategy and Plan. During the Warranty Period the Contractor shall meet its warranty obligations at no cost to Canada. The Contractor's obligations under the Maintenance and Support Obligations of this Contract are in addition to and not in substitution for the Contractor's obligations during the Warranty Period.

#### 7.19 Licensed Software Maintenance and Support

With respect to the provisions of Supplemental General Conditions 4004:

- (a) **Initial Software Support Period:** The initial Software Support Period is the Initial Contract Period.
- (b) **Option to Extend Software Support Period:** The Contractor grants to Canada the irrevocable option(s) to extend the Software Support Period by 5 additional 12-month periods, exercisable at any time during the Contract Period. The Contractor agrees that, during the entire Software Support Period, the prices will be those set out in Annex B - Basis of Payment. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
- (c) **Hours for Providing Support Services:** The Contractor's personnel must be available from 9:00 a.m. until 5:00 p.m., local time, at the site where the Licensed Programs are installed, Monday through Friday, exclusive of statutory holidays observed by Canada at the site where the service is required.
- (d) **Contact Information for Accessing the Contractor's Support Services:** In accordance with Section 5 of 4004, the Contractor will make its Support Services available through the following:

Toll-free Telephone Access: \_\_\_\_\_

Toll-free Fax Access: \_\_\_\_\_

Email Access: \_\_\_\_\_

The Contractor must respond to all telephone, fax or email communications (with a live service agent) within 60 minutes of the initial time of the Client or User's initial communication.

**Note to Bidders:** This information will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.

- (e) **Website:** In accordance with Section 5 of 4004, the Contractor must make Support Services available over the Internet. To do so, the Contractor must include, as a minimum, frequently asked questions and on-line software diagnostic routines and support tools. Despite the Hours for Providing Support Services, the Contractor's website must be available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's website address for web support is \_\_\_\_\_.

**Note to Bidders:** The website address will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.

## 7.20 Professional Services

- (a) The Contractor must provide specialists to deliver services relating to the installation and configuration of the Enterprise Wiki Software Solution, as and when requested by Canada using the Task Authorization process defined in Article 7.3 - Task Authorization.
- (b) Once a Task Authorization is issued, the Contractor must make the resource available to Canada within 15 working days. If an individual resource is named in an issued Task Authorization with respect to any portion of the Work, the Contractor must provide that resource, except to the extent that a replacement is permitted under the General Conditions (in which case the replacement must be provided within the time period described above). This obligation applies despite any changes that Canada may have made to any hardware, software or any other aspect of the Client's operating environment. If the Contractor does not make the resource available to perform the Work during that period, Canada may immediately terminate the Task Authorization for default.
- (c) If there must be a change in a resource performing Work under the Contract (which must in any case comply with the requirements in the section of the General Conditions entitled "Replacement of Personnel"), the Contractor must make the replacement available for work within 10 working days of the departure of the existing resource (or, if Canada has requested the replacement, within 15 working days of Canada's notice of the requirement for a replacement).

## 7.21 Licensed Software and Maintenance and Support Services Pricing Stability

- (a) The Contractor acknowledges that it is important to Canada to be able to continue to access Maintenance and Support Services for the Licensed Software after the last option period containing pricing has expired. The Contractor accordingly offers to continue to provide Maintenance and Support Services at reasonable annual rates and on all of the other terms and conditions set out in this Contract, subject to execution by the parties of a formal contract amendment. For each year that follow, the last option period (five), the Contractor hereby offers annual rates that are the lesser of:
- (i) the Contractor's then current published rates; and
  - (ii) the quoted prices for option year five adjusted by the percentage difference in the Consumer Price Index (CPI) as determined by Statistics Canada, for the 12 month period immediately preceding the date on which the price change is to be effective; and
  - (iii) 2% more than the annual rates provided to Canada in the preceding year under this Contract or under any extension entered into pursuant to this Article;

and the Contractor's obligations under this Article shall survive termination or expiry of this Contract and continue until such time that the Contractor (i) no longer offers the applicable

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maintenance and support services on the applicable product(s) to its other customers, or  
(ii) no longer has the right to offer such maintenance or support services.

## 7.22 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.

## 7.23 Representations and Warranties

The Contractor made statements regarding its experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. 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.

## 7.24 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.

## 7.25 Termination for Convenience for Software Maintenance and Support Services

Notwithstanding the Termination for Convenience provisions contained at Section 32 of 2030 - General Conditions - Higher Complexity - Goods, the parties agree that in the event of termination of services for the convenience of Canada for which an advance payment has been made, charges up to the date of termination will be calculated on a pro rata basis of a twelve month year and a thirty day month. The Contractor shall immediately refund to Canada the unliquidated portion of the advance payment and pay to Canada interest thereon, from the date of the advance payment to the date of the refund, at the discount rate of interest per annum set by the Bank of Canada and prevailing on the date of the advance payment, plus 1 ¼ percent per annum.

Solicitation No. - N° de l'invitation

47060-140853/A

Amd. No. - N° de la modif.

File No. - N° du dossier

114x147060-140853

Buyer ID - Id de l'acheteur

114x1

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

1000310853

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX A**

**STATEMENT OF REQUIREMENTS**

***(Attached)***

**ANNEX B - BASIS OF PAYMENT**

<b>TABLE 1</b>		
<b>LICENSED SOFTWARE</b>		
(Price for License includes Warranty, Software Documentation and User Training Material)		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FIRM ALL INCLUSIVE LOT PRICE (Canadian \$)</b>
1	<p>For the provision of the Licensed Software, and Documentation and Warranty for an unlimited number of Users, in accordance with the software license contained in the Contract.</p> <p><i>Payable upon acceptance of the Licensed Software by the Client Technical Authority following successful installation of the Licensed Software by the Contractor on-site at CBSA.</i></p>	\$

<b>TABLE 2</b>		
<b>INSTALLATION OF THE LICENSED SOFTWARE</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FIRM ALL INCLUSIVE LOT PRICE (Canadian \$)</b>
1	<p>For the installation of the Licensed Software on-site at CBSA.</p> <p><i>Installation will be completed once a User (such as a CBSA Systems Administrator) can successfully log on to the Solution.</i></p>	\$

<b>TABLE 3</b>		
<b>SOFTWARE MAINTENANCE AND SUPPORT SERVICES</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FIRM ANNUAL PRICES (Canadian \$)</b>
1	During Initial Contract Period	\$
2	During Option Year 1	\$
3	During Option Year 2	\$
4	During Option Year 3	\$
5	During Option Year 4	\$

<b>TABLE 4 - PROFESSIONAL SERVICES</b>			
<b>“As and when requested basis”</b>			
<b>All Inclusive Per Diem Rates (Canadian \$)</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>COLUMN 1</b>	<b>COLUMN 2</b>
		<b>Senior Programmer/ Software Developer</b>	<b>Senior Quality Assurance Specialist</b>
1	During Initial Contract Period	\$	\$
2	During Option Year 1	\$	\$
3	During Option Year 2	\$	\$
4	During Option Year 3	\$	\$
5	During Option Year 4	\$	\$

**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**

*(Attached)*

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Buyer ID - Id de l'acheteur  
114xl

## ANNEX D

### TASK AUTHORIZATION FORM

1.0 TASK AUTHORIZATION	
Contractor:	Contract No.:
Financial Code:	Applicable Tax Financial Code:
Original Task Authorization No.:	Date:
2.0 PERIOD OF SERVICES	
From:	To:
3.0 WORK LOCATIONS	
4.0 SCOPE OF THE TASK AUTHORIZATION (as per Contract)	
5.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED	
6.0 DELIVERABLE (S)	
7.0 CONSTRAINTS	
8.0 STATUS/PROGRESS REPORTS	

**9.0 COST**

Resource Category (as per Contract)	Per Diem Rate	No. of Days to Perform the Tasks/Work	Total
		<b>ESTIMATED TOTAL PRICE</b>	
		<b>APPLICBLE TAXES</b>	
		<b>TOTAL</b>	
Travel and Living Expenses: Travel and living are a direct charge on a cost reimbursable basis. All expenses shall incurred in accordance with the then-current Treasury Board guidelines. Invoices for Travel and Living costs of the Contractor's employees are to be supported by documentation (receipts) and will be reimbursed in accordance with the Treasury Board Policy and Guidelines on Travel in effect at the time of travel at actual cost with no allowance for markup. Charges for air travel shall not exceed that for economy class.		<b>ESTIMATED PRICE</b>	
		<b>APPLICABLE TAXES</b>	
		<b>TOTAL</b>	
		<b>GRAND TOTAL</b>	

**10.0 LIMITATION OF EXPENDITURE**

Canada's maximum total amount of expenditure under this Task Authorization is: \_\_\_\_\_  
(Applicable Taxes extra)

**11.0 PAYMENT TERMS**

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114xl

**12.0 SIGNATURES**

**Client Technical Authority:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Check Either Option**

The Contractor hereby accepts the Task Authorization identified above

The Contractor does not accept the Task Authorization identified above

**Name of Contractor authorized  
to sign (type or print):**

\_\_\_\_\_

**Title of Contractor authorized to sign  
(type or print):**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**PWGSC Contracting Authority:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## FORM 1

<b>BIDDER SUBMISSION FORM</b>													
<p><b>Bidder's full legal name</b> [Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</p>													
<p><b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Name</td><td></td></tr> <tr><td>Title</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Telephone #</td><td></td></tr> <tr><td>Fax #</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table>	Name		Title		Address		Telephone #		Fax #		Email	
Name													
Title													
Address													
Telephone #													
Fax #													
Email													
<p><b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</p>													
<p><b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)</p>													
<p><b>Number of Full-Time Equivalent (FTE) Positions:</b> [Bidders are requested to indicate the total number of FTE positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]</p>													
<p><b>Security Clearance Level of Bidder</b> [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>													
<p>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:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>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.</li> </ol>													
<p><b>Signature of Authorized Representative of Bidder</b></p>													

**FORM 2**

**SOFTWARE PUBLISHER CERTIFICATION FORM**

(to be used where the Bidder itself is the Software Publisher)

The Bidder certifies that is the software publisher of all the following software products and components and that it has all the rights necessary to license them (and any non-proprietary sub-components incorporated into the software) on a royalty-free basis to Canada:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*[bidders should add or remove lines as needed]*

Solicitation Number: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Signature of authorized signatory of the Bidder: \_\_\_\_\_

Print Name of authorized signatory of the Bidder: \_\_\_\_\_

Title of the authorized signatory of the Bidder: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**FORM 3**

**SOFTWARE PUBLISHER AUTHORIZATION FORM**

(to be used where the Bidder is not the Software Publisher)

This confirms that the software publisher identified below has authorized the Bidder named below to license its proprietary software products under any contract resulting from the bid solicitation identified below.

This authorization applies to the following software products:

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*[bidders should add or remove lines as needed]*

Name of Software Publisher (SP) \_\_\_\_\_

Signature of authorized signatory of SP \_\_\_\_\_

Print Name of authorized signatory of SP \_\_\_\_\_

Print Title of authorized signatory of SP \_\_\_\_\_

Address for authorized signatory of SP \_\_\_\_\_

Telephone no. for authorized signatory of SP \_\_\_\_\_

Fax no. for authorized signatory of SP \_\_\_\_\_

Date signed \_\_\_\_\_

Solicitation Number \_\_\_\_\_

Name of Bidder \_\_\_\_\_

**FORM 4**

**SOLICITATION # EN578-133379/A**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

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

Complete both A and B.

A. Check only one of the following:

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

**Bid Solicitation No. 47060-140853/A**

**Annex A**

**Statement of Requirements  
for an  
Enterprise Wiki Software Solution  
(EWSS)**



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## 1. Objective

Canada Border Services Agency (CBSA) has a requirement for a Commercial-Off-The-Shelf (COTS) Software Solution to replace and expand the functionality of CBSA's existing enterprise Wiki software with new enterprise Wiki software. CBSA's existing Wiki content will be migrated from Atlassian Confluence to the Contractor's Solution. The Contractor must provide Licensed Software, Technical Documentation, Professional Services, Maintenance and Support, and Warranty.

The Enterprise Wiki Software Solution (EWSS) requirements include a perpetual license grant and 1 year of software maintenance and support services, plus 4 one-year irrevocable options allowing Canada to extend the term of the contract.

## 2. Background

CBSA is a national organization of 15,000 employees in the Public Safety portfolio. Entrusted with border security, immigration and customs functions. Facilities and functions range from border control points to inland inspection areas and research laboratories. It is regionally dispersed and diverse in activities and very hierarchical in culture and structure. The collaborative software CBSA seeks will permit expansion on internal synergies and engage the millennial cadre who are quickly joining the workforce and who expect to be able to use Web 2.0 based tools. There is no existing data or systems that will be impacted by this collaborative tool as it will provide an environment where transitory information can be matured into organizational intellectual property.

CBSA uses a Windows Server 2008 and higher based Active Directory infrastructure supported by Shared Services Canada (SSC).



### **3. Scope**

The duration of the project will be for the transition into ongoing production of the collaborative software and the implementation of a sustainable and supported product. Specific functional areas include Wiki content creation, collaboration and sharing of data, information and knowledge. CBSA will monitor technology trends and may maintain, add and/or extend the functionality of the acquired solution into functional areas related to Enterprise Wiki Software Solutions during the contract periods.

### **4. CBSA Responsibilities**

- a. CBSA will be responsible for their customized applications that integrate with the Contractor's Solution.
- b. CBSA will supply the required PCs, servers, operating system software and other Client-related software.



## 5. Mandatory Requirements

No.	Mandatory Requirements	Comply (Yes/No)	Substantiation	Reference
<b>General specifications</b>				
<b>M1</b>	The Enterprise Wiki Software Solution (EWSS) must work, be complete and deliver, enable and support a Wiki related content creation, collaboration and data, information and knowledge transfer.			
<b>M2</b>	The Contractor must provide a web based HTML solution that allows CBSA to remain WCAG 2.0 compliant.			
<b>M3</b>	The EWSS must work with Microsoft Internet Explorer version 8 and above.			
<b>M4</b>	The EWSS must work in an IPv4 and IPv6 network.			
<b>M5</b>	The EWSS must be compatible with Linux and Microsoft Windows 2008 (64-bit) Server operating systems.			
<b>M6</b>	The EWSS must be compatible with PostgreSQL 9.			
<b>M7</b>	The EWSS must provide the functionality to allow Users to work in English or French at the User's discretion.			
<b>M8</b>	The EWSS must provide the field labels, navigation prompts, menus, and error and advisory messages to authorized Users, in both English and French languages.			
<b>M9</b>	The Software Solution On-line Help information must be in both English and French languages.			
<b>M10</b>	The EWSS must allow for a minimum user base of 15,000.			
<b>M11</b>	The EWSS must allow for a minimum of 1,000 concurrent users.			



No.	Mandatory Requirements	Comply (Yes/No)	Substantiation	Reference
<b>M12</b>	The EWSS must provide an access control system for use in authentication, authorization and audit.			
<b>M13</b>	The EWSS must allow multiple levels of system administration to divide tasks and roles for administering the Solution.			
<b>M14</b>	The EWSS must allow system administrators to at a minimum: 1) Customize the appearance of pages within the Solution; 2) Create roles and groups; 3) Assign users to groups; 4) Create new users; 5) Assign roles and permissions to users; 6) Assign roles and permissions to groups; 7) Automatically inherit permissions and security settings within the Solution; 8) Delete any page(s); 9) Remove content from any page(s); 10) Extend the functionality of the Solution by writing additional macros using an integrated scripting language provided by the Contractor; 11) Maintain a viewable list of all users of the Solution; and 12) Run reports on system health, configuration, users and usage statistics.			
<b>M15</b>	The EWSS must allow the user to create and edit their specific profile pages.			
<b>M16</b>	The EWSS must allow the authorized users to restrict page viewing and editing by user and group ID.			



No.	Mandatory Requirements	Comply (Yes/No)	Substantiation	Reference
<b>M17</b>	The EWSS must allow the user to create, read, and update pages they have permissions to using a WYSIWYG style editor.			
<b>M18</b>	The EWSS must allow the user to move child pages from one area to another and automatically update the related links.			
<b>M19</b>	The EWSS must allow the user to attach files to pages for which they have permissions.			
<b>M20</b>	The EWSS must allow the user to import and convert Microsoft Word files into a wiki page.			
<b>M21</b>	The EWSS must allow the user to import and convert Microsoft 2003 and 2010 Word (.doc and .docx), Excel (.xls and .xlsx), Power Point (.ppt and pptx) and Adobe (PDF) files to a displayable object on a Wiki page.			
<b>M22</b>	The EWSS must allow the user to use and edit Microsoft Office 2003 and 2010 files from within the Solution via a software connector that will open the relevant editor.			
<b>M23</b>	The Contractor`s Solution must allow users to import and display image file types PNG, JPEG, JIF, BMP.			
<b>M24</b>	The Contractor`s Solution must allow users to import and display at a minimum the following media file types: WMV, MPEG, AVI, and MOV.			
<b>M25</b>	The EWSS must allow the user to export a page(s) to the following file formats: a) Microsoft Word 97 - 2003 Document; b) Adobe Acrobat Document PDF; c) XML; and d) HTML.			



No.	Mandatory Requirements	Comply (Yes/No)	Substantiation	Reference
<b>M26</b>	The EWSS must allow the user to search both globally throughout the Solution and within subsets of pages and content types.			
<b>M27</b>	The EWSS must index the content of the attached files and allow the user to search within them.			
<b>M28</b>	The EWSS must allow the user to revert to a previous version of a Wiki page.			
<b>M29</b>	The EWSS must allow the user to blog, add labels and classify pages.			
<b>M30</b>	The EWSS must allow the user to share links to pages using Microsoft Outlook 2010 and Microsoft Exchange email systems 2010.			
<b>M31</b>	The EWSS must allow the user to customize user email alerts to notify users of changed content to a Wiki page.			
<b>M32</b>	The EWSS must allow the user to create templates to allow standard formatting of pages within groups of Wiki pages or globally throughout the Solution.			
<b>M33</b>	The EWSS must maintain a history of all content changes to pages and attachments including the user ID, timestamp and version number.			
<b>M34</b>	The EWSS must integrate with: i) Microsoft Outlook 2010 and Microsoft Exchange email systems 2010; and ii) The Client's Microsoft Active Directory infrastructure to authenticate users for access to the Solution; iii) JIRA 4 (CBSA Bug tracking system).			



No.	Mandatory Requirements	Comply (Yes/No)	Substantiation	Reference
<b>M35</b>	The EWSS must be compatible with mobile personnel devices such that users are able to search and browse for content, receive notifications and updates, 'like' pages, add and reply to comments and maintain a list of tasks.			
<b>M36</b>	The EWSS must include the functionality to allow group calendaring and scheduling that incorporates user access controls, edit controls, and shared calendars.			
<b>M37</b>	The EWSS must include the functionality to allow group management/organizational structuring of content within the Wiki to enable editable forms and templates for entering data elements.			
<b>M38</b>	The proposed EWSS must be deployed in an enterprise production level environment within at least one organization with a minimum of 5000 employees.			
<b>M39</b>	The proposed EWSS must have been available on the market for a minimum of 1 year before the published date of this RFP.			
<b>M40</b>	The EWSS must be able to be installed in a scalable clustered configuration on CBSA's network infrastructure in order to accomplish high availability or increase capacity requirements.			
<b>Corporate Experience</b>				
<b>M41</b>	The Contractor must have a minimum of two (2) successful corporate experiences upgrading from one version of a Wiki platform to a newer version of the same Wiki platform.			

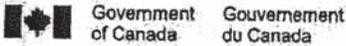


## 6. Definitions of Terms

CBSA	Canada Border Services Agency
HTML	Hyper Text Markup Language
IPv4	Internet Protocol version 4
IPv6	Internet Protocol version 6
PC	Personal Computer
PDF	Portable Document Format
Solution	Wiki software and/or plug-ins or additional modules.
System Health	Includes cache utilization and use statistics, space statistics and peak use.
WYSIWYG	What You See Is What You Get
XML	Extensible Markup Language

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Contract Number / Numéro du contrat <b>47060-140853</b>
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>Canada Border Services Agency</b>	2. Branch or Directorate / Direction générale ou Direction <b>ISTB</b>
---	---

3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>N/A</b>
--	---

4. Brief Description of Work - Brève description du travail  
**Procure a wiki software and professional services to assist in the installation.**

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

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.  No / Non  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?  No / Non  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"/>	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"/>

Security Classification / Classification de sécurité





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**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux:

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

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

Security Classification / Classification de sécurité
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**PART C (continued) / PARTIE C (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
--