

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet INDEPENDENT REVIEWER SERVICES	
Solicitation No. - N° de l'invitation EN260-142535/A	Date 2014-03-20
Client Reference No. - N° de référence du client 20142535	
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-615-27357	
File No. - N° de dossier 615el.EN260-142535	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-14	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghaddab, Nabil	Buyer Id - Id de l'acheteur 615el
Telephone No. - N° de téléphone (819) 956-5419 ()	FAX No. - N° de FAX (819) 956-5925
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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

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

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

CCC No./N° CCC - FMS No/ N° VME

20142535

BID SOLICITATION

**FOR CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR
INDEPENDENT REVIEW SERVICES (IRS)**

ONE REVIEW TEAM LEADER

ONE REVIEW TEAM MEMBER (INFORMATION TECHNOLOGY (IT))

ONE REVIEW TEAM MEMBER (BUSINESS)

FOR

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Task Authorization
4. Standard Clauses and Conditions
5. Term of Contract
6. Authorities
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents

List of Annexes:

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

615e1

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

20142535

File No. - N° du dossier

615e1EN260-142535

CCC No./N° CCC - FMS No/ N° VME

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

PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Requirement

The requirement is detailed under Annex A of the resulting contract clauses.

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 in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

Section II: Financial Bid (1 hard copies)

Section III: Certifications (one hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process (<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:

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirement and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

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

20142535

CCC No./N° CCC - FMS No/ N° VME

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Item #	Mandatory Criteria	Met	Not Met
M.1	<p>The Bidder must propose one resource for the following category:</p> <ul style="list-style-type: none"> Review Team Leader; <p>In addition, the Bidder <u>may</u> propose up to two additional resources, with a maximum of one resource proposed for each of the following categories:</p> <ul style="list-style-type: none"> Review Team Member (Information Technology (IT)); Review Team Member (Business). <p>The Bidder MUST include a detailed curriculum vitae (CV) of the Proposed Resource(s) named in their proposal demonstrating that the resource meets the required criteria for the category in which they are being proposed.</p>		
M.2	<p>The proposed resource for the "Review Team Leader" category must have completed at least one Health Check review project in the role proposed, where the project cost exceeded \$100 million.</p> <p>The Bidder must enter the exact name and reference of the project referenced.</p>		
M.3	<p>The proposed resource(s) must be available to start work as of April 21 2014.</p>		

1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

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

One contract may be awarded as a result of this solicitation.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
2. For additional information on security requirements, bidders should consult the "" (http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31) document on the Departmental Standard Procurement Documents Website.

PART 5 - CERTIFICATIONS

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

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

1. Former Public Servant Certification

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

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

- A. an individual;
- B. an individual who has incorporated;
- C. a partnership made of former public servants; or
- D. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? Yes () No ()

If so, the Bidder must provide the following information:

- a.name of former public servant;

b. date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

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

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of the individual(s) named in its bid, the Bidder may propose a substitute from the same resource category who is pre-qualified under the terms of the Supply Arrangement and who has completed the mandatory training course. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

3. Education and Experience

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

4. Certification of Language - English Essential

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

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

20142535

CCC No./N° CCC - FMS No/ N° VME

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. 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).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3. Task Authorization

- (a) **Purpose of TA:** Services to be provided under the Contract on an as-and-when-requested basis will be ordered by Canada using a Task Authorization ("TA") Form.
- (b) **Process of Issuing a TA:** If a requirement for a specific task is identified, a draft "statement of task" will be prepared by the Project Authority and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a quotation to the authority identified in the TA detailing the cost and time to complete the task. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within 3 working days of the request.
- (c) **Approval Process:** If Canada approves the Contractor's task quotation, Canada (by its authorized representative, as described in this Article) will issue the TA by forwarding a signed

copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

- (d) **Task Authorization Quotations:** The Contractor is required to submit a responsive quotation in response to every TA Form issued to it by Canada. In addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default if during the Contract Period the Contractor in at least three instances has either not responded or has not submitted responsive quotations when issued a TA Form. A responsive quotation is one that is submitted within the time stated in the TA Form and meets all requirements of the TA issued, including quoting the required number of resources that meet the minimum experience and other requirements of the Categories of Personnel identified in the TA at pricing not exceeding the rates of Annex B.
- (e) **Contents of a TA:** A Task Authorization must contain the following information, if applicable:
- (i) a task number;
 - (ii) the details of any financial coding to be used;
 - (iii) the number of resources in each category required;
 - (iv) a brief statement of work for the task outlining the activities to be performed and identifying any deliverables;
 - (v) the interval during which the task is to be carried out (beginning and end dates);
 - (vi) milestone dates for deliverables and payments (if applicable);
 - (vii) the number of person-days of effort required;
 - (viii) the specific work location;
 - (ix) 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
 - (x) any other constraints that might affect the completion of the task.
- (f) **Charges for Work under a TA:** The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.
- (g) **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.
- (h) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

4. Standard Clauses and Conditions

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

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

20142535

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

CCC No./N° CCC - FMS No/ N° VME

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

4.1 General Conditions

2010B (2012-03-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

5. Period of the Contract

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which begins on the date the Contract is awarded and ends on June 30, 2014.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nabil Ghaddab

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Informatics and Telecommunications Systems Procurement Directorate

Address: 11 Laurier Street, PDP III, Gatineau, Quebec K1A 0S5

Telephone: 819-956-5419

E-mail address: nabil.ghaddab@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.

6.2 Project Authority (TBD at contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

6.3 Contractor's Representative (TBD at contract award)

7. Payment

7.1 Basis of Payment

- (i) **Professional Services:** For the provision of professional services, as and when requested by Canada, the Contractor shall be paid, in arrears, for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
Estimated Cost: \$ _____
- (ii) **Pre-Authorized Travel and Living Expenses:** Canada will not pay any travel or living expenses associated with performing the Work.
- (iii) **GST/HST:** Estimated Cost: \$ _____
- (iv) **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.
- (v) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

7.2 Limitation of Expenditure

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

C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

7.3 Method of Payment - Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.4 Time Verification

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

8. 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, 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.
- (d) The Contractor must provide the original of each invoice to the Project Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

9. Certifications

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2012-03-02) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) the signed Task Authorizations;
- (g) Supply Arrangement Number 24062-080452/xxx/E1 (the "Supply Arrangement"); and
- (h) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*as clarified on _____" **or** "*as amended on _____" and insert date(s) of clarification(s) or amendment(s)*)

ANNEX "A"

STATEMENT OF WORK

Pay Modernization Project

1. Background

Overview

In August 2010, the Prime Minister announced that the Government of Canada (GC) is transforming its pay administration.

As part of the Transformation of Pay Administration (TPA) Initiative, the Pay Modernization Project will replace the GC's more than 40 year-old pay system (known as the Regional Pay System, or "RPS") with Phoenix, a modern, commercial off-the-shelf (COTS) pay system based on PeopleSoft Human Capital Management System (HCM) version 9.1. Phoenix will be supported by streamlined, modernized business processes based on industry standard practices.

Overall, the TPA Initiative will ensure the long-term sustainability of the Government's pay administration services, contribute to a more effective public service and provide savings for Canadian taxpayers, generating savings of \$78.1M starting in 2016-2017.

Why modernize the GC pay system

- The federal pay system is out-dated, fragmented and decentralized, resulting in inefficiencies and making it difficult to update to comply with evolving legislation and business requirements.
- Departmental Human Resource systems and the Regional Pay System (RPS) are not integrated, resulting in a duplication of effort.
- Employees and employers, accustomed to 24/7 services available through the Internet, are demanding more flexibility, greater access to information and improved response time for service.

Details on Phoenix

- Phoenix will be implemented in one release with three separate rollouts: July, October and December 2015.
- Phoenix will provide payroll services to all 100+ departments and agencies and their employees who are currently paid through the RPS.
- The enabling technology for Phoenix is PeopleSoft Human Capital Management version 9.1.

-
- Phoenix will provide seamless integration with all GC Human Resources Management Systems (PeopleSoft) departments, via interfaces or direct entry with all non-PeopleSoft departments.
 - Phoenix will adopt the Common Human Resources Business Processes (CHRBP) as defined by the Office of the Chief Human Resources Officer of the Treasury Board Secretariat (TBS).

Leadership

- **PWGSC**, as the federal department responsible for providing pay services to the federal government, is leading the Pay Modernization Project.
- **IBM Canada Ltd**, as the Systems Integrator, is responsible for the design and implementation of Phoenix.
- **Shared Services Canada** will provide the secure technical infrastructure for Phoenix, as well as its ongoing maintenance.

Benefits Achieved Upon Project Completion

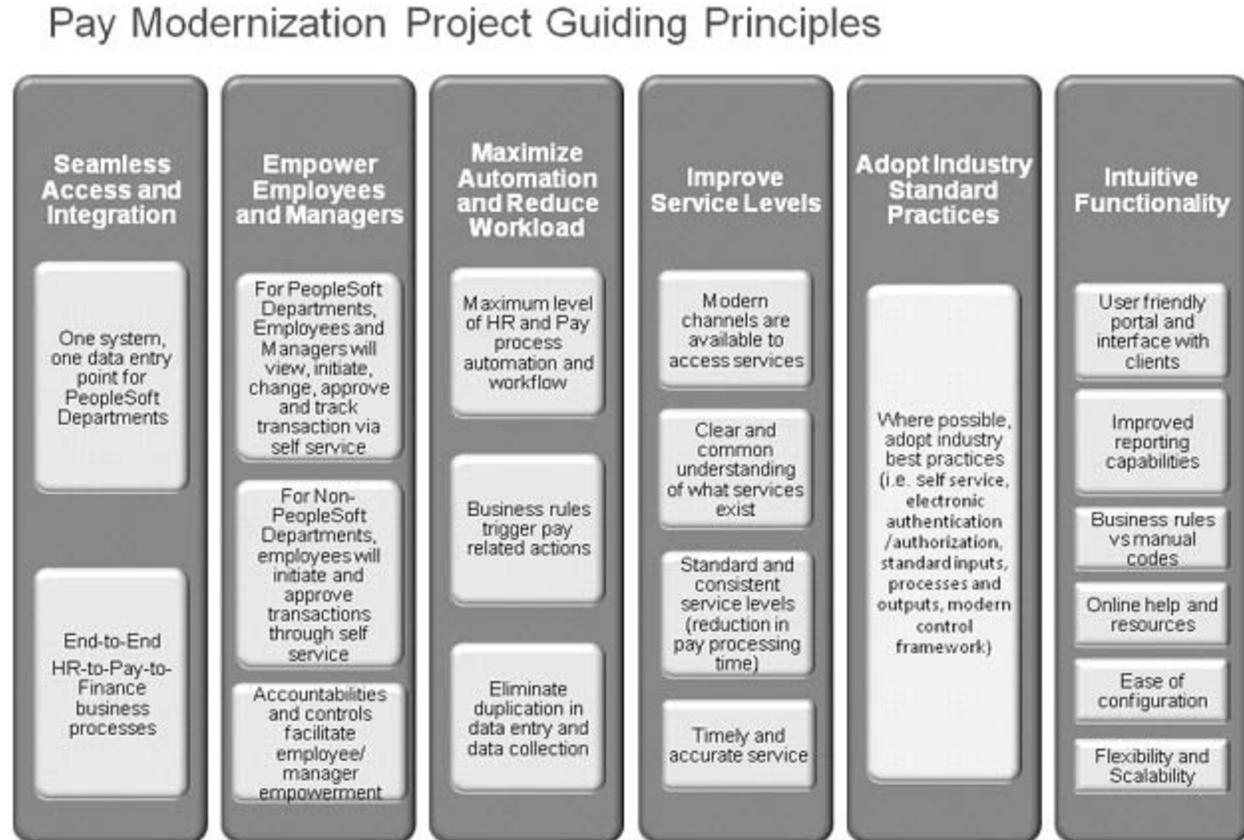
- Cost savings and improved efficiencies for the Government of Canada.
- Elimination of duplicate data entry
- Increased manager and employee self-services
- Increase operational efficiencies and pay processes aligned with TBS' CHRBP
- Automated and integrated solutions (HR and Pay) and standardized and redesigned payroll processes to optimize performance.

For more information, visit:

<http://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/projets-projects/tpai-itap/index-eng.html#modern>

The guiding principles or objectives of this transformation initiative are summarized in Figure 1 below.

Figure 1: PayMod Guiding Principles



Revised PWGSC : 2011-06-23

2. INDEPENDENT REVIEW REQUIREMENT(S)

The purpose of this Requirement is to obtain up to three resources to provide an independent review service to carry out a Health Check Review of the Pay Modernization Project .

Canada is seeking a Contractor to provide qualified reviewers to perform a Health Check Review. The purpose is to confirm whether the PayMod Project Design, Build, Test and Transition deliverables align with and meet the documented technical and business transformation requirements. A second objective is to assess that the strategic milestone to deploy the release and Roll-out 1 in July 2015 is achievable based on the current status of the Design and Build Phases.

The Independent Reviewer's Handbook¹ covers in detail the review issues, core review items for Health Check Review, and expected results. The qualified reviewer must follow the Treasury Board's Independent Reviewer's Handbook, and must cover PayMod's project governance, budgeting, staffing, tools, management processes and working relationship areas established for implementation. The qualified reviewer may provide recommendations for additional project areas for Canada consideration and approval as required.

The qualified reviewer must plan and conduct a Health Check review of the project to confirm the requirements are met by the design, build, test and transformation deliverables, and recommend options as required for project areas defined in Table 1. The qualified reviewer must report the results in accordance with the Independent Reviewer Handbook.

The results of this review will assist management decision makers involved in the project to assess the project's efficiency, effectiveness and general progress in the Design Phase to meet its requirements, and preparation for the Build Phase and to move forward with testing.

¹ <http://www.tbs-sct.gc.ca/itp-pti/pog-spg/irh-mei/irh-meitb-eng.asp>
<http://www.tbs-sct.gc.ca> ISBN 978-1-100-15689-7

3. TASKS AND DELIVERABLES

Health Check Review – Design Phase completion status

Review Type: Health Check

The tasks, activities, and expected duration for the Health Check review are as follows:

No	Task	Activities and Deliverables	Expected Duration and Effort Estimate
1.	Review Set-up and Launch	Expected Activities: Develop work plan; develop lines of enquiry; identify list of interviews to be conducted; interview schedule developed; provide communication message to project group;	3 days effort of review team leader 3 days effort of team members (IT/Business) <u>Task must be completed within 5 business days</u>
		Expected Deliverables: work plan, schedule of planned activities, status report to project authority, agreed upon lines of enquiry and interviewees	
		Optional work 1: recommended additional Plan and Review activities and deliverables - if required and approved by Canada.	3 additional days of effort of review team leader and team members
2.	Discovery Phase	Expected Activities: Conduct all interviews; Record interview meeting minutes	5 days effort of review team leader 5 days effort of team member (IT/Business) <u>Task must be completed within 10 business days</u>
		Expected Deliverables: status reports;	
		Optional work 2: recommended additional Discovery Phase activities and deliverables - if required and approved by Canada	5 additional days of effort of review team leader and team members
3.	Analysis Phase	Expected Activities: Analyze findings; Summarize findings; Deliverable outlines	5 days for team leader 5 days /team members (IT/Business) <u>Task must be completed within 7 business days</u>
		Expected deliverables: status reports, outline of planned deliverables confirmed with project authority	
		Optional work 3: recommended additional Analysis Phase activities and deliverables - if required and approved by Canada	2 additional days of effort of review team leader and team members

4.	Reporting Phase	Expected Activities: Draft review presentation, executive summary presentation, executive briefing note, and final report	9 days for team leader
		Expected Deliverables: Draft and Final versions of planned reports, presentations; 45-60 minute presentation; status report	9 days/team members (IT/Business) <u>Task must be completed within 12 business days</u>
5.	Post Mortem	Minutes from feedback meetings; Feedback on methodology	2 days for team leader; 2 days for team members (IT/Business)
		Expected Deliverables: Copies of meeting minutes, draft/final deliverables, and material developed ; lessons learned session with project team, feedback report	<u>Task must be completed within 5 business days</u>

Deliverable Format: All reports must be in MS Word format and all presentations in MS PowerPoint (2003 or later). The contractor must provide all deliverables under the Contractor's letterhead.

4. LANGUAGE REQUIREMENTS

All work will be completed in English, spoken and written.

5. SUPPORT

The resources will work with PWGSC personnel in the completion of the work associated with this Statement of Work.

6. RESOURCE MATERIAL(S)

The resources will be provided all necessary documentation.

7. WORK LOCATION AND TRAVEL

The resources will not be required to travel outside the NCR, but travel may be required from time to time within the NCR. Travel within the NCR will not be reimbursed.

ANNEX B

BASIS OF PAYMENT

In respect of the "Estimated Number of Days" listed below in (B*) the estimated number of days is for evaluation purposes only during the solicitation process. The actual number of days during the Contract Period may be more or less, as determined by the Project Authority.

In respect of the "Firm Per Diem Rates" listed below in (C*), Firm Per Diem Rates must not exceed those rates set out in the SA Holder's Supply Arrangement.

CONTRACT PERIOD:

				Contract Period	
	(B*)			(C*)	(D)
Resource Category	Estimated Number of Days			Firm Per Diem Rate	Total Cost [BxC]
Review Team Leader	29			\$	\$
Review Team Member (Information Technology (IT))	14.5			\$	\$
Review Team Leader (Business)	14.5			\$	\$
Total Estimated Contract Period Cost:					\$ <TBD>

Solicitation No. - N° de l'invitation

EN260-142535/A

Amd. No. - N° de la modif.

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

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

20142535

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

Solicitation No. - N° de l'invitation
EN260-142535/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
615e1

Client Ref. No. - N° de réf. du client
20142535

File No. - N° du dossier
615e1EN260-142535

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA) FORM				
CONTRACTOR		CONTRACT NUMBER:		
COMMITMENT #		FINANCIAL CODING:		
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:	
1. STATEMENT OF WORK (WORK ACTIVITIES, CERTIFICATIONS AND DELIVERABLES)				
SEE ATTACHED FOR STATEMENT OF WORK.				
2. PERIOD OF SERVICES:	FROM (DATE):	TO (DATE):		
3. WORK LOCATION:				
4. TRAVEL REQUIREMENTS:				
5. LANGUAGE REQUIREMENTS:				
6. OTHER CONDITIONS/CONSTRAINTS:				
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR PERSONNEL:				
8. CONTRACTOR'S RESPONSE:				
CATEGORY AND NAME OF PROPOSED RESOURCE	PWGSC SECURITY FILE NUMBER	PER DIEM RATE	ESTIMATED # OF DAYS	TOTAL COST
			ESTIMATED COST	
			GST/HST	
			TOTAL LABOUR COST	
			TOTAL TRAVEL & LIVING COST	
			FIRM PRICE OR MAXIMUM TA PRICE	

Solicitation No. - N° de l'invitation

EN260-142535/A

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

20142535

Amd. No. - N° de la modif.

File No. - N° du dossier

615e1EN260-142535

Buyer ID - Id de l'acheteur

615e1

CCC No./N° CCC - FMS No/ N° VME

TASK AUTHORIZATION (TA) FORM

CONTRACTOR		CONTRACT NUMBER:	
COMMITMENT #		FINANCIAL CODING:	
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:

CONTRACTOR'S SIGNATURE	
Name, Title and Signature of Individual Authorized to Sign on behalf of Contractor (type or print)	Signature: _____ Date: _____

7. APPROVAL - SIGNING AUTHORITY	
<p align="center">Signatures (Client)</p> <p>Name, Title and Signature of Individual Authorized to sign:</p> <p>Project Authority: _____</p> <p>Date: _____</p>	<p align="center">Signatures (PWGSC)</p> <p>Contracting Authority : _____</p> <p>Date: _____</p>

You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.



Contract Number / Numéro du contrat 24062-8-0452
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine TBS	2. Branch or Directorate / Direction générale ou Direction CIOB/ITPROD
--	---

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

4. Brief Description of Work / Brève description du travail
Professional services

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?
(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) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:

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

PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

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

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE 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 EMBLEMES | | | |

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



Contract Number / Numéro du contrat 24062-8-0452
Security Classification / Classification de sécurité Unclassified

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																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



Contract Number / Numéro du contrat 24062-8-0452
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Jody Lobb	Title - Titre Manager	Signature
--	--------------------------	---------------

Telephone No. - N° de téléphone 613 952 5417	Facsimile No. - N° de télécopieur 613-952-5417	E-mail address - Adresse courriel jody.lobb@tbs-sct.gc.ca	Date July 23, 2009
---	---	--	-----------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Carmelle Bova	Title - Titre PERSONNEL SECURITY OFFICER	Signature
--	---	---------------

Telephone No. - N° de téléphone 613-947-8113	Facsimile No. - N° de télécopieur 613-996-1476	E-mail address - Adresse courriel CARMELE.BOVA@TBS/SCT.GC.CA	Date 2009-07-23
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------