

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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

REFERENCE AANDC FILE #A0332-143784

Title - Sujet Document Disclosure - LAC		
Solicitation No. - N° de l'invitation A0332-130016/A	Date 2014-04-15	
Client Reference No. - N° de référence du client A0332-130016		
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8968		
File No. - N° de dossier WPG-4-37004 (202)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-26		Time Zone Fuseau horaire Central Daylight Saving Time CDT
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: Kozak, Tammy		Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()		FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ABORIGINAL AFFAIRS & NORTHERN DEVELOPMENT CANADA RM 341 90 SPARKS ST OTTAWA Ontario K1A0H4 Canada		

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

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

TABLE OF CONTENTS

DOCUMENT DISCLOSURE - LIBRARY AND ARCHIVES CANADA

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period
7. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance - Specific Requirements
13. Limitation of Liability - Information Management / Information Technology
14. Protection and Security of Data stored in Databases

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

A0332-130016

WPG-4-37004

List of Annexes:

Annex "A"	Statement of Work
	Appendix 1 - Volumetrics
	Appendix 2 - Methodologies
	Appendix 3 - Glossary and Terminology List
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Federal Contractors Program for Employment Equity - Certification
Annex "E"	Insurance Requirements
Annex "F"	Task Authorization Form
Annex "G"	Task Authorization Usage Report
Annex "H"	Evaluation Criteria

DOCUMENT DISCLOSURE - LIBRARY AND ARCHIVES CANADA

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form, the Task Authorization Usage Report, and the Evaluation Criteria.

2. Summary

Aboriginal Affairs and Northern Development Canada (AANDC) requires a Task Authorization Contract for all resources, supervision, equipment, hardware, software and expertise to collect documents from Library and Archives Canada (LAC) and provide the documents in a digitized and searchable format.

The records obtained from LAC will be provided to The Truth and Reconciliation Commission (TRC). The information will be added to TRC's documents and a public accessible database will be created to serve as a permanent digital archive of historical records relevant to the Indian Residential School system.

The period of the contract will be from date of Contract award to June 30, 2015 with the option to extend for an additional one (1) six (6) month period.

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. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Agreement on Internal Trade (AIT).

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Annex named Federal Contractors Program for Employment Equity - Certification.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-03-01) 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: ninety (90) 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. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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.

6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

7. Basis for Canada's Ownership of Intellectual Property

Aboriginal Affairs and Northern Development Canada (AANDC) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

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 (three (3) hard copies)
- Section II: Financial Bid (two (2) hard copies)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copies)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

1.2 Exchange Rate Fluctuation

C3011T (2008-11-05), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below:, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

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

Refer to Annex H

1.1.2 Point Rated Technical Criteria

Refer to Annex H

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 2.1 To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70% (294 points) points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of points. 420
- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
- 2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. Where two or more proposals achieve the identical highest combined technical and financial score, the proposal with the lowest total price will be recommended for contract award.

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to co-operate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

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

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

2. Additional Certifications Required 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 inform the Bidder of a time frame within which to provide the information.

Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 Status and Availability of Resources

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

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

2.2 Education and Experience

2.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

1.1. Task Authorization

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.

1.1.1 Task Authorization Process

1.1.1.1 The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.

1.1.1.2 The Task Authorization (TA) 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 and methods of payment as specified in the Contract.

1.1.1.3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, a work plan, including a break down the work by sub-task - showing phases, planned start and completion dates, and the estimated level of effort (i.e. person days) of the resource categories needed to complete each element. The work plan may include a matrix and/or time line charts.

1.1.1.4. The total ceiling cost for the services required under the issued TA Form must be established by utilizing the applicable per diem rate(s) established within the TA Contract, and must include GST/HST and any travel, as pre-authorized by the AANDC Project Authority.

1.1.1.5. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.1.1.6. All work performed under Task Authorizations must be completed by the Project Authority on or before the expiration date of the Contract.

1.1.2. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$500,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.

2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: July 1 to September 30;
2nd quarter: October 1 to December 31; and
3rd quarter: January 1 to March 31.
4th quarter: April 1 to June 30;

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i.. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

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

2.1 General Conditions

2035 (2014-03-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

The following Supplemental conditions apply to and form part of the Contract:

4007 Canada to own IP Rights in Foreground Information (2010-08-16)

4008 Personal Information (2008-12-12)

3. Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of Protected B, 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 the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any PROTECTED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of PROTECTED B and an IT Link at the level of PROTECTED B.
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:
- C; (a) Security Requirements Check List and security guide (if applicable), attached at Annex
- (b) Industrial Security Manual (Latest Edition).

3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2015 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional six (6) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100 - 167 Lombard Avenue
Winnipeg, Manitoba
R3C 2Z1

Telephone: 204-984-8825

Facsimile: 204-983-7796

E-mail address: tammy.kozak@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

TO BE DETERMINED AT CONTRACT AWARD

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

5.3 Contractor's Representative

Name:

Phone:

Fax:

Email:

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Applicable Taxes are extra.

7.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

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

- i. when it is 75 percent committed, or
- ii. four (4) months before the contract expiry date, or
- iii. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

7.2.4 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 Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0710C (2007-11-30), Time and Contract Price Verification

7.5 Time Verification

C0711C (2008-05-12), Time Verification

8. Invoicing Instructions

8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

8.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing co-operation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **TO BE DETERMINED AT CONTRACT AWARD**.

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 supplemental general conditions 4007 (2013-04-25), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the supplemental general conditions 4008 (2008-12-12), Personal Information;
- (d) the general conditions 2035 (2014-03-01) General Conditions - Higher Complexity - Services;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) Annex D, Federal Contractors Program for Employment Equity - Certification;
- (i) Annex E, Insurance Requirements;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated **TO BE DETERMINED AT CONTRACT AWARD**.

12. Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. Limitation of Liability - Information Management / Information Technology

1. 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 section, even if it has been made aware of the potential for those damages.

2. First Party Liability:

a. 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:

- i. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
- ii. physical injury, including death.

b. The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

c. 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.

d. 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 (a) above.

e. The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

- i. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including Applicable Taxes) for the goods and services affected by the breach of warranty; and

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

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

f. 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.

3. Third Party Claims:

a. 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.

b. 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 paragraph (a), 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.

c. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

14. Protection and Security of Data stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:

- (a) equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c. P-21, and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5, and under any applicable policies of the Government of Canada; and

(b) the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

ANNEX "A"**STATEMENT OF****WORK****1.0 TITLE**

Aboriginal Affairs and Northern Development Canada (AANDC) requires a Task Authorization Contract for all resources, supervision, equipment, hardware, software and expertise to collect relevant documents from Library and Archives Canada (LAC) and provide the documents in a digitized searchable format

2.0 INTRODUCTION AND OVERVIEW

The Truth and Reconciliation Commission (TRC) was established as a result of the *Indian Residential Schools Settlement Agreement (IRSSA)*.

"The Truth and Reconciliation Commission has a mandate to learn the truth about what happened at residential schools and to inform all Canadians about that truth. The Commission will document the truth of what happened by relying on records held by those who operated and funded the schools..." (TRC Website)

Pursuant to the IRSSA, Canada has an obligation to disclose to the TRC all documents relevant to the TRC's mandate.

Generally, a document is relevant if it relates to the policy and operation of Indian Residential Schools (IRS). Documents which originate with or expressly mention IRSs will likely be relevant such as documents related to the operation and funding of the schools (class lists, administrative materials, correspondence, student records, and historical policy materials).

Canada has already disclosed more than four million documents to the TRC that were in the possession of government departments involved with the IRS system. As a result of a decision of the Ontario Superior Court on January 30, 2013, Canada must now identify and disclose to the TRC, relevant documents held at Library and Archives Canada (LAC) in an organized manner.

2.1 Background

Preliminary estimates identify up to 60,000 boxes of material in LAC requiring review. A significant portion of these documents are not available in a digitized and searchable format, which is a requirement for the disclosure of the documents to the TRC. Collections requiring analysis and production of digitized records to The Department of Aboriginal Affairs and Northern Development Canada (AANDC) for disclosure to the TRC include the LAC repositories in the National Capital Region (NCR); Burnaby, British Columbia; Winnipeg, Manitoba; and Halifax, Nova Scotia.

Indian Residential Schools were operated by Canada, either solely or jointly with various church entities across Canada, from the 1890s to when the last IRS closed in 1997. Although AANDC was the main department within the Government of Canada (GoC) that was involved with the operation of the IRSs, other government departments were also involved.

Federal departments with relevant IRS documents held at LAC include:

- Aboriginal Affairs and Northern Development Canada
- Natural Resources Canada
- Canadian Heritage
- Agriculture and Agri-Food Canada
- Canadian Food Inspection Agency
- Parks Canada
- Public Works and Government Services Canada
- Department of Fisheries and Oceans Canada
- Department of Labour
- National Research Council

Some of the above departments have already been partially researched and will only require targeted searching. AANDC has prepared departmental profiles for each department to identify areas of involvement and possible research.

The documents contained in the AANDC collection at LAC make up the core of IRS documents.

Canada has categorized each department into one of four categories. It is expected that only categories one to three will be researched. Each category is informed by the level of involvement of the department, the likelihood of finding relevant records in its collection and the ease of which its collection can be researched.

1. Research into **Category 1** records is expected to be comparatively easy. The potential yield is expected to be high.
2. Research into **Category 2** records is expected to be more difficult than Category 1, and will require sampling. The potential yield will vary.

Category 1 and 2 represent departments whose roles in the IRSs were primary in nature, including AANDC and the RCMP.

3. The role played by **Category 3** departments was secondary in nature, but collection of these records is a relatively high priority for the TRC. Research is expected to be of medium difficulty, with a medium yield of records of high value.
4. Most **Category 4** departments had little or incidental involvement in residential schools. Alternatively, their records may have already been added to AANDC collections. Research into these records is expected to be difficult, and the potential yield low.

Additional information is available within the Appendices 1-3 including:

- a list of departments by category describing history and involvement;
- an estimated number of boxes requiring review;

-
- a detailed overview memo for each involved department, describing the history and involvement of each department will be provided to the successful bidder;
 - the type of records that each involved department may possibly have generated; as well as:
 - the guiding methodologies for assessing the relevance of the records held by each department; and,
 - a glossary and terminology list.

2.2 Project Overview

There are five key project stages

Stage 1 – Scoping – A scoping exercise must be conducted before opening boxes. Researchers must review the indexing tools and finding aids available at LAC for each department or agency to identify which parts of the collection are likely to contain relevant documents. Some sampling of results may be required.

Stage 2 – File Review – Researchers must review the contents of each box deemed to hold potentially relevant material, in order to identify relevant material for extraction, scanning, and metadata tagging.

Stage 3 – Document Unitization – Full logical unitization of documents must be performed. Relevant documents are analyzed so that individual logical documents will be separated into individual documents. Parent-child relationships will be analyzed, identified and retained. Unitization rules to be confirmed in conjunction with AANDC. For example, is a group of invoices one (1) document or many?

Stage 4 – Secondary/Legal Review – Documents that may be subject to privilege, by markings or content, must be reviewed by the Department of Justice. It is expected that the volume of this type of document will be low. The Contractor must identify potentially privileged documents in a tracking chart, using MS Excel.

Stage 5 – Transmission of Relevant Documents – Documents must be transferred to Canada using an agreed upon neutral electronic exchange format (e.g. XML or CSV format). Canada will then disclose the documents to the TRC.

3.0 OBJECTIVE

- 3.1 Canada requires one (1) Task Authorization (TA) Contract for the provision of services, as described herein, to provide Canada with the timely and specialized expertise required to support the GoC in meeting its document disclosure obligations to the TRC.

-
- 3.2 The Contractor must deploy a multidisciplinary research team, with some bilingual staff, to work at LAC document storage locations to identify, review, compile, organize, perform logical unitization, metadata tag, and digitize all documents relevant to AANDC and deliver images and metadata in a neutral electronic exchange format to the AANDC Project Authority.
- 3.3 The Contractor must compile a team that is comprised of experts in the various fields relevant to the scope of this requirement.
- 3.3.1 The Contractor must provide all required resources, supervision, equipment, software, hardware and expertise, to complete the following:
- a) Historical and Archival Review (i.e. record retrieval, identification and review for relevance, and marking of documents for digitization);
 - b) Document Scanning Preparation (including logical document unitization);
 - c) Digitization, metadata capture, metadata tagging, database hosting and administration;
 - d) Data Conversion (i.e. converting audiovisual and other formats of digital media);
 - e) Project Management;
 - f) Quality Assurance; and,
 - g) Reporting.

4.0 BUSINESS AND TECHNICAL REQUIREMENTS

4.1 Business Environment

- 4.1.1 AANDC's regular working hours are from Monday to Friday, 8:30 a.m. to 4:30 p.m. Eastern Time, excluding statutory and federal government holidays.
- 4.1.2 The Contractor will have access to the LAC's on-site workspace at 395 Wellington, Ottawa, ON, including:
- a) Monday to Friday consultation reference services will be available from 9:00 a.m. to 5:00 p.m. Eastern Time, excluding statutory and federal government holidays;
 - b) Saturday and Sunday, from 10:00 a.m. to 6:00 p.m. Eastern Time;
 - c) This location will be closed statutory and federal government holidays.
- 4.1.3 The Contractor must be capable of providing services and attending meetings with AANDC and other project stakeholders during AANDC's regular working hours.

- 4.1.4 Notwithstanding the above, the Contractor must be responsible for determining its own hours of work to fulfill the requirements of the TA Contract and the deadlines for delivery of the whole of the Work, as set out in section .

4.2 Technical Environment

- 4.2.1 The Contractor must have all required licenses, permits, and authorizations for the usage, transportation, installation, and operation, maintenance and repair of all equipment, hardware and software to the completion of this Contract.
- 4.2.2 The Contractor must provide for their own use, all necessary tools, hardware, software, equipment, test devices, safety equipment and transportation required for this Contract.
- 4.2.3 The Contractor must adapt the outputs of its work, if necessary, to ensure compatibility with the technology required by the TRC to process the outputs of this document disclosure process.

5.0 APPLICABLE DOCUMENTS

5.1 Applicable Policies and Laws

Records must be handled and stored in a manner consistent with applicable legislation. The Contractor must be familiar with all privacy and security legislation and policy, with which Canada must comply. Some of these include but are not limited to:

- 5.1.1 The privacy provisions in Schedule N of the Indian Residential Schools Settlement Agreement;
- 5.1.2 Treasury Board Policy on Government Security (Government of Canada):
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=16578>;
- 1.1.1 Access to Information Act: <http://laws.justice.gc.ca/en/A-1/index.html>;
- 5.1.3 Privacy Act: <http://laws.justice.gc.ca/en/P-21/>;
- 5.1.4 The Canada Evidence Act which can be found at
<http://laws-lois.justice.gc.ca/eng/acts/C-5/>.

5.2 Digitization Standards:

The Contractor must be guided by the most recent version of the following internationally-recognized standards for digitization and description of cultural text-based records, photographs, maps and other media:

- 5.2.1 Canadian Judicial Council (CJC) standards for imaging and database conversion and database change procedures:

[http://www.cjc-ccm.gc.ca/cmslib/general/JTAC%20National%20Model%20Practic\(1\).pdf](http://www.cjc-ccm.gc.ca/cmslib/general/JTAC%20National%20Model%20Practic(1).pdf);

5.2.2 Library and Archives Canada "Digitization Guidelines for Character-based Records and Forms".

5.3 Metadata Tagging Standards:

5.3.1 CJC default standard, as identified in section 5.2.1, above.

5.3.2 Fields to be tagged include:

No.	Field	Data Type	Length of Field	Notes
1	Document ID	Alpha/numeric	10 characters	Unique number per document and for each parent/child
2	Host Document Number	Alpha/numeric	variable	First page of parent document with attachments - single entry only, as each attachment can only have one parent.
3	Document Source	Text	20 characters	Identifies source department
4	File Source	Alpha/numeric	variable	Source File Number
5	Date	Date	10 characters	Entered as DD-MM-YYYY. - Undated documents should be left blank. - Zero values are not acceptable. - If only month and year are known, date is the 1 st of the month. - If only the year is known, date is January 1 of that year. -If only month and/or day is known, the field is left blank.
6	Estimated Date	Yes/No	3 characters	- No, if exact full date known. - Yes, if only partial date known.
7	Document Type	Text	254 characters, or as appropriate	- Completed using commonly received document types, list to be approved by AANDC.
8	Document Title	Text	254 characters, or as appropriate	Title of document or "re" line. - If no title or "re" line, enter <u>short</u> overview of topic discussed in document.
9	Author	Text	254 characters, or as appropriate	Person or persons who authored the document. To be completed using information on the face of the document.

				- Format: Last name, First name [Title] . - Semi-colons must separate multiple entries.
10	Recipient	Text	254 characters, or as appropriate	Person or persons who received the document directly. To be completed using information on the face of the document. - Format: Last name, First name [Title] . - Semi-colons must separate multiple entries.
11	CC/BCC	Text	254 characters, or as appropriate	Person or persons who received copies of the document. To be completed using information on the face of the document. - Format: Last name, First name [Title] . - Semi-colons must separate multiple entries.

6.0 SCOPE OF WORK

- 6.1 The Contractor must on an “as and as when” required basis, as outlined in the Task Authorization (s) issued by Canada, provide services to support AANDC’s document disclosure obligations, to the satisfaction of the AANDC Project Authority, which may include identifying, reviewing, compiling, organizing, performing logical unitization, metadata tagging and digitization of all documents relevant to the TRC’s mandate, and delivering images and metadata to AANDC.

6.2 Historical and Archival Review

6.2.1 Find All Relevant Records

The majority of records will be hardcopy, although some may be technologically dependent, such as audio or visual recordings microfiche and/or microfilm.

It is essential that the integrity of the original documents and files be respected and maintained.

- a) The Contractor must exercise care during the document identification, review, preparation and reconstruction phases. It is essential that proper care be exercised with fragile, old, or otherwise compromised records. **It is critical that the Contractor employ proper handling procedures as required and directed by LAC.**
- b) The Contractor must be capable of managing large volumes of information with proper supervision and in compliance with all applicable handling procedures.

6.2.2 Screen for Relevance

- a) The Contractor must identify “relevant” records based on a determination of relevancy derived from AANDC and Department of Justice (DOJ) criteria and guidelines. Canada has developed departmental profiles for each individual department to guide searches for document relevance.

6.3 Document Scanning Preparation

6.3.1 The Contractor must:

- a) Remove the relevant documents from each box;
- b) Create a box inventory list if not previously included (folder list);
- c) Each document should be “logically” unitized;
- d) Remove document binding elements such as paper clips and staples;
- e) Assign base document id, record file source and maintain parent/child/grandchild relationships;
- f) Repair any damaged and/or fragile document(s), or photocopy those that cannot be scanned without damaging the document;
- g) Create document place holder sheets to represent empty folders and items not to be scanned. These sheets must describe the reason for using a place holder (oversized, privileged, etc.);
- h) Post-its and other removable features must be moved to a blank space on the document or scanned on a separate page.

6.3.2 Document Scanning

- a) Document scanning must be performed as per CJC imaging standards:
 - i) Document format is CCITT Group IV (G4) compression, single page, TIFF files;
 - ii. Documents are scanned in black and white (Note: some documents may require other settings such as grayscale or color for proper image quality);
 - iii. Documents must be scanned at 300 dpi (dots per inch);
 - iv. Documents must be scanned as per paper size (letter or legal);
 - v.. Documents must be OCR'd (Optical Character Recognition).

6.3.3 Image Quality Control

- a) The Contractor must manually review each image to ensure the proper scanning of the images (100% of the scanned images must be reviewed.)

6.3.4 Document Unitization

- a) The Contractor must perform logical unitization of the documents. Individual logical documents will be separated into individual documents. Parent-child relationships must be identified and maintained.
- b) Some groups of documents may be bundled for scanning and identification (e.g. groups of invoices). If documents appear that they can be bundled, the Contractor must seek the approval of the Project authority prior to bundling.

6.3.5 Document Reconstruction

- a) The Contractor must reassemble documents to their exact original physical form including but not limited to folders, staples, paper clips), or per LAC's discretion.
- b) The Contractor must return the reassembled documents to their box, and review the contents using the box inventory list created earlier to confirm everything has been included and the original and next order maintained.
- c) LAC has established procedures that must be followed in cases where a file has been unitized and reassembled but no longer fits in the original box.

6.4 Imaging and Database Technology Services

6.4.1 a) The Contractor must ensure that records produced in digital format respect the following specifications:

- i) All images of original records must be high quality, de-speckled, de-skewed, clearly legible and complete at the time of the digital capture, and conform to the CJC standards for imaging and/or database conversion standards (as set out in section).
- ii) All original documents, files, and/or boxes must be identified electronically so that scanned files can be reconstructed to their original order.
- iii) All photographs must be digitized in high resolution, 24-bit colour.
- b) The Contractor must provide digital images that ensure:
 - i) The imaging process results in no meaningful loss of information, as per industry standards;

- ii) The imaging process does not restrict reuse of the images for other purposes.
- c) The Contractor's choice of a technical standard for imaging must ensure consistency in the digitization process and final product and be compatible with the Government technical environment and the CJC default standard.

6.4.2 Metadata

- a) AANDC will require the capture of metadata appropriate to the collection, in accordance with the metadata tagging standards (as defined in section).
- b) The Contractor must capture clear and searchable information about the source origins and basic tombstone information about each record.
 - i) Some key metadata may need to be captured at scan time, some may be captured automatically by the scanning equipment or software, and some may be entered manually after scan time.
- c) All metadata that needs to be captured at scan time must be captured appropriately, consistent with referenced standards, and applied accurately in batches to all affected records.
- d) Metadata must include where appropriate:
 - i) Automatically generated metadata such as technical information about the scanned image, including date captured.

6.4.3 Database

- a) The Contractor must maintain secure access to the database throughout the project for authorized users as employed by the Contractor.
- b) The Contractor must be able to access captured records and metadata as required throughout the project. The Contractor may be required to run ad hoc searches at AANDC's request.
- c) The Contractor's database must have the following key capabilities at a minimum:
 - i) Capable of handling all required metadata including administrative, technical and contextual information for all records;
 - ii) Capable of integrating with linked digital multimedia files including image, video and audio;
 - iii) Capable of providing at a minimum, folder-level access controls;
 - iv) Search functions including metadata (fielded) only; date range; full-text only or combined searches; Boolean and proximity searches; exact phrase searching; second level searching within first-level search results; saving and printing search results;

-
- v) Image management tools such as redaction, highlighting, annotation, resize, rotate;
 - vi) Basic audit tools to determine access and usage;
 - vii) Capable of importing and exporting selective records and fields in open standard formats (such as XML or Unicode)
 - viii) Capable of handling large volumes of data.
- d) The Contractor must also provide database administration tasks for the period of the contract including but not limited to:
- i) Ensure the integrity of the database, backup and restore, indexing and redundancy (business resumption);
 - 1ii) Ensure that every record and image in the database can be flagged with security permissions and use limitations;
 - iii) Create reports, forms and queries as required by AANDC;
 - iv) Perform database search and analysis as detailed below (sections 7.1.5 and 7.2.3);
 - v) Generate export copies of the data and document images.

6.4.4 **Backup and Business Continuity**

- a) The database and any new or dynamic content (such as new images uploaded) must be effectively backed up at least once daily, using industry-standard backup tools and techniques, on a secure backup system.

6.5 The Contractor must have in place effective privacy and security policies and a business continuity plan in the event the main database is unavailable or destroyed, including procedures by which the supplier audits its own performance against those policies.

6.6 **Data Conversion**

6.6.1 Throughout the Contract, the Contractor must efficiently and without the loss of metadata or quality:

- a) Receive digital records in various formats;
- b) Convert (if necessary) the database structure, content and associated files to the software format required by AANDC and the CJC standard.

6.6.2 The Contractor must be capable of converting a variety of multi-media formats into other formats; for example, batch conversion of certain audio files into other standard audio file formats.

- 6.6.3 Data conversion must include the conversion and export of the database to a format specified by AANDC in the Task Authorization.

6.7 Communication

- 6.7.1 The Contractor's Project Manager must be the primary point of contact for all communication during the period of the Contract. The Contractor must identify alternate or designated staff for specific phases of the project appropriate to the task and related experience. Unless otherwise directed, all communication from the Contractor must be directed to the AANDC Project Authority or a designated alternative. Where the AANDC Project Authority has a specific delegated individual with AANDC for a particular purpose, the Contractor must communicate directly with the delegated individual.
- 6.7.2 The Contractor must attend meetings at a time and location proposed by the AANDC Project Authority or designate, for the purpose of project management. Such requests must not be unreasonably delayed or refused. When possible, efforts will be made to identify time and locations that are mutually agreeable. In the event where the agreement is not possible, the decision of the AANDC Project Authority or designate is final.
- 6.7.3 The Contractor must provide written communication upon request in response to any questions, concerns or other requests from AANDC related to project management, in addition to all requirements stated herein.
- 6.7.4 Written responses must be provided by the Contractor within two (2) business days of written questions or requests submitted by the AANDC Project Authority or designated alternate.

7.0 DELIVERABLES AND TIMELINE

7.1 Project Timelines

7.1.1 Initial Meeting

- a) **Within ten (10) business days of notification of award** of the Contract, the Contractor's Project Manager must meet with AANDC delegates in Ottawa, at a date and time indicated by AANDC and agreed to by the Contractor. This meeting will identify any coordination or planning activities requiring input between the Contractor and AANDC and identify key contacts within AANDC for various project components.

7.1.2 Preliminary Project Plan

- a) **Within twenty (20) business days of notification of award** of the Contract, the Contractor must submit a **Preliminary Project Plan**, inclusive of the draft

protocols listed below in 7.1.2.e, in writing to the AANDC Project Authority for review.

- b) AANDC will provide written approval or rejection of the Preliminary Project Plan no later than ten (10) business days after receipt of the Preliminary Project Plan. This will be a benchmark/signoff for purposes of project accountability.
- c) The Preliminary Project Plan must include the preparation of achievable protocols to help organize, manage and keep consistent the work required, including a description of the project stages of scoping, file review, scanning and coding, and transmission of documents. For the purposes of this Contract, a "protocol" means written procedures that the Contractor undertakes that must be followed consistently and accurately in order to ensure efficiency, consistency and quality. Protocols must pay particular attention to protecting privacy, security and confidentiality. The Contractor must incorporate AANDC's file review methodologies into its proposed work approach.
- d) Protocols must identify who (i.e. category or description of role) will be responsible for each requirement and any procedures such persons must follow, and objectives and/or deliverables such persons will be responsible for. AANDC will provide as much guidance and assistance at each stage of the Work as is possible.
- e) The following is a list of requirements that must be addressed in the Contractor's developed protocols:
 - i) **A protocol for working on site:** e.g. Who will be involved in contacting and securing access to the archives, and for determining workspace, power, security and other local requirements. Determining whether and how records may be moved and stored for on-site digitization will be done in consultation with Library and Archives Canada.
 - ii) **A protocol for "screening" records:** Will address how the Contractor will adhere to AANDC's working definition of relevance. AANDC will have a lead role in this function, providing general guidance to the Contractor to make record-by-record assessments, based on AANDC's working definition as provided. This function is likely to include collaborative discussions with AANDC and/or LAC representatives when identifying relevance of records in dispute and segregating records for later review and discussion.
 - iii) **A protocol for recording provenance and chain of custody in each archive:** What was searched; what was made assessable to the project team; what was not searched or made accessible; how decisions of relevance were made (refer to AANDC's working definition); and accurately recording the scope of what was digitized.
 - iv) **A protocol describing how different formats of records will be handled** by the Contractor e.g. printed text, manuscripts, maps, rare books, other fragile originals, oversized records, records containing colour, faded records, digital (multiple formats), audio and video recordings, photographs, cursive handwriting, and records in French.

v) ***Protocols for imaging, metadata capture and indexing*** (based on CJC standards) together with a quality assurance program in accordance with industry standards.

7.1.3 ***AANDC will review and accept protocols at its discretion.*** The Contractor will have three business days to implement a change to an existing protocol or develop a new protocol unless the Contractor can demonstrate, to AANDC's satisfaction, the need for additional time.

7.1.4 **Implementation of Project Plan**

- a) The Contractor must undertake the work in accordance with the timelines and milestones set out within the Project Plan, upon approval by the AANDC Project Authority.
- b) Contractor must identify and collect relevant records from all probable sources and locations.
- c) In addition to the work in the NCR repositories of LAC, the Contractor must, if directed by the AANDC Project Authority, propose an approach for the collection of records in other LAC repositories such as Winnipeg, Burnaby and Halifax.
- d) The work plan must propose a series of achievable milestones for the completion of the work, with a total cost estimate inclusive of all living and travel costs for the resources for the duration of the work, and must identify any other direct expenses such as equipment shipment costs or on-location equipment rentals necessary to undertake the work.
- e) The work plan will be subject to AANDC approval and discussions with the Contractor, and will be considered to be Gate 0 of the project management plan as proposed by the Contractor.
- f) Upon approval of the Contractor's proposed approach, AANDC will authorize the commencement of the work by the issuance of a TA Form.

7.1.5 **Concurrent Activities and Deliverables**

- a) Throughout implementation, AANDC may request the Contractor to conduct "as-and-when required" database searches, at an average of 2-3 searches per month. The requests for searches will be made via the TA and will be compensated on a per diem basis in accordance with the resource rate identified in the TA. For example: Historical researchers or the Technical Lead.
- b) The Project Authority may also request other services related to the database throughout the contract period (e.g. early burn of captured relevant images).

Method and Source of Approvals

7.1.6 The Contractor must prepare and submit a report indicating completion of each deliverable. Deliverables will only be considered to be completed once approved by the AANDC Project Authority or delegate.

- 7.1.7 All approvals sought and prepared by the Contractor must be submitted in writing to the AANDC Project Authority on an approval sheet, and all records of decision must be recorded by AANDC.

7.2 Reporting Requirements

- 7.2.1 Upon award of a Contract, the Contractor must provide to the AANDC Project Authority a written report every month, until project completion indicating project status. The report must clearly describe:

- a) Activities completed to date;
- b) Activities planned for the following three (3) weeks;
- c) Number of documents imaged, broken down by the department from which they came;
- d) Anticipated dates for completion of the required deliverables;
- e) Any potential risks that may impact on the completion of required deliverables;
- f) Mitigation plans for any potential risks in order to ensure Project completion;
- g) Proposed dates for any Project activities requiring involvement of AANDC;
- h) Any change management requests (see section 7.1.3);
- i) Approximate value of items delivered or services carried out to date; and,
- j) Any issues, roadblocks or concerns.

- 7.2.2 In addition to, but not in lieu of, the above, the Contractor may also provide verbal updates via telephone or in-person or email to the AANDC Project Authority or designate.

- 7.2.3 The Contractor may be requested to perform searches of the database, and provide written reports and analyses of those searches, as may be requested by AANDC. These requests may occur at any time during the period of the contract. The type of data report required could include Tallies (e.g. how many French documents are in a specific collection). The layout of these reports will be mutually agreed during Gate 0 of the project.

- 7.2.4 All reports must be delivered in electronic format, in either MS Word or searchable PDF.

7.3 Format of Deliverable

- 7.3.1 Scanned and coded records must be provided on DVD or other removable storage media, with a label identifying the project in accordance with the Task Authorization.

7.3.2 The Contractor must deliver images and metadata in neutral format to AANDC.

8.0 RESOURCE CATEGORIES

8.1 While it is the responsibility of the Contractor to determine its own resourcing needs for the completion of the work by the identified deadlines (as per section 7.1), the following Resource Categories represent areas of functional and technical expertise, which have been identified as necessary by Canada. Where the Contractor feels appropriate, one person can assume more than one lead role or the Contractor can propose alternative ways to organize the above responsibilities, so long as it is clear who on the Contractor's team has lead responsibility in the areas identified in section 6.0 above.

8.1.1 At a minimum, deployed resources must meet the required qualifications and experience, as defined herein, for the Resource Category in which they are to perform the work (as identified in the TA Form and as accepted by the Project Authority), in order to deliver service to AANDC, in accordance with the terms and conditions of the Contract.

8.1.2 Project Manager:

- a) The Contractor must provide a Project Manager to:
 - i) Co-ordinate all activities, schedules, communication, training, reporting, quality assurance and acceptance testing.
 - ii) Act as the primary point of contact for all communication with AANDC during the period of the Contract.
 - iii) Responsibilities may include, but are not limited to: overall project management; main point of contact for all communications; produce and sign-off on all work plans; main co-ordinator and supervisor of Contractor team and leads; responsible for overall service provided and quality of deliverables.
- b) Experience:
 - i) A minimum of ten (10) years experience working as a Project Manager.
 - ii) The Project Manager must have a minimum of a college or university-level diploma/degree, in a relevant field; **OR** must hold a current professional certification relevant to the field of Project Management (such as but not limited to a Project Management Professional (PMP) certification from the Project Management Institute); **OR** must demonstrate an additional three (3) years of related work experience as a Project Manager.
 - iii) Experience as a Project Manager on at least one (1) large turnkey, collection digitization project that involved at least one (1) million documents OR had a project value of at least ten (10) million dollars.
 - iv) Experience as a Project Manager on at least three (3) projects of a systems integration and/or IT-based nature with a project value of at least three (3) million dollars.

8.1.3 On site Project Co-ordinator:

- a) Responsible for liaising with archival and reference staff to ensure appropriate access and relationships.
- b) Responsibilities may include, but are not limited to: managing, arranging and/or scheduling access (time, space) for scanners; manage off-site scanning; manage access to records.
- c) Experience:
 - i) A minimum of five (5) years experience working with archives and archivists.

8.1.4 Imaging and Scanning Lead:

- a) Responsible for quality assurance and document preparation management of all imaging and scanning activities. Responsible for areas relating to digitization, metadata capture, keyword indexing, uploading records to the database and document reassembly.
- b) Responsibilities may include, but are not limited to: managing separate teams of people assigned to scan; auditing the work of each team (quality control and assurance); verifying consistency and accuracy in metadata tagging and keyword indexing; supervising and ensuring successful transfer of records to database.
- c) Experience:
 - i) A minimum of five (5) years experience in management of scanning and indexing records.

8.1.5 Technical Lead:

- a) Responsible for integrity and quality database function and service, including database administration, database security, backup and transfer of the database.
- b) Responsibilities may include but are not limited to: receive all records into the database; ensure database security; ensure security in compliance with the Policy on Government Security; ensure back-up occurs successfully; and ensure successful transfer of finished product to AANDC.
- c) Experience:
 - i) A minimum of five (5) years experience in database structure and architecture security, and data conversion;
 - ii) Must possess a professional certification in a relevant field, such as (but not limited to) Litigation Support or E-Discovery.

8.1.6 Historical Researchers:

- a) The Contractor must provide a sufficient team of researchers to meet AANDC's indicated timelines to complete the work.
- b) Responsibilities include but are not limited to: services as detailed in section . Researchers may encounter English and French materials and must be capable of deciphering such documents, as well as documents such as maps, memoranda, briefing notes, correspondence and narratives. It is anticipated that most materials will be in English.
- c) Experience:
 - i) Each team member must demonstrate a minimum of two (2) years experience in the research field;
 - ii) Each team member must possess an undergraduate degree or higher in a related field (such as: History, Archives, Library History or Aboriginal Studies); **OR** must demonstrate an additional three (3) years of related work experience.

8.1.7 Scanning Team Members:

- a) It is anticipated that the Contractor will require several teams of scanners, with adequate individual resources and equipment for each team.
- b) Responsibilities may include but are not limited to: scanning relevant documents.
- c) Experience:
 - i) Each team member must demonstrate a minimum of two (2) years experience in the handling and scanning of archival materials.

8.1.8 Metadata Taggers/Indexers:

- a) It is anticipated that the Contractor will require multiple resources for this function.
- b) Responsibilities may include but are not limited to: services detailed in section
- c) Experience:
 - i) Each team member must demonstrate a minimum of two (2) years experience in metadata tagging and indexing of documents and/or records.

8.2 Task Resourcing Requirements

- 8.2.1 AANDC reserves the right to request multiple simultaneous resources from within any of the Resource Categories identified above, when required for a specific task.
- 8.2.2 Alternatively, the Contractor may be requested to suggest an appropriate resource complement to complete the work within AANDC's identified timeframes, at AANDC's discretion.
- 8.2.3 The Contractor may add additional staff during the course of the Contract to assist with the project.

9.0 GOVERNMENT REPRESENTATIVE AND SUPPORT

- 9.1 AANDC's Project Authority will provide information about the work environment, business requirements, and site-specific technical details, as required.
- 9.2 Personnel from AANDC and other government departments will be available, as required, for consultation, collaboration and clarification of any issues.
- 9.3 AANDC will work closely with the Contractor to define and approve the metadata and keyword fields, the imaging and data conversion standards, and procedures that will be required of the Contractor.
- 9.4 LAC will be providing an enhanced delivery and removal system for records, archives, publications, reports and studies, to facilitate the work under this Contract. This will include a dedicated truck for the movement of large collections of boxes from one location to another within the National Capital Region.
- 9.5 LAC will provide its Directory to each Department's collection, to facilitate the location of information.
- 9.6 In collaboration with LAC, AANDC's Project Authority will:
 - 9.6.1 Assist the Contractor in co-ordinating access to on-site facilities at LAC repository locations (both within and outside of the NCR, as applicable);
 - 9.6.2 Assist the Contractor in co-ordinating access to records, archives, publications, reports, studies, relevant systems, and personnel, as they relate to Canada's document production obligations.
 - a) Systems where access will be provided are LAC's internal library systems (e.g. Amicus or Mikan, etc.).
 - b) LAC will not be providing any other software or other computer workstations or other related hardware.

10.0 The Contractor must make arrangements directly with the Project Authority for "departmental researcher status" for access to departmental collections at LAC

11.0 CONTRACTOR RESPONSIBILITIES

- 11.1 The Contractor must provide all necessary tools, materials, and equipment for the completion of the Contract. The Contractor must make all necessary travel and

accommodation arrangements for fulfilling the requirements of the Contract in accordance with Treasury Board guidelines for travel and accommodations.

- 11.2 The Contractor must ensure all personnel associated with the Contractor throughout the course of the Contract are adequately security cleared, educated, trained, certified, licensed and otherwise capable as required by law or professional standards, of performing the tasks required for the completion of this Contract.

- 11.3 In addition, the Contractor:

- 11.3.1 Must keep all records and proprietary information confidential and secure;
 - 11.3.2 Must meet all security requirements for the information as identified in the Security Requirements Check List (SRCL);
 - 11.3.3 Must meet all tasks, deliverables and milestones;
 - 11.3.4 Must maintain all digital records and correspondence (e.g. email, etc.) pertaining to the project for a period of two (2) years after project completion (or as otherwise defined) on removable media;
 - 11.3.5 Must participate in teleconferences as required;
 - 11.3.6 Must maintain all project-related information and deliverables in a secure area as identified in the SRCL;
 - 11.3.7 Must attend meetings at AANDC or LAC sites as required. The primary site is in the NCR;
 - 11.3.8 Must work with designated AANDC or other government department subject matter experts as required;
 - 11.3.9 Must work with AANDC management oversight resources as required;
 - 11.3.10 Must be willing to work in GoC offices, and offices of other institutions, as required;
- 11.4 In the unlikely event of litigation, the Contractor agrees to act as an expert witness or swear an affidavit as required.

12.0 LOCATION OF WORK AND TRAVEL

12.1 Location

- 12.1.1 The majority of the work will be conducted onsite, throughout the LAC repository in the NCR. Some work, such as analysis of the digital collections, may be undertaken offsite at the Contractor's location of work.
- a) The LAC NCR has dedicated a work space for the purposes of this Contract, which should accommodate fifty (50) personnel.
 - b) LAC will not provide technical equipment for the work within this designated space. The Contractor will be responsible for providing all necessary equipment (e.g.

scanners), and computer workstations equipped with all software necessary to complete the work.

12.1.2 While some work, such as the analysis of previously digitized documents may be conducted offsite at the Contractor's place of business, privileged materials and hard copies of documents cannot be removed from the government work location.

12.1.3 Pending outcome of findings, work may be required at alternate LAC locations, including but not necessarily limited to the LAC repository in Winnipeg, Manitoba. It is possible, but less likely, that work may be required at other LAC repositories in Burnaby, British Columbia and Halifax, Nova Scotia.

- a) LAC will make available suitable workspace at these other locations if it becomes necessary for the Contractor to travel to these locations. The Contractor will be responsible for providing all necessary equipment (e.g. scanners), and computers equipped with all software necessary to complete the work.

12.2 Travel

12.2.1 AANDC is not responsible for the Contractor's travel and associated costs between the Contractor's place of business, and AANDC's offices and LAC's facilities in the NCR.

12.2.2 In the event that travel outside the NCR to the locations described above is required, travel requirements will be identified by AANDC and a specified amount for travel will be negotiated between the Contractor and AANDC to cover the Contractor's authorized travel to the identified locations.

12.2.3 All travel requested by AANDC, related to work under a Task, must be authorized in advance by the AANDC Project Authority and undertaken in accordance with the **National Joint Council Travel Directive** (previously the TBS Travel Directive). The Contractor will be reimbursed for previously authorized travel (outside of the NCR), accommodation, and living expenses associated with the completion of a Task, in accordance with the Directive. For further information refer to the current Travel Directive at:

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-1_e.asp

13.0 LANGUAGE OF WORK

9.1 Work under this Contract must be mainly carried out in English.

9.2 The Contractor must ensure that all verbal and written communication with the Department is in English.

9.3 As there may be source documents in both Official Languages (English and French), the Contractor's team must possess sufficient capable historical researchers and metadata and digitization teams with the ability to read complex historical materials in both Official Languages to accommodate this requirement.

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

Appendix 1

Volumetrics

See attached Chart

Appendix 2

Methodologies

File Review Methodologies for each Category of Department

File review is one of the most labour intensive stages of the project. In an effort to achieve greater efficiency at this stage, different document review methodologies are formulated for different categories of Departments. There are five different categories and different review protocols have been proposed for each category.

CATEGORY ONE:

- *Description* – The role these departments played in the IRS system was primary in nature. These Departments and subject areas are a very high priority for the TRC. Research into these records is expected to be comparatively easy, and the potential yield high.
- *Departments:*

Aboriginal Affairs and Northern Development Canada	Department of National Defence (DND)
--	--------------------------------------

- *Proposed Review Protocol:*
 - Assume relevancy will be fairly high (approximately 8% yield).
 - Review of boxes, and the files therein, will need to be comprehensive.
 - Most identified boxes must be reviewed.
 - Estimated review rate of 2.5 boxes per person, per day.
 - For each box opened, every file title must be reviewed for responsiveness.
 - Files deemed responsive must be reviewed carefully for relevant documents.
 - Relevant documents are bookmarked for scanning.
 - If 50% or more of the file is deemed relevant, the entire file must be scanned.

CATEGORY TWO:

- *Description* – The role these departments played was considered primary in nature. Department and subject areas are a high priority for the TRC. Research into these records is expected to be more difficult than Category #1, and will require sampling. The potential yield will vary.

Note: It is expected that research into these departments may be completed prior to the awarding of the contract and therefore not included in the scope of work.

- *Proposed Review Protocol:*
 - Assume relevancy will be medium-high (approximately 6% yield).

- Review of boxes, and the files therein, will need to be comprehensive.
- Most identified boxes must be reviewed.
- Estimated review rate of three (3) boxes per person per day.
 - For each box opened, every file title should be reviewed for responsiveness.
 - Files deemed responsive must be reviewed carefully for relevant documents.
 - Relevant documents are bookmarked for scanning.
 - If 50% or more of the file is deemed relevant, the entire file must be scanned.

CATEGORY THREE:

- *Description* – The role played by these departments was secondary in nature, but collection of these records is a relatively high priority for the TRC. Research is expected to be of medium difficulty, with a medium yield of records of high value.

- *Departments:*

Canadian Heritage	Agriculture (including CFIA)
Natural Resources Canada (NRCAN)	Parks Canada

- *Proposed Review Protocol:*
 - Areas of relevancy will be harder to identify (approximately 3% yield).
 - Boxes are likely to contain a mix of material that may or may not be relevant.
 - For each box opened, every file title must be reviewed for responsiveness.
 - Only those files deemed responsive are reviewed and opened.
 - Estimated review rate of five (5) boxes per resource per day.
 - Files with questionable relevance must be skimmed for responsive documents, but not thoroughly reviewed.
 - If after reviewing 50% of a file and no relevant documents found, the file is returned to box as non-responsive.
 - If 50% of the box is reviewed and no responsive documents are found, the box is closed and sent back to archival storage.

CATEGORY FOUR:

- *Description* – Most of these departments had little or incidental involvement in residential schools. Alternatively, their records have already been added to AANDC collections. Research into these records is expected to be difficult, and the potential yield low.

- *Departments:*

Department of Fisheries and Oceans (DFO)	Department of Labour	National Research Council
Public Works and		

Government Services Canada (PWGSC)

- *Proposed Review Protocol:*
 - Areas of relevancy will be extremely difficult to identify and records will likely be mixed in with documents on other topics (approximately 1% yield).
 - For each box opened, every file title must be reviewed for responsiveness.
 - Only those files deemed responsive are pulled and opened.
 - Estimated review rate of ten (10) boxes per resource per day however experienced archival researchers are expected to exceed that figure and review at least eleven (11) boxes per day
 - Individual files identified for review are given a cursory review.
 - If after reviewing a third of the file, no responsive material is found, the file is put back in the box with no further review.
 - If after reviewing 25% of the box and no responsive material is found, the box is closed and the reviewer moves on to the next box.

APPENDIX 3**Glossary of Relevant Terms and****Acronyms**

AANDC: Aboriginal Affairs and Northern Development Canada

Archives: Repositories of Library and Archives Canada in Gatineau, QC, Ottawa, ON, Burnaby, BC and Winnipeg, MB.

Bibliographic Information: Loosely referring to objective information about the context of an item that allows the reader to trace the precise location of the original. The bibliographic information can also be used as a finding tool.

Capture: To enter in a database, at the time of imaging, that bibliographic or other information about an item that may only be available at the time of imaging; for example, information about the item provided by the archivist.

CJC: Canadian Judicial Council

Collection: See Fonds/Collection

Contractor: The qualified supplier selected pursuant to the competitive selection process resulting in this Contract

Conversion: The restructuring and reformatting of data and images to conform to the requirements of an adopted standard. For example, converting PDF format to TIFF images, or mapping a database form one field structure to another.

Copies: Digital images, photocopies or microfilmed versions of original items found in the Archives.

Database: A table or group of linked tables used to provide multiple subscribers the ability to organize and manage large volumes of structured information.

Descriptive information: Loosely referring to information about the content of an item that allows a reader to understand the meaning or import of the item without having to read it in its entirety. The descriptive information can also be used as a finding tool.

Digitization: The conversion, by way of an Imaging or photographic process, of an item; usually from paper format to digital image format.

DOJ: Department of Justice

DPI: Dots per Inch

E-Linking: e-Linking is the process by which a digital image is associated with metadata and is assigned a name. A person reviews a digital image, assigns a specific code and pagination to the digital image

according to an established naming scheme, and ensures that all digital images are grouped together under a naming scheme when necessary

File: A folder or box containing related items.

Find: To meaningfully browse, search, consult or use finding tools in an archive in order to locate collections or other groups of items that may be relevant to the IRS Project.

Finding aids/tools: Printed lists, catalogues, indexes, databases or other records or services that help users find items in an archive. Typically, finding tools in an archive contain bibliographic and some descriptive information about items at a file or series level, not on an item-by-item basis.

First pass: A thorough but quick assessment of items for the purpose of flagging notable issues for further analysis and review by experts (in a "second pass").

Flag: To identify or mark an item (possibly in a database) for further review.

Fonds/Collection: A broad grouping of items in an Archive usually originating from the same source.

GOC: Government of Canada

Group 4 compression (G4): A lossless method of image compression used in Group 4 fax machines, and document scanners defined in the ITU-T T.6 fax standard.

Imaging: See digitization

IRS: Indian Residential School

Item: A single record, or other writing or thing, usually held in an archive file. Some items may also be provided to AANDC directly by the owner.

ITU-T: The ITU-T (for Telecommunication Standardization Sector of the International Telecommunications Union) is the primary international body for fostering cooperative standards for telecommunications equipment and systems. The *Telecommunication Standardization Sector* of the International Telecommunications Union (ITU) is the primary international body for fostering cooperative standards for telecommunications equipment and systems.

Load File: A load file in the litigation community is commonly referred to as the file used to import data (coded, captured or extracted data from electronically stored information processing) into a database; or the file used to link images. Load files are usually ASCII text files that have delimited fields of information. Such load files may have data about documents to be imported into document management software such as Concordance or Summation. Or they may have the path or directory where images may reside so that the software can link such images to their corresponding records.

Logical Unitization: The process of human review of each individual page in an image collection using logical cues to determine pages that belong together as self-standing documents. Such cues can be consecutive page numbering, report titles, similar headers and footers and other logical cues.

Self-standing documents include letters, memos, reports, books, photographs, drawings, graphs, charts, or other compilations. A self-standing individual document is determined by looking at its format and bibliographic information. Bibliographic information refers to items that reside outside of the text (main body) of a document and include one or more of the following:

Author: Person and /or Organization that produced or approved the document

Recipient: Person and /or Organization that received the document

Copyee: Person and /or Organization that received a copy of the document

Title: Heading, subject or RE line of the document

Date: Date the document was originally produced

Metadata: Bibliographic, descriptive, technical and other information about an item, file, series or fonds/collection.

NCR: National Capital Region

OCR: Optical Character Recognition – the conversion of an image of text (as in a TIFF file) to a text format (such as Unicode) that can be searched or edited.

PPI: Pixels per Inch

Protocol: For the purposes of this Contract, a “protocol” means written procedures that the Contractor undertakes that must be followed consistently and accurately in order to ensure efficiency, consistency and quality.

Record: (a) a row in a database table. Each row would represent one item. (b) A record means any documentary material other than a publication, regardless of medium or form.

Relevant Document: Generally, a document is deemed “relevant” to AANDC if it relates to the policy and operation of Indian residential schools. Documents which originate with or expressly mention Indian residential schools will likely be relevant such as documents related to the operation and funding of the schools (class lists, administrative materials, correspondence, student records, and historical policy materials).

Responsive: Reviewed records that have been deemed and will be included in the collection.

Ringtail (.MDB) format: A load file template produced using the Ringtail software (.mdb format) that specifies how data is organized so that documents are exported in the desired format.

A load file defines:

Which individual pages or files belong together to make up a document

Whether or not to include attachments

Where each document begins and ends

Scanning: See digitization.

Screening: A quick assessment of a group of items to determine their relevancy; the determination of which records in an archive are to be scanned and entered into the AANDC database.

Search: see find.

SOW: Statement of Work

Task Authorization (TA) Contract: The agreement between Canada and the Contractor, for the provision of the services to Canada, on an as and when required basis, as detailed in the SOW.

TA: Task Authorization.

Task Authorization: Under a valid TA Contract, a document prepared by AANDC and issued by the Project Authority to the Contractor to proceed with the required work; and which will contain requirements for the provision of said services, which will be consistent with the SOW, and may consist of any combination of the required services listed in the Scope of Work

TRC: Truth and Reconciliation Commission

TIFF: Tagged Image File Format – a standard format used for Digital Imaging. A flexible, adaptable file format for handling raster images and data within a single file, by including the header tags (size, definition, image-data arrangement, applied image compression) defining the image's geometry. The TIFF format is widely supported by image-manipulation applications, by publishing and page layout applications, and by scanning, faxing, word processing, optical character recognition and other applications.

XML: Extensible Markup language - A set of generic rules for encoding files used as a standard for the exchange of structured information; for example, from one database to another.

ANNEX "B"**BASIS OF****PAYMENT****1. INSTRUCTIONS**

1.1 It is **MANDATORY** that bidders submit firm all inclusive rates for the period of the proposed contract. All fixed, all-inclusive rates and prices must include all payroll, overhead costs and profits to complete the work

1.2 Should there be an error in the extended pricing of the bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.

1.3 GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

1.4 Appendix B1, Financial Evaluation Example, provides an example of how the financial Evaluation will be performed.

1.5 Bidders **MUST** provide rates for all categories.

1.6 All prices and costs quoted must be in Canadian Dollars (CAD).

1.7 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.

2. DEFINITIONS**2.1 Definition of a Day/Proration**

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

The formula is as follows: Hours worked X applicable firm per diem rate

7.5 hours

2.2 Travel & Living Expenses

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

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

If requested to do so by Canada, Canada will reimburse the Contractor for pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle, and incidental expenses provided in Appendices B, C, and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

2.3 Overtime Work

All proposed personnel must be available to work outside normal office hours during the duration of the Contract. No overtime charges will be authorized under this Contract.

2.4 *Direct Charges:*

Direct charges for consumable material, specific supplies and components must be charged at actual cost without mark-up and without allowance for overhead or profit. All charges must be supported by receipts or other documentation approved by AANDC. Canada will not purchase or reimburse scanning or similar equipment for this contract.

3. FINANCIAL EVALUATED TOTAL

The financial evaluation consists of two pricing schedules (A. Personnel and B. Data Storage)

For Pricing Schedule A. Personnel - Weighting of 85%

- Bidders all inclusive per diem rates for each resource category (Column B) will be multiplied by the weighting factor (Column C).
- The Weighted average per diem rate (Column D) for each resource category will be added together to equal the PART A - Bidder Weighted Total.

For Pricing Schedule B. Data Storage - Weighting of 15%

The rate quoted for the monthly per GB will be multiplied by the weighting factor of 15% to equal the PART B - Bid

Financial Evaluation Total

TOTAL Pricing Schedule A - Personnel - Bidder Weighted Total - \$ add

TOTAL Pricing Schedule B - Data Storage - Bidder Weighted Total - \$

TOTAL FOR FINANCIAL EVALUATION \$

See Appendix B1 for an example of the financial evaluation

4. PRICING SCHEDULES - 2 Categories Personnel and Data Storage

The Bidder hereby offers to perform and complete the work for the all-inclusive prices and per diem rates indicated below. NOTE: If the option period is exercised, pricing for the option period must remain the same as the Contract pricing.

PART A - PERSONNEL

Resource Category	Contract Period Per Diem Rate	For Evaluation Purposes	
		Weighting Factor Weighted Average Per Diem Rate	
(A)	(B)	(C) *	(D) *
Senior Project Manager	\$_____	20%	\$_____
On site Project Co-Ordinator	\$_____	20%	\$_____
Imaging and Scanning Lead	\$_____	20%	\$_____
Technical Lead	\$_____	10%	\$_____
Historical Researcher	\$_____	10%	\$_____
Scanning Team Member	\$_____	10%	\$_____
Metadata Taggers/Indexers:	\$_____	10%	\$_____
PART A - Bidder Weighted Total <i>[Calculated as the sum of all items in column D above]</i>			\$_____

PART B - DATA STORAGE

Description	Per GB
Monthly Data Storage	\$
The price per GB multiplied by 15% equals PART B - Bidder Weighted Total	\$

* The Weighted Average Per Diem rate and Weighting are used ONLY for the purposes of establishing the Bidder's Weighted Total for the Financial Evaluation.

Actual payment will be based on services rendered and invoices submitted by the Contractor.

**APPENDIX B1
EXAMPLE****FINANCIAL EVALUATION**

Rates are provided for example only and are not reflective of actual rates.

Pricing Schedule A - Personnel

(A)	(B)	(C) *	(D) *
Project Manager	\$600.00	20%	\$120.00
On site Project Co-ordinator	\$500.00	20%	\$100.00
Imaging and Scanning Lead	\$300.00	20%	\$60.00
Technical Lead	\$400.00	10%	\$40.00
Historical Researcher	\$375.00	10%	\$37.50
Scanning Team Member	\$350.00	10%	\$35.00
Metadata Taggers/Indexers:	\$200.00	10%	\$20.00
Bidder Weighted Total <i>[Calculated as the sum of all items in column D above]</i>			\$328.50

Pricing Schedule B - Data Storage

Per GB price	\$25.00	15%	\$3.75
--------------	---------	-----	--------

TOTAL Pricing Schedule A - Personnel - \$328.50

TOTAL Pricing Schedule B - Data Storage - \$ 3.75

TOTAL FOR FINANCIAL EVALUATION \$332.25

WEIGHTED TECHNICAL SCORE	Bidder's Total Technical Score 460 x 70	/70
WEIGHTED FINANCIAL SCORE	LOWEST Total Assessed Price Bidder's Total Assessed Price x 30	/30
BIDDER TOTAL SCORE	Weighted Technical Score (/70) +	/100 <i>Top Ranked Bidder represents Best Value</i>

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

Weighted Financial Score (/30)	
---------------------------------------	--

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

A0332-130016

File No. - N° du dossier

WPG-4-37004

CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(insert if applicable)

ANNEX "D"**to PART 5 - BID****SOLICITATION****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 any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESC)-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.

0

☐ 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 ESDC-Labour.

OR

☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-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 ESDC-Labour.

B. Check only one of the following:

☐ B1. The Bidder is not a Joint Venture.

-208**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)

ANNEX "E"**INSURANCE****REQUIREMENTS****1. Commercial General Liability Insurance**

1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. A. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

1. *Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.*

2. Errors and Omissions

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

A0332-130016

WPG-4-37004

ANNEX "F"**TASK AUTHORIZATION****FORM**

Task Authorization Approval Form						
Task Authorization Order No.:				Date:		
Services For:				Supplier Information:		
Contact Information						
Contracting Officer:				Supplier Contact:		
Telephone:				Telephone:		
Project Officer:						
Telephone:						
Contract No.:				Delivery Date:		FOB:
Terms: Please refer to the Contract for complete Terms and Conditions						
1.0 Description of Tasks to be Performed						
2.0 Period of Services						
Start Date:				End Date:		
3.0 Location:						
4.0 Costs:						
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days/ Quantity	Per Diem Rate/ Unit Price	Extended Price	
				Subtotal		
				GST/HST		
				TOTAL		
5.0 Authorities						
<p>Authorization: This form must contain the signature of both the Contractor and the appropriate Project Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form.</p> <p>Contact the Contracting Officer for more information.</p>						
Supplier:						
Signature				Date		
Project Authority:						
<input type="checkbox"/> I approve this Task Authorization						
<input type="checkbox"/> I do not approve this Task Authorization for the following reason(s): _____						

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

A0332-130016

WPG-4-37004

Pursuant to subsection 32 (1) of the Financial Administration Act, funds are available.

Signature

Date

ANNEX "G"**TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
October 15	July 01	September 30
January 15	October 01	December 31
April 15	January 01	March 31
July 15	April 01	June 30

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Solicitation No. - N° de l'invitation

A0332-130016/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

A0332-130016

WPG-4-37004

WST-PA-____@pwgsc-tpsgc.gc.ca

Or

Facsimile: (____) ____-____

ANNEX "H"**EVALUATION****CRITERIA****1. INSTRUCTIONS**

1. The Bidder must ensure that its Proposal provides sufficient evidence for the Evaluation Committee to assess the compliance of the Proposal with the criteria listed in this Request for Proposals (RFP). Bidders must make sure that their proposal clearly indicates the number of years/months experience (1 year = 12 months). It is the sole responsibility of the Bidder to provide sufficient information within its Proposal to enable the Evaluation Committee to complete its evaluation.

2. The Bidder must include any reference material it wishes to be considered for evaluation within its Proposal. Any material or documents outside the Proposal will not be considered (for example, should the Bidder wish to provide screen shots of its website or product, etc. for evaluation, copies or printouts of website or product material must be included within the Proposal). URL links to the Bidder's website will not be considered by the Evaluation Committee. No prior knowledge of or experience with the Bidder on the part of the Evaluation Committee will be taken into consideration by the Evaluation Committee.

3. To meet the requirements described herein, the experience of the Bidder must be work for which the Bidder was under contract to organizations exterior to the Bidder's own organization. In the case of Proposals submitted as a joint venture, partnership or other contractual relationship, the combined experience of the Parties forming the Proposal will be considered in the evaluation of the experience of the Bidder.

2. MANDATORY CRITERIA

a. Bids will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bids must clearly demonstrate that they meet all Mandatory Requirements for the bid to be considered for further evaluation. Bids not meeting the mandatory criteria will be excluded from further consideration

b. The Bidder's Proposal must meet all of the mandatory criteria in order for its Proposal to be considered for further evaluation. Failure on the part of the Bidder to meet any one (1) of these criteria will result in its Proposal being deemed non-compliant, with the Proposal being given no further consideration.

c. Bidders must include the following table in their Technical Bid, indicating that it meets the mandatory criteria, and providing the bid page number or section that contains information to verify the criteria has been met.

#	MANDATORY CRITERIA	Met	Not Met	Cross Ref PAGE #
M1	CORPORATE PROFILE: The Bidder MUST provide a company profile that at a minimum includes:			
1.1	The full legal name of the entity submitting the Proposal;			
1.2	Identify, as applicable, any joint venture, consortia, partners or subcontractors that will be party to the Proposal.			
1.3	The Bidder MUST provide an overview of its proposed organization structure for the delivery of the Work. <i>The Bidder should provide an organization structure schematic to illustrate its description and identify reporting relationships and hierarchies within the business relationships.</i>			
1.4	A written description indicating the Bidder's capabilities as a firm to provide Collection Digitization Services similar to those described in the SOW.			
1.5	The Bidder MUST provide a description of its existing tools and technologies that it plans to utilize in the performance of the work, including computers and scanners (e.g. make, model, quantity) and any software it plans to use to capture images and information (e.g. vendor, model, whether it is a COTS or proprietary solution).			
M2	PROJECT SUMMARIES			
2.1	The Bidder MUST demonstrate its experience in the provision of Collection Digitization Services similar to those described in the SOW through the provision of three (3) written project summaries. <i>Additional Project Summaries beyond the three (3) required will not be evaluated against this criterion.</i>			
2.2	Projects MUST have been undertaken within the past five (5) years (as calculated from the posting date of this RFP) and have a minimum duration of at least six (6) months. <i>Projects may be on-going but must meet the minimum duration for the work.</i>			
2.3	At least one (1) of the projects MUST have involved the handling of historical or archival materials.			
Each project summary MUST indicate the following information:				
2.4	The name of the client organization for whom the work was undertaken;			
2.5	The start and end dates of the project (dates should be identified by month and year, for example March 2008 – February 2010, and should indicate the project duration, for example 36 months).			
2.6	A brief description of the scope of the project (such as but not limited to desired outcomes of the work, technologies or methodologies utilized, challenges encountered, etc			
M3	PROPOSED RESOURCES - The Contractor MUST identify its "team" of named resources for the provision of Collection Digitization Services. The Bidder's proposed "team" of resources MUST include the following resource complement at a minimum: - An individual may be proposed in more than one of the above Resource Categories. - The Bidder's "team" may consist of any number of resources within the categories described above. The Bidder's response to this criterion will be further evaluated under Point Rated Criterion R3. - The Bidder's minimum resource complement MUST meet the minimum qualifications of the Resource Category in which they are proposed, as specified in the SOW			
3.1	One (1) Project Manager;			

3.2	One (1) On site Project Co-ordinator;			
3.3	One (1) Imaging and Scanning Lead;			
3.4	One (1) Technical Lead;			
3.5	Two (2) Historical Researchers;			
3.6	Two (2) Scanning Team Members;			
3.7	Two (2) Metadata Taggers/Indexers;			
3.4	The Bidder MUST provide a detailed Curriculum Vitae (CV) for each named resource.			
3.5	The Bidder MUST identify which Resource Category (ies) the resource has been proposed against.			
M4	RESOURCE QUALIFICATIONS - Each Resource proposed in compliance with the Bidder's minimum resource complement, in Mandatory Requirement M3 factor 3.1 (above) MUST meet the minimum qualifications for their applicable Resource Category as described in the Statement of Work, as follows:			
4.1	Project Manager: Must demonstrate a minimum of ten (10) years experience working as a Project Manager.			
4.2	Project Manager: Must possess a minimum of a college or university level diploma/degree, in a relevant field, OR a current professional certification relevant to the field of Project Management (such as but not limited to a Project Management Professional (PMP) certification from the Project Management Institute), OR demonstrate an additional three (3) years of related work experience.			
4.3	Project Manager: Must demonstrate experience as a Project Manager on at least one (1) large turnkey, collection digitization project that involved at least 1 million documents OR had a project value of at least \$5,000,000.00.			
4.4	Project Manager: Must demonstrate experience managing at least three (3) projects of a systems integration or IT-based nature with a project value of at least \$3,000,000.00.			
4.5	On site Project Co-ordinator: MUST demonstrate a minimum of five (5) years experience working with archives or archivists.			
4.6	Imaging and Scanning Lead: MUST demonstrate a minimum of five (5) years experience in management of scanning and indexing records.			
4.7	Technical Lead: MUST demonstrate a minimum of five (5) years of experience in database structure, architecture security and data conversion;			
4.8	Historical Researcher: MUST demonstrate a minimum of two (2) years of experience in the research field;			
4.9	Historical Researcher: MUST possess an undergraduate degree or higher in a related field (such as: Archives, Library Sciences, Legal Studies, History, Archaeology or Aboriginal Studies) OR demonstrate an additional three (3) years of related work experience.			
4.10	Scanning Team Member: MUST demonstrate a minimum of two (2) years of experience in the handling and scanning of archival materials.			
4.11	Metadata Tagger/Indexer: MUST demonstrate a minimum of two (2) years of experience in the metadata tagging and indexing of documents or records.			
M5	DRAFT PRELIMINARY PROJECT PLAN			
5.1	The Bidder MUST provide a proposed initial draft of its Preliminary			

	Project Plan and work breakdown describing the steps required to complete the collection digitization and document disclosure process (as described in the Statement of Work).			
5.2	The DRAFT Preliminary Project Plan MUST include the protocols to help organize, manage and keep consistent the work required including a description of the project stages of scoping, file review, scanning and coding, and transmission of documents.			
5.3	Protocols MUST identify who (i.e. category of role) will be responsible for each requirement. <i>The Bidder's response should identify any procedures such persons will follow and objectives or deliverables such persons will be responsible for.</i> - The project plan should use a matrix or Gantt chart. - The Bidder is encouraged to include the following information within the narrative accompanying its project plan, including: - Identified gap areas and input or feedback required from departmental resources to complete the work is identified within the plan; - Critical paths and key milestones; - A linkage of milestones to the expected deliverables; and - Levels of Bidder resource allocation necessary to complete the work within the departments identified timeframe.			
M6	SECURITY CLEARANCE			
6.1	Bidder must meet the mandatory security clearance requirement at bid closing.			

3. POINT RATED CRITERIA

Except where the scoring methodology provides an alternate process (e.g. X years of experience = Y points) the Point Rated Criteria will be evaluated using the scale below.

Points will be rounded using standard mathematical methods to two (2) decimal places, when required

Excellent 85 - 100% of the available score	The response is complete in that it addresses and provides exceptionally supporting details for each of the factors; therefore, the response is considered to have outstanding merit.
Good 70 - 84% of the available score	The response is complete in that it clearly addresses and provides some relevant supporting detail for each of the factors; therefore, the response is considered to have a good level of merit.
Satisfactory 50 - 69% of the available score	The response is complete in that it clearly addresses in some detail each of the factors while providing some supporting detail for most of these factors; therefore, the response is considered on balance to have satisfactory merit.
Minimal 25 - 49% of the available score	The response is not complete in that it fails to fully address some of the factors; it is not clear or is incomplete; therefore, the response is considered to have insufficient merit.
Poor 1 - 24% of the available score	The response is not complete in that it fails to address all the factors and only nominally addresses some factors; therefore, the response is considered to have very little merit.
Not indicated / Unsatisfactory 0% of the available score	No response was received or the response does not address any of the factors; therefore, the response cannot be considered to have any merit.

#	POINT RATED CRITERIA	Total points	Cross Ref PAGE #
P1	<p>Previous Experience of the Bidder (Project Summaries)</p> <p>The three (3) projects provided in compliance with Mandatory Requirement M2 will be evaluated. Points will be awarded based on the extent to which the cited project summaries meet the requirements for Collection Digitization Services as described within the SOW with regard to the following specific factors.</p> <p><i>- Additional Project Summaries within the Bidder's Technical Proposal beyond the three (3) required in Mandatory requirement M2 will not be evaluated against this criterion.</i></p>		
1.1	<p>The similarity and relevance of the reference client organization for which the Bidder provided services.</p> <p>Maximum of 5 points per project to a maximum of 15 points will be assigned using the following rating scale:</p> <p>5 points = Federal Government of Canada organization (department, agency or Crown Corporation)</p> <p>4 points = Public or private sector entity that handles or stores archival documents</p> <p>3 points = Other public sector entity (Provincial/Territorial/MASH sector which includes Municipalities, School Boards, Publicly-Funded Academic, Health and Social Service Entities)</p> <p>0 points = The project did not involve any of the entities indicated above.</p>	/15	
1.2	<p>The scope, range and complexity of the client's requirement.</p> <p>Bidders will be awarded a maximum of 5 points for each of the three items below to a maximum of 15 points per project.</p> <p>1.2.1 The project involved the preservation of the cultural or historical records of Aboriginal or other indigenous peoples.</p> <p>1.2.2 The project involved the handling and preservation of archival documents.</p> <p>1.2.3 The project involved handling information that was emotionally /culturally sensitive.</p>	/45	
1.3	<p>The scope, range and complexity of the client's requirement.</p> <p>Maximum of 10 points per project to a maximum of 30 points will be assigned using the following rating scale:</p> <p>10 points = The project involved a collection of over 5 million documents to be sorted and digitized.</p> <p>9 points = The project involved a collection of a minimum 3 million documents to be sorted and digitized.</p> <p>8 points = The project involved a collection of a minimum 1million documents to be sorted and digitized.</p> <p>7 points = The project involved a collection of a minimum 500,000 documents to be sorted and digitized.</p>	/30	

	0 points = The project involved a collection of less than 500,000 documents or the project summary did not provide information on this subject.		
1.4	<p>The scope, range and complexity of the Bidder's service offerings for the cited project.</p> <p>Bidders will be awarded 5 points per item below to a maximum of 20 points per project. Points per project will be assigned using the following rating scale:</p> <p>1.4.1 Digitization of documents containing personal/private information;</p> <p>1.4.2 Digitization of documents at least fifty (50) years old;</p> <p>1.4.3 Working within any or all of the following formats: JPEG, TIFF, PDF or Ringtail load files;</p> <p>1.4.4 Optical Character Recognition on a variety of documents of varying quality (for example: hand-written documents on worn/damaged paper 125 to 150 years old, to type-written documents 5 to 50 years old).</p>	/60	
P1	Total points Previous Experience of the Bidder (Project Summaries)	/ 150	
P2	<p>RESOURCE Experience - Points will be awarded based on the resumes for the Bidder's proposed resource(s) submitted in response to Mandatory Criterion M3 + M4. If the bidder proposes more than the minimum required resources for each section, the scores of each member will be averaged.</p> <p><i>Failure to provide the necessary elements of information (including start and end dates and a named client reference with valid contact information) for a cited project (in accordance with the definition of a resource project) will result in that project being discounted from the assessment of resource experience below.</i></p> <p><i>One (1) project may apply to more than a single scoring factor below.</i></p>		
2.1	<p>a) Maximum of 20 points for work experience as a Project Manager on large, turnkey, collection digitization projects that involved at least 1 million documents OR had a project value of at least \$5,000,000.00 beyond the minimum mandatory requirement of one (1) project:</p> <p>20 points = 4 or more additional projects with experience in the specified area;</p> <p>18 points = 3 additional projects with experience in the specified area;</p> <p>16 points = 2 additional project with experience in the specified area;</p> <p>14 points = 1 additional project with experience in the specified area;</p> <p>0 points = no experience in the specified area beyond the minimum required to meet the mandatory experience qualifications.</p>	/20	
2.2	<p>b) Up to 10 points for work experience as a Project Manager on systems integration or IT-based projects with a project value of at least \$3,000,000.00 beyond the minimum mandatory requirement of three (3) projects:</p> <p>10 points = 4 or more additional projects with experience in the specified area;</p> <p>9 points = 3 additional projects with experience in the specified area;</p> <p>8 points = 2 additional projects with experience in the specified area;</p> <p>7 points = 1 additional project with experience in the specified area;</p>	/10	

	0 points = no experience in the specified area beyond the minimum required to meet the mandatory experience qualifications.		
2.3	<i>c) Up to a maximum total of 24 points based on projects that demonstrate:</i> 6 points/project = Leading or managing the work on projects involving or working with Aboriginal or indigenous peoples.	/24	
2.4	<i>d) Up to a maximum total of 6 points based on projects that demonstrate:</i> 2 points/project = Leading or managing the work delivered by large teams of cross functional resources (which may include client employees, Bidder resources and other Contractors' resources) to complete a document digitization project.	/6	
2.5	Project Co-ordinator Years Experience in similar field: 10 points - 5-7 years 20 points - 8-10 years 30 points - 11+ years Bidders should demonstrate experience in a resume.	/30	
2.6	<i>Imaging and Scanning Lead</i> Years Experience in similar field: 10 points - 5-7 years 20 points - 8-10 years 30 points - 11+ years Bidders should demonstrate experience in a resume.	/30	
2.7	A minimum of two (2) Historical Researchers A. Years experience in a similar field such as Aboriginal or Canadian Studies. Years experience will be averaged and points will be awarded on that average: 10 points - 2-3 years 15 points - 4-5 years 20 points - 6+ years B. Language: Fluency in both English and French (oral communication and reading comprehension) - 5 points for each member to a maximum of 10 may be awarded. Bidders may demonstrate capacity to read, understand and report in both French and English by way of evidence included in CV's. For example: a work sample and language certificate.	/30	
2.8	4. Imaging & Scanning Lead Years Experience in similar field: 10 points - 2-3 years 20 points - 4-5 years 30 points - 6+ years Bidders should demonstrate experience in a resume.	/30	
2.9	Metadata Tagger/Indexer: 10 points - 2-4 years 20 points - 5-6 years	/30	

	30 points - 7+ years Bidders should demonstrate experience in a resume.		
P2	Total Points Resource Experience	/ 210	
P3	Bidder Proposed Preliminary Project Plan - Points will be awarded based the Bidder's proposed DRAFT Preliminary Project Plan, submitted in response to Mandatory Criterion M5 .		
3.1	<p>The Bidder's proposed DRAFT Preliminary Project Plan for delivery of Collection Digitization services, including preliminary milestones and anticipated resource usage (i.e. number of resources in which resource categories performing what tasks); based on AANDC's requirements, as stated in the Statement of Work.</p> <p><i>Up to 10 points for each of the following:</i></p> <p>a. The Bidder identifies preliminary milestones and timeframes that realistically apply to AANDC's requirements;</p> <p>b. The Bidder identifies resource roles/categories and anticipated numbers of resources per role within its proposed team complement that will be responsible for specific tasks, to perform the work.</p> <p>c. The Bidder's software (to be used to capture images and information, as described in the SOW) has been previously used successfully in a production environment and the extent to which the software is well supported, whether by the Bidder's resources or by the vendor, in the event of technological challenges in completing the work on time and in alignment with AANDC's required deliverable formats.</p> <p>d. The Bidder identifies how it plans to meet AANDC's identified timeline for completion of the document discovery process, such as working extended hours or running multiple shifts of teams of resources to make best use of LAC's provision of extended hours of access to its site.</p>	/40	
3.2	<p>The Bidder's identification of possible problems and challenges to the successful completion of the work.</p> <p>a. The Bidder identifies risks or problems that might realistically pose challenges to completing the work within the identified timeline or otherwise present a major challenge to the success of the project; Max 10 points</p> <p>b. The Bidder provides feasible and effective strategies for risk mitigation and avoidance, to deal with the identified challenges. Max 10 points</p> <p><i>Examples that demonstrate where this approach has been used effectively in the past are encouraged.</i></p> <p><i>A maximum of two risks and associated mitigation strategies will be evaluated.</i></p>	/20	
P3	Total Points Bidder Proposed Preliminary Project Plan	/60	

Sub-Total Technical Score (P1-P3)	/420	<i>Only those proposals achieving a minimum score of 294/420 (70%) on Point Rated Criteria P1-P3 (inclusive) will be evaluated on the basis of the remainder of the Bidder's Technical Proposal.</i>
--	-------------	--

High End Estimate of Total Boxes Requiring Review by Department and Category





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

A0332-13-0016

Security Classification / Classification de sécurité
UNCLASSIFIED

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Aboriginal Affairs and Northern Development Canada	2. Branch or Directorate / Direction générale ou Direction Security	
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 Contractor will identify, organize and transfer documents from Library and Archives Canada				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		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"/>
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 <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

A0332-13-0016

Security Classification / Classification de sécurité
UNCLASSIFIED

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 ☐ Yes
Non 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 ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

11. 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

11. 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 ☒ Yes
Non 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 ☒ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

A0332-13-0016

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Personnel / Éléments 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?

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.

☒ No ☐ Yes
Non Oui

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?

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

☒ No ☐ Yes
Non Oui



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

70332-13-0016

Security Classification / Classification de sécurité

13. Organization Project Authority / Champ de projet de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)		Title - Titre	
JENNIFER RICHMOND		DIRECTOR	
Telephone No. - N° de téléphone		E-mail address - Adresse courriel	
(613) 947-4201		jennifer.richmond@tpsgc.gc.ca	
Facsimile No. - N° de télécopieur		Date	
		03-12-2014	
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)		Title - Titre	
GUILLOT, JAMES		Head Personnel Security Contractor and Assessment	
E-mail address - Adresse courriel		Date	
james.guillot@tpsgc.gc.ca		MAR 05 2014	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
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?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
16. Procurement Officer / Agent d'approvisionnement		Signature	
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
17. Contracting Security Authority / Autorité contractuelle		Signature	
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Telephone		Address complete	
		2014-03-24	

Nancy Cryan
Agente à la Sécurité des contrats
Contract Security Officer
nancy.cryan@tpsgc-pwgc.gc.ca
Telephone: 613-957-1018

TBS/ECT 360-103(3004/12)

Security Classification / Classification de sécurité

Canada