

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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> TBIPS-DRMIS SUPPORT TEAM	
<b>Solicitation No. - N° de l'invitation</b> W8486-140158/A	<b>Date</b> 2014-05-12
<b>Client Reference No. - N° de référence du client</b> W8486-140158	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-612-27636	
<b>File No. - N° de dossier</b> 612zm.W8486-140158	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-06-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dooley, Ian	<b>Buyer Id - Id de l'acheteur</b> 612zm
<b>Telephone No. - N° de téléphone</b> (819) 956-1357 ( )	<b>FAX No. - N° de FAX</b> (819) 956-1156
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division des  
services professionnels en informatique  
11 Laurier St., / 11, rue Laurier  
3C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

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

**BID SOLICITATION**

**FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

**FOR DATA SUPPORT TO THE DEFENCE RESOURCE MANAGEMENT INFORMATION SYSTEM (DRMIS)**

**FOR**

**THE DEPARTMENT OF NATIONAL DEFENCE**

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Appendix A to Annex A - Tasking Assessment Procedure

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Annex B Basis of Payment

Annex C Security Requirements Check List

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

- Attachment 3.1: Bid Submission Form

**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Bid Evaluation Criteria

- Attachment 4.2: Pricing Schedule

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

612zm

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

W8486-140158

CCC No./N° CCC - FMS No/ N° VME

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## BID SOLICITATION

# FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS) FOR DATA SUPPORT TO THE DEFENCE RESOURCE MANAGEMENT INFORMATION SYSTEM (DRMIS) FOR THE DEPARTMENT OF NATIONAL DEFENCE

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

This document states terms and conditions that apply to this bid solicitation # W8486-140158/A . It is divided into seven parts plus annexes and attachments as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the RFP Evaluation Criteria, the Bid Submission Form and any other annexes.

### 1.1 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract, for three years plus one, one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on

**TBIPS COMPLEX TEMPLATE - ZM -EL DIVISIONS (MARCH 7, 2013)**

PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.

- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.
- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/E series of SAs are eligible to compete. The TBIPS SA EN578-055605/E is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (f) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605/E as that joint venture at the time of bid closing in order to submit a bid.
- (g) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RES
A.1 - Application / Software Architect	Level 3	1
A.2 - ERP Functional Analyst (LEMS SME)	Level 3	1
A.2 - ERP Functional Analyst (LEMS SME)	Level 2	2
A.2 - ERP Functional Analyst (CDM)	Level 3	4
A.2 - ERP Functional Analyst (CDM)	Level 2	1
A.5 - ERP Technical Analyst (BI)	Level 3	2
I.5 - Database Analyst	Level 3	1
I.5 - Database Analyst	Level 2	1
I.4 - Data Modeller	Level 3	1
I.1 - Data Conversion Specialist	Level 3	1
I.1 - Data Conversion Specialist	Level 2	3
I.1 - Data Conversion Specialist	Level 1	3
B.14 - Technical Writer	Level 2	1
B.10 - Helpdesk Coordinator	Level 2	1

### 1.1 Debriefings

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

## BID SOLICITATION

### FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)

#### (TIER 2 - NCR)

### FOR DATA SUPPORT TO THE DEFENCE RESOURCE MANAGEMENT INFORMATION SYSTEM (DRMIS)

#### FOR

### THE DEPARTMENT OF NATIONAL DEFENCE

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Appendix D to Annex A - Certifications at the TA stage

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Annex C Security Requirements Check List

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

- Attachment 3.1: Bid Submission Form

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W8486-140158

CCC No./N° CCC - FMS No./N° VME

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**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Bid Evaluation Criteria
- Attachment 4.2: Pricing Schedule

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## **BID SOLICITATION**

### **FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)**

#### **(TIER 2 - NCR)**

### **FOR DATA SUPPORT TO THE DEFENCE RESOURCE MANAGEMENT INFORMATION SYSTEM (DRMIS)**

#### **FOR**

### **THE DEPARTMENT OF NATIONAL DEFENCE**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

This document states terms and conditions that apply to this bid solicitation # W8486-140158/A . It is divided into seven parts plus annexes and attachments as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
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- 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 RFP Evaluation Criteria, the Bid Submission Form and any other annexes.

### **1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of one contract, for three years plus one, one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract

Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.

- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.
- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/E series of SAs are eligible to compete. The TBIPS SA EN578-055605/E is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (f) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605/E as that joint venture at the time of bid closing in order to submit a bid.
- (g) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
A.1 - Application / Software Architect	Level 3	1
A.2 - ERP Functional Analyst (LEMS SME)	Level 3	1
A.2 - ERP Functional Analyst (LEMS SME)	Level 2	2
A.2 - ERP Functional Analyst (CDM)	Level 3	4
A.2 - ERP Functional Analyst (CDM)	Level 2	1
A.5 - ERP Technical Analyst (BI)	Level 3	2
I.5 - Database Analyst	Level 3	1
I.5 - Database Analyst	Level 2	1
I.4 - Data Modeller	Level 3	1
I.1 - Data Conversion Specialist	Level 3	1
I.1 - Data Conversion Specialist	Level 2	3
I.1 - Data Conversion Specialist	Level 1	3
B.14 - Technical Writer	Level 2	1
B.10 - Helpdesk Coordinator	Level 2	1

### 1.3 Debriefings

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with Subsection 5.4 amended by deleting "sixty (60) days" and inserting "180 days". If there is a conflict between the provisions of 2003 and this document, this document prevails.

The text under subsections 4 and 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

4 Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.

5 Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 2.2 Submission of Bids

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

### 2.3 Enquiries - Bid Solicitation

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

## 2.4 Applicable Laws

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

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

## 2.5 Volumetric Data

The estimated number of resources required and estimated level of effort data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- (i) Section I: Technical Bid (4 hard copies and 1 soft copy on CD)
- (ii) Section II: Financial Bid (2 hard copies and 1 soft copy on CD)
- (iii) Section III: Certifications not included in the Technical Bid (1 hard copy)

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

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

- (b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

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

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

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

(e) **Joint Venture Experience:**

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

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

### 3.2 Section I: Technical Bid

The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 3.1 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

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

If the Bidder has not included the security information in its bid, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1 - Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder

or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1 - Evaluation Criteria, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

- (iv) **For Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been commenced by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in Annex A. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.
- (v) **For Proposed Resources:** The technical bid must include the number of résumés, per Resource Category, as identified in Attachment 4.1 - Evaluation Criteria. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
- (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and contract period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity.
- (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (vi) **Customer Reference Contact Information:** The Bidder must provide customer references who must each confirm, if requested by Canada, the facts identified in the Bidder's bid, as required by Attachment 4.1 - Evaluation Criteria. For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.
- (vii) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the Initial Contract Period must not exceed those rates set out in Annex "C" to Part A Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates.
- (b) **Variation in Resource Rates By Time Period:** For any given Resource Category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
  - (ii) the rate bid for the same Resource Category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different Levels of experience within the same Resource Category and time period, for any such Resource Category and time period
- (i) the rate bid for Level three must be higher than that bid for Level two, and
  - (ii) the rate bid for Level two must be higher than the rate bid for Level one.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet

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the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.4 Section III: Certifications

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
- (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have 5 working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at PWGSC in Gatineau, Québec.
  - (iii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
  - (iv) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

(a) **Mandatory Technical Criteria:**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 4.1 - Evaluation Criteria.

(b) **Reference Checks:**

- (i) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not

award any points unless the response is received within five working days of the date that Canada's email was sent.

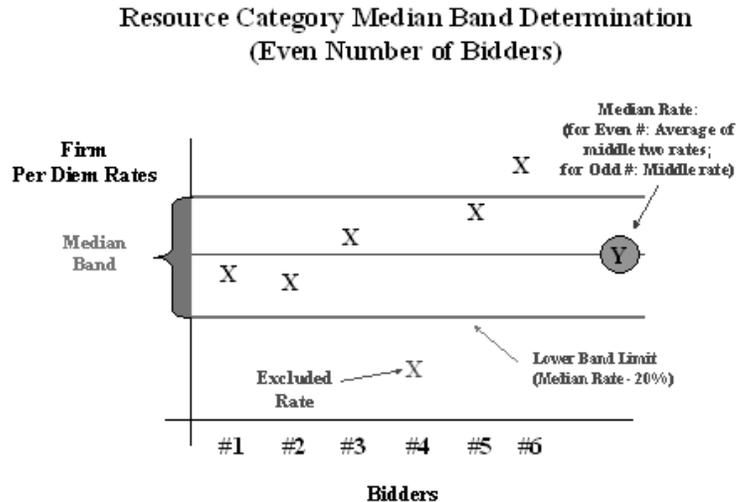
- (ii) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
  - (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
  - (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
  - (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.
- (c) **Number of Resources Evaluated:**
- Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Annex A. Additional resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 - Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.

#### 4.3 Financial Evaluation

- (a) **Calculation of Total Bid Price:** The financial evaluation will be conducted by calculating the Total Bid Price using the pricing tables completed by the bidders. The Total Bid Price will be determined for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) (or the Lower Median Band Limit, whichever is higher) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
- (b) **Firm Per Diem Median Rate Evaluation Method**
- In conducting the financial evaluation, with respect to the professional services rates proposed, a firm per diem rate median evaluation method will be used, as follows:
- (i) **Use of Method:** The firm per diem rate median calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource that is lower than the Lower Median Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.
  - (ii) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual resource a median rate will be determined for each Resource Category. A median will be used to calculate a median band against which each Bidder's per diem rate will be established for the Initial Contract Period, and another median will be established for each of the option period(s). For each Resource Category, the median band will be calculated using the median function in Microsoft Excel and will represent a range that

encompasses the median rate to a value of minus (-) 20% of the median. The Lower Median Band Limit for each Resource Category is set at 80% of the median. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Median Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Lower Median Band Limit for that Resource Category.

(iii) **Example:** The following diagram is a representation of the calculation of the median band for a single Resource Category. This diagram identifies the median band and the included and excluded resource per diem rates.



In this example Resource Category using the firm per diem median rate calculation approach, if the median rate identified as (Y) is \$591.50, then the median band limit would be minus (-) 20% of \$591.50, or \$473.20. The figure \$473.20 would be the Lower Median Band Limit for this Resource Category.

If a Bidder quotes a firm per diem rate for this Resource Category that is lower than \$473.20, the per diem rate of \$473.20 will be used to evaluate that Bidder's bid for this Resource Category.

If that Bidder quoted a firm per diem rate of \$400.00 for that Resource Category, and it is determined to be the winning Contractor, the firm per diem rate of \$400.00 which was quoted originally by the Bidder will be included in the resulting contract.

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

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

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three months within the twelve months

before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;

- (ii) in relation to the invoice in (i), evidence from the bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation;
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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

(d) **Formulae in Pricing Tables**

If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

**4.4 Basis of Selection**

- (a) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest Total Bid Price will be recommended for award of a contract.
- (b) One contract may be awarded in total as a result of this bid solicitation.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (d) If more than one Bidder is ranked first because of identical overall scores, then the names of all such first ranked Bidders will be placed in a hat and the winner will be the first name drawn from it. All first ranked Bidders will be invited to witness the event.

## PART 5 - CERTIFICATIONS

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

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

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

### 5.1 Federal Contractors Program - Certification

- (a) The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.
- (b) Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contract Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to fewer than 100 employees. Any bids from ineligible contractors will be declared non-responsive.
- (c) If the Bidder does not fall within the exceptions enumerated in (d)(i) or (ii) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- (d) Each bidder is requested to indicate in its bid whether it is:
  - (i) not subject to FCP, having a workforce of fewer than 100 permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
  - (ii) not subject to FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
  - (iii) subject to the requirements of FCP, because it has a workforce of 100 or more permanent full or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but it has not previously obtained a certificate number from HRSD (because it has not bid before on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is required from the Bidder; or
  - (iv) subject to FCP, and has a valid certification number (i.e., has not been declared an ineligible contractor by HRSDC).

- (e) Further information on the FCP is available on the following HRSDC Website:  
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>.

**Note to Bidders:** Bidders are requested to use the Bid Submission Form to provide information about their status under this program. For a joint venture bidder, this information must be provided for each member of the joint venture.

## 5.2 Former Public Servant Certification

- (a) Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.
- (b) For the purposes of this clause,
- (i) **"former public servant"** means a 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 and includes:
- (A) an individual;
- (B) an individual who has incorporated;
- (C) a partnership made of former public servants; or
- (D) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- (ii) **"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.
- (iii) **"pension"** means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S. 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canadian Pension Plan Act*, R.S., 1985, c. C-8.
- (c) If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:
- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.
- By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice 2012-2 and the Guidelines on Proactive Disclosure of Contracts.
- (d) If the Bidder is an FPS who received a lump sum payment pursuant to the terms of a work force reduction program, the Bidder must provide the following information:

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- (i) name of former public servant;
  - (ii) conditions of the lump sum payment incentive;
  - (iii) date of termination of employment;
  - (iv) amount of lump sum payment;
  - (v) rate of pay on which lump sum payment is based;
  - (vi) period of lump sum payment including start date, end date and number of weeks; and
  - (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.
- (e) For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.
  - (f) By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Note to Bidders:** *Bidders are requested to provide the information required by this clause in their Bid Submission Form.*

### 5.3 Professional Services Resources

- (a) By submitting a bid, the Bidder certifies that, if it is 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.
- (b) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (c) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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.

### 5.4 Certification of Language - English or Bilingual Essential

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

#### For the B.10 Helpdesk Coordinator only

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

Solicitation No. - N° de l'invitation

W8486-140158/A

Amd. No. - N° de la modif.

File No. - N° du dossier

612zmW8486-140158

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No./N° VME

Client Ref. No. - N° de réf. du client  
W8486-140158

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of National Defence (DND).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

- (a) **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.
- (c) **Form and Content of Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information, if applicable:
- (A) the task number;
- (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
- (C) the details of any financial coding to be used;
- (D) the categories of resources and the number required;

- 
- (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
- (F) the start and completion dates;
- (G) milestone dates for deliverables and payments (if applicable);
- (H) the number of person-days of effort required;
- (I) whether the work requires on-site activities and the location;
- (J) the language profile of the resources required;
- (K) the level of security clearance required of resources;
- (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- (M) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signature(s):
- (N) for any TA with a value less than or equal to \$250,000.00 (including Applicable Taxes), the TA must be signed by the Technical Authority; and
- (B) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.
- (f) **Administration of Task Authorization Process for DND:** The administration of the Task Authorization process will be carried out by DLP 2-3-4. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.
- (g) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL"

report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

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

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

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

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

(h) **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

### 7.3 Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding GST/HST); and
- (ii) **"Minimum Contract Value"** means 5% of the Maximum Contract Value on the date the contract is first issued.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W8486-140158/A

612zm

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W8486-140158

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

- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract:
- (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

#### 7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

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

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

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

apply to and form part of the Contract.

#### 7.5 Security Requirement

The following Security Requirement (SRCL and related clausings), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.

## SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#21

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

### 7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 year(s) later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
  - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

### 7.7 Authorities

#### (a) Contracting Authority

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Public Works and Government Services Canada  
 Acquisitions Branch

Directorate: Informatics and Telecommunications Systems Procurement Directorate  
 Address: 11 Laurier St., Gatineau, Québec  
 Telephone: (819) \_\_\_\_\_  
 Facsimile: (819) \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

(b) **Technical Authority**

The Technical Authority for the Contract is:

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

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

(c) **Procurement Authority**

The Procurement Authority for the Contract is:

Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Title and designation: \_\_\_\_\_  
 Address: National Defence Headquarters  
 101 Colonel By Drive  
 Ottawa, Ontario K1A 0K2  
 Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
 Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

(d) **Contractor's Representative**

**Note to Bidders:** *The Contractor's Representative, Contracting Authority, Technical Authority, Procurement Authority and contact information will be identified at the time of contract award.*

**7.8 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:**  
For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- Estimated Cost: \$ \_\_\_\_\_
- (ii) **Pre-Authorized Travel and Living Expenses**  
Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work in accordance with the clause titled "Travel and Living" of the Supply Arrangement which is also available at:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>  
All payments are subject to government audit.
- Estimated Cost: \$ \_\_\_\_\_
- (iii) **Applicable Taxes:** Estimated Cost: \$ \_\_\_\_\_
- (iv) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (vi) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- (b) **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable Taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Applicable Taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- (i) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

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- (A) it is 75 percent committed, or
  - (B) 4 months before the Contract expiry date, or
  - (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
- (ii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
  - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the Work described in the TA, all of which is required to be performed for the maximum TA price. If the Work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Time Verification**
- Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.
- (e) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
  - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

## 7.9 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

## 7.10 Certifications

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

### 7.11 Applicable Laws

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

### 7.12 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
- (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2014-03-01);
- (d) Annex A, Statement of Work including its Appendices as follows:
- (i) Appendix A to Annex A - Tasking Assessment Procedure;
- (ii) Appendix B to Annex A - Task Authorization (TA) Form;
- (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
- (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations including any required Certifications;
- (h) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s) if applicable*).

### 7.13 Foreign Nationals (Canadian Contractor)

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

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

### 7.14 Foreign Nationals (Foreign Contractor)

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

### 7.15 Insurance Requirements

- (A) **Compliance with Insurance Requirements**

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

2 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.

3 The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**(B) Commercial General Liability Insurance**

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. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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

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

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

n. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

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

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

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.

**7.16 Controlled Goods Program**

SACC Manual Clause A9131C (2011-05-16) Controlled Goods Program

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

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

- (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
  - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

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

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

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

### 7.18 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

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

### 7.19 Professional Services - General

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

#### Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the

replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

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

## 7.20 Safeguarding Electronic Media

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

## 7.21 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's . The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the

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Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

## **7.22 Access to Canada's Property and Facilities**

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

### **7.23 Identification Protocol Responsibilities**

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

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

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## ANNEX A

### STATEMENT OF WORK

#### DATA SUPPORT TO THE DEFENCE RESOURCE MANAGEMENT INFORMATION SYSTEM (DRMIS)

#### 1.0 SCOPE

#### 1.1 Purpose

1.1.1 This Statement of Work (SOW) identifies the Work to be performed by the Contractor to assist Director Land Engineering Program Staff/Director General Land Equipment Program Management (DLEPS/DGLEPM) in developing and maintaining DRMIS data. This will be achieved through the following actions of the DLEPS DRMIS Functional Business Support Team.

#### 1.2 Background

1.2.1 DRMIS is a cornerstone component of the Department of National Defence (DND) and the Canadian Armed Forces (CAF) Enterprise Resource Planning (ERP) strategy and is a highly integrated ERP solution for all financial, materiel acquisition and support (including life cycle management), and partial human resource or workforce management functions.

1.2.2 DRMIS is currently deployed throughout DND. DGLEPM is responsible for the CAF implementation of the land engineering and maintenance functionality and DLEPS 8 leads on this initiative. DLEPS 8 is responsible for documenting the data required to meet the CAF-specific land maintenance requirements and interfacing with the PMO DRMIS team who are responsible for solution implementation.

1.2.3 The Contractor must provide support to DLEPS 8 by documenting and supporting business processes for DGLEPM, field maintenance organizations and other CAF land maintenance stakeholders. Within the DGLEPM environment all business processes and levels must be modelled. These include the roles of the Life Cycle Material Manager (LCMM), Equipment Management Team (EMT), Directorate and Divisional processes. In addition, the Contractor must provide support to DLEPS 8 to prepare a data modelling plan and a short training course on business modelling that is targeted at Divisional Subject Matter Experts (SMEs), thereby enabling their participation in the requirements identification and elicitation process.

1.2.4 The Contractor must provide the personnel for the Central Data Management (CDM) Team within DLEPS 8 and will be known as the DLEPS DRMIS Functional Business Support Team.

1.2.5 The DLEPS DRMIS Functional Business Support Team is made up of five components. They are:

- (i) Data Preparation,
- (ii) Central Data Management;
- (iii) BI (Business Intelligence) reporting;

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- (iv) Land Equipment Management System (LEMS) Helpdesk/Site Manager; and
  - (v) Project Management support section.

### 1.3 Terminology

1.3.1 Acronyms used in this document are defined in Table 1:

**Table 1: Acronyms**

BI	Business Intelligence
BW	Business Warehouse
CA	Canadian Army
CA	Contracting Authority
CAF	Canadian Armed Forces
CATS	Cross Application Times Summary
CDM	Central Data Management
CAF	Canadian Armed Forces
CGP	Controlled Goods Program
CTAT	Controlled Technology Access Transfer
DFPS	Defence Force and Public Security
DGLEPM	Director General Land Equipment Program Management
DLEPS	Director Land Equipment Program Staff
DLSS	Director Land Service Support
DND	Department of National Defence
DRMIS	Defence Resource Management Information System
DWAN	Defence Wide Area Network
EDR	Equipment Data Repository
EIE	Electronic Information Environment
ETL	Extract, Transform and Load
EMT	Equipment Management Team
ERP	Enterprise Resource Planning
FBST	Functional Business Support Team
FMS	Fleet Management System
GUI	Graphical User Interface
ITAR	International Traffic in Arms Regulations
KPI	Key Performance Indicator
LCAM	Life Cycle Application Manager
LCMM	Life Cycle Materiel Manager
LEMS	Land Equipment Management System
LESD	Land Equipment Supportability Database
MAPT	MASIS Army Plus Team
MASIS	Materiel Acquisition and Support Information System
MM	Material Management
MS	Microsoft
MUG	MASIS User Group
OEM	Original Equipment Manufacturer
ORM	Operational Requirement Manager
PA	Procurement Authority
PlannEX	Plan Expert
PM	Plant Maintenance
PMO	Project Management Office
PS	Project Systems
QS	Quality System
RCN	Royal Canadian Navy

RCAF	Royal Canadian Air Force
RTA	Requirements for Technology Architectures
SAP	Systems, Applications, and Products in Data Processing
SCI	Supply Chain Integration
SME	Subject Matter Expert
SOLMAN	Solution Manager
SOW	Statement of Work
SQL	Structured Query Language
TA	Technical Authority
TBIPS	Task Based Informatics Professional Services
TT	Trouble Ticket
WBS	Work Breakdown Structure

## 2.0 REQUIREMENT

- 2.1 The resource requirements are depicted in Table 2 below. These requirements represent the planned core short term (approximately one year) outlook for Contractor support and must be adjustable to increase or decrease resource requirements on an as and when requested basis.

**Table 2: Resource requirements**

TBIPS Category Reference	TBIPS Category Code	Resource Category	Level	Core Level of Effort	Supplemental Level of Effort
1	A.1	Application / Software Architect	Senior	1	0
2	A.2	ERP Functional Analyst (LEMS SME)	Senior	1	0
2.1	A.2	ERP Functional Analyst (LEMS SME)	Intermediate	1	1
3	A.2	ERP Functional Analyst (CDM)	Senior	3	1
3.1	A.2	ERP Functional Analyst (CDM)	Intermediate	1	0
4	A.5	ERP Technical Analyst (BI)	Senior	1	1
5	I.3	Database Analyst	Senior	1	0
5.1	I.3	Database Analyst	Intermediate	0	1
6	I.4	Data Modeller	Senior	1	0
7	I.1	Data Conversion Specialist	Senior	1	0
7.1	I.1	Data Conversion Specialist	Intermediate	1	2
7.2	I.1	Data Conversion Specialist	Junior	3	0
8	B.14	Technical Writer	Intermediate	1	0
9	B.10	Helpdesk Coordinator	Intermediate	1	0
		<b>Total number of personnel</b>		<b>17</b>	<b>6</b>

### 3.0 TASKS

#### 3.1 Application / Software Architect - Level 3, Senior

The Application/Software Architect will lead and guide the DLEPS DRMIS Functional Business Support Team with the implementation of the DRMIS solution and provide ongoing support to the DGLEPM EMT customers.

##### 3.1.1 Tasks: Application / Software Architect - Level 3, Senior:

The Application/Software Architect - Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Monitor project progress/tasks and success (assess risks to the success of the project and take appropriate mitigation measures).
- (b) Document project progress (project file, project log).
- (c) Coordinate with the Technical Authority (TA) on specific content of deliverables.
- (d) Provide verbal debriefings, formal and ad hoc status updates.
- (e) Provide status reports detailing work completed during the reporting period, work scheduled for the next reporting period, and any issues or risks as well as proposed mitigation measures.
- (f) Produce and manage the DRMIS architectural design, development and configuration such that it:
  - (i) Meets LEMS workshop requirements;
  - (ii) Facilitates effective equipment data integration from legacy databases;
  - (iii) Enables EMT equipment management requirements for new and existing equipment;
  - (iv) Facilitates good master data clean up and quality management;
  - (v) Facilitates system (DRMIS) to system (other corporate systems) interface requirements; and
  - (vi) Enables effective Business Intelligence/Reporting.
- (g) Provide and evaluate architectural support to LEMS workshop support, DRMIS Integration/Data Lead, EMT Integration support existing EMT/equipment integration; new Equipment Integration, SCI Integration/Clean Up, Legacy System Integration/Interface, Material Management Support, and Business Intelligence/Reporting.
- (h) Ensure that the above mentioned tasks are aligned with DGLEPM business needs and recommend changes as needed.

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- (i) Work with and consult team members and with stakeholders at varying levels during all activities that involve the implementation of the above mentioned tasks.
  - (j) Identify future business requirements against the current architecture, perform gap analysis, develop Requirements for Technology Architectures (RTA), and prepare migration strategies.
  - (k) Assess the feasibility of migrating/integrating from the current state to the new business architecture and enabling technologies, and identify the risks associated with migrating to the new business architecture and technologies and make recommendations for risk mitigation.
  - (l) Produce an architectural evolution plan, recommend as appropriate changes to and prioritization of architecture evolution initiatives, identify business and technology trends that create opportunities for business improvement and lead the implementation of an architectural evolution plan.
  - (m) Meet with various stakeholders within the organization to gather information, collect requirements, provide information, and/or perform presentations based on the work plan, schedule, methodologies and/or deliverables.
  - (n) Assist the TA in the presentation, review and resource management of assigned initiatives to senior DGLEPM personnel: provide strategic direction and guidance for special projects; provide enterprise architecture expertise and guidance for projects; and, provide support for DGLEPM Planning Processes.

### 3.2 ERP Functional Analyst (LEMS SME) - Level 3, Senior and Level 2, Intermediate

The ERP Functional Analysts (LEMS SME) will work directly with DGLEPM EMTs to lead and guide the integration of their equipments systems into DRMIS PM/MM modules that provide EMTs the ability to utilize DRMIS to optimize the equipment maintenance management of their fleets in accordance with their equipment support concept.

#### 3.2.1 Tasks: Functional Analyst (LEMS SME) - Level 3, Senior:

The ERP Functional Analyst (LEMS SME) – Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Recommend improvements in DRMIS PM (Plant Management) and MM (Material Management) modules.
- (b) Develop function specifications with the equipment data integration team to address any changes with regards to data integrated into DRMIS (i.e. new equipment data).
- (c) Create functional and structural specifications for data integration.
- (d) Take complex business/data requirements (utilizing an extensive knowledge of legacy system structure and operations) and model them in SAP PM/MM (and/or in MS Excel or Access to manage solution expectations).
- (e) Contribute to and provide solutions to DRMIS users from the strategic to the tactical level and identify the impact of new processes on the organization and works with others to understand the impact of change and prepare the business for change.

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- (f) Identify strategic and tactical user maintenance management and business information requirements and develop/document the data collection and process strategy required for the information requirements.
  - (g) Analyze the functional requirements of DRMIS BI reports, and communicate the DGLEPM requirements to PMO DRMIS.
  - (h) Perform data quality control and verification oversight functions to analyse report findings and provide recommendations to address data/report errors.
  - (i) Create functional specifications for DRMIS BI reporting.
  - (j) Provide a long term plan to address reporting and data quality control needs for DGLEPM.
  - (k) Conduct interview sessions with various clients within DGLEPM to understand the functional, processing and reporting needs, and then effectively convert the requirements into functional specification.
  - (l) Provide EMT integration support.
  - (m) Work with equipment data integration teams to support them in issue resolution.
  - (n) Provide DRMIS PM/MM expertise for functional business blueprints for DRMIS PM/MM.
  - (o) Capture change initiatives and opportunities in the Division, prepare outline business case including recommended courses of action and contribute to the production of an architectural evolution plan, recommend the prioritization of architecture evolution initiatives, and implement both the architecture evolution plan and the quality assurance standards.
  - (p) Coach, mentor and train the Client to perform any of the above tasks and activities.

### 3.2.2 Tasks: Functional Analyst (LEMS SME) - Level 2, Intermediate:

The ERP Functional Analyst (LEMS SME) – Level 2, Intermediate must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Contribute to the formulation of recommended improvements in DRMIS PM/MM modules.
- (b) Contribute to the development of function specifications with the equipment data integration team to address any changes with regards to data integrated into DRMIS (i.e. new equipment data).
- (c) Contribute to the creation of functional and structural specifications for data integration.
- (d) Take complex business/data requirements (utilizing an extensive knowledge of legacy system structure and operations) and contribute to the modelling of them in SAP PM/MM (and/or in MS Excel or Access to manage solution expectations).
- (e) Contribute to the provision of solutions to DRMIS users from the strategic to the tactical level and identify the impact of new processes on the organization and works with others to understand the impact of change and prepare the business for change.

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- (f) Contribute to the identification of strategic and tactical user maintenance management and business information requirements and develop/document the data collection and process strategy required for the information requirements.
  - (g) Contribute to the analysis of the functional requirements of DRMIS BI reports, and communicate the DGLEPM requirements to PMO DRMIS.
  - (h) Perform data quality control and verification oversight functions to analyse report findings and contribute to recommendations to address data/report errors.
  - (i) Contribute to the creation of functional specifications for DRMIS BI reporting.
  - (j) Contribute to the provision of a long term plan to address reporting and data quality control needs for DGLEPM.
  - (k) Participate in interview sessions with various clients within DGLEPM to understand the functional, processing and reporting needs, and then effectively convert the requirements into functional specification.
  - (l) Provide EMT integration support.
  - (m) Work with equipment data integration teams to support them in issue resolution.
  - (n) Provide DRMIS PM/MM expertise for functional business blueprints for DRMIS PM/MM.
  - (o) Capture change initiatives and opportunities in the Division, contribute to the preparation of outline business case including recommended courses of action and contribute to the production of an architectural evolution plan, recommend the prioritization of architecture evolution initiatives, and implement both the architecture evolution plan and the quality assurance standards.
  - (p) Coach, mentor and train the Client to perform any of the above tasks and activities.

### **3.3 ERP Functional Analyst (CDM) - Level 3, Senior and Level 2, Intermediate**

The ERP Functional Analysts (CDM) will work with the Functional Analyst (LEMS SME) as well as the DGLEPM EMTs to provide SAP support to the integration of their equipments systems into DRMIS PM/MM modules that allows the EMTs to utilize DRMIS to optimize the equipment maintenance management of their fleets in accordance with their equipment support concept.

#### **3.3.1 Tasks: ERP Functional Analyst (CDM) - Level 3, Senior**

The ERP Functional Analyst (CDM) – Level 3, Senior must complete the tasks identified in a signed Task Authorizations and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Provide advice, subject matter expertise and support to the TA, EMTs and projects staff on integration and support to the set up equipment structure, processing transactions and information requirements.
- (b) Design and architect frameworks for integrating data from legacy or other systems into DRMIS.
- (c) Design and architect frameworks and interface for integrating new equipment data into DRMIS.

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- (d) Develop and analyze core functional and technical requirements to determine key integration points and detail data flows.
  - (e) Provide EMT and new equipment projects staff with data integration support.
  - (f) Develop and maintain the data management policies and standards required for business transition of data from different system into DRMIS.
  - (g) Implement and support a data management governance structure and support process required for business transition to DRMIS.
  - (h) Adhere to DND data security standards and policies.
  - (i) Develop and deliver briefings as required.
  - (j) Provide project management support to PS users.
  - (k) Verify key integration points between source and target systems prior to delivery.
  - (l) Develop acceptance test criteria for DRMIS functionality.
  - (m) Document key integration points and detail data flows to facilitate tracking and identification of patterns and metrics.
  - (n) Evaluate data flow between different systems into DRMIS.
  - (o) Develop strategy(ies) for implementing a repeatable test data set.
  - (p) Implement data quality assurance standards.
  - (q) Develop workflows and processes if required for data insertion.
  - (r) Lead the team to implement data integration.

### 3.3.2 Tasks: ERP Functional Analyst (CDM) - Level 2, Intermediate

The ERP Functional Analyst (CDM) – Level 2, Intermediate must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Contribute to the provision of advice, subject matter expertise and support to the TA, EMTs and projects staff on integration and support to the set up equipment structure, processing transactions and information requirements.
- (b) Contribute to the design and architect frameworks for integrating data from legacy or other systems into DRMIS.
- (c) Contribute to the design and architect frameworks and interface for integrating new equipment data into DRMIS.
- (d) Contribute to the development and analysis of core functional and technical requirements to determine key integration points and detail data flows.
- (e) Provide EMT and new equipment projects staff with data integration support.

- (f) Contribute to the development and maintenance of data management policies and standards required for business transition of data from different system into DRMIS.
- (g) Contribute to the implementation and support a data management governance structure and support process required for business transition to DRMIS.
- (h) Adhere to DND data security standards and policies.
- (i) Contribute to the development and deliver briefings as required.
- (j) Provide project management support to PS users.
- (k) Verify key integration points between source and target systems prior to delivery.
- (l) Contribute to the development of acceptance test criteria for DRMIS functionality.
- (m) Document key integration points and detail data flows to facilitate tracking and identification of patterns and metrics.
- (n) Contribute to the evaluation of data flow between different systems into DRMIS.
- (o) Contribute to the development of strategy(ies) for implementing a repeatable test data set.
- (p) Implement data quality assurance standards.
- (q) Contribute to the development of workflows and processes if required for data insertion.
- (r) Be a member of the team to implement data integration.

### 3.4 ERP Technical Analyst (BI) - Level 3, Senior

The ERP Technical Analyst (BI) will work with the both LEMS SME and CDM Functional Analyst as well as the DGLEPM EMTs to develop, model and validate EMT decision support information/report requirements.

#### 3.4.1 Tasks: ERP Technical Analyst (BI) – Level 3, Senior:

The ERP Technical Analyst (BI) – Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Translate functional specifications for DRMIS BI reporting into technical specifications and requirements.
- (b) Establish technical standards and frameworks for reporting.
- (c) Provide proactive investigation, review, assessment, design and implementation of methods to improve existing processes, performance, security and data access.
- (d) Develop the data warehouse functionality from business specifications by, designing, developing and testing.

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- (e) Identify issues with existing BI reports and provide prompt and accurate solutions in a timely manner.
  - (f) Provide support to the DGLEPM users with creation and analysis of the ad hoc reports related to PM, MM and Cross Application Time Sheet (CATS).
  - (g) Provide training to DGLEPM users on tools and report as needed.
  - (h) Design and architect frameworks for integrating legacy data into DRMIS.
  - (i) Design and architect frameworks and interface for integrating new equipment data into DRMIS.
  - (j) Analyze and recommend alternatives and options for solutions.
  - (k) Understand the impact of new processes within the business organization and work with others to understand the impact of changes and prepare the business for change.
  - (l) Work with the data integration teams to rectify issues.
  - (m) Provide DRMIS PM/MM expertise in order to perform functional business blueprinting in these modules.
  - (n) Analyze core functional and technical requirements to determine key integration points and detail data flow.
  - (o) Develop workflows and processes for data insertion.
  - (p) Develop an Extract, Transform and Load (ETL) strategy for the integration of legacy data into DRMIS.
  - (q) Develop automated procedures of data acquisition from the data sources (PM/MM/CATS) and legacy systems (PlannEX, EDR, and FMS).
  - (r) Advise users on the efficient use of data within DRMIS.
  - (s) Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in DRMIS.
  - (t) Ensure the validation of key integration points between source and target systems prior to delivery.
  - (u) Develop and implement data quality assurance standards.

### **3.5 Database Analyst: Level 3, Senior and Level 2, Intermediate**

The Database Analysts will work as part of the DLEPS DRMIS Functional Business Support Team, to provide database expertise to ensure the integrity, mapping and safe keeping of all Land equipment master data managed by DGLPEM.

#### **3.5.1 Tasks: Database Analyst - Level 3, Senior**

The Database Analyst – Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

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- (a) Perform data analysis on information to be migrated from DND legacy systems.
  - (b) Generate snapshots of legacy data using SQL to perform further data analysis and data verification.
  - (c) Assist data modellers in the mitigation of data models.
  - (d) Perform mapping of data between DND legacy systems (such as PlannEx, EDR, and FMS) and the target system (DRMIS).
  - (e) Review the design and modeling activities and offer other possible solutions or suggestions.
  - (f) Perform analyses of functional requirements to identify information, procedures, and decision flows.
  - (g) Perform analysis on data management tasks and create and automate processes to escalate data insertion process into DRMIS.
  - (h) Identify and manage the escalation and resolution of data quality issues.
  - (i) Establish methods and procedures for tracking data quality, completeness, redundancy and improvement.
  - (j) Assist and promote data management methodologies and standards.
  - (k) Work closely with data conversion specialists and users to safeguard and maintain the database.
  - (l) Oversee the mapping of data sources, data movement, with the goal of ensuring data quality.
  - (m) Establish acceptance test criteria for data quality.
  - (n) Recommend improvements to DRMIS PM/MM functionality.
  - (o) Develop functional specifications with the data integration team to address any changes with regards to data integrated into DRMIS (i.e. new equipment data).
  - (p) Provide EMTs and new equipment project staffs with data integration support.
  - (q) Define data conversion strategies.
  - (r) Act as the subject matter expert for DRMIS PM, MM, PS.
  - (s) Recommend and implement best practices for automation of data acquisition from the data sources (PM/MM/CATS) and legacy systems (PlannEX, EDR, and FMS).
  - (t) Support to develop and maintain the data management policies and standards required for business transition of data from different legacy systems into DRMIS.
  - (u) Implement and support the data management governance structure and support process required for business transition to DRMIS.
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- (v) Support and document key integration points and detail data flows to facilitate tracking and identification of patterns and metrics.
  - (w) Evaluate and validate data flows between different systems and into DRMIS.
  - (x) Assist in ensuring the integrity and efficient operation of EMT/equipment information residing in DRMIS (PM/MM/PS) modules.

### 3.5.2 Tasks: Database Analyst - Level 2, Intermediate:

The Database Analyst – Level 2, Intermediate must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Perform data analysis on information to be migrated from DND legacy systems.
- (b) Generate snapshots of legacy data using SQL to perform further data analysis and data verification.
- (c) Assist data modellers in the mitigation of data models.
- (d) Perform mapping of data between DND legacy systems (such as PlannEx, EDR, and FMS) and the target system (DRMIS).
- (e) Contribute to the review the design and modeling activities and offer other possible solutions or suggestions.
- (f) Perform analyses of functional requirements to identify information, procedures, and decision flows.
- (g) Perform analysis on data management tasks and create and automate processes to escalate data insertion process into DRMIS.
- (h) Contribute to the identification and management of the escalation and resolution of data quality issues.
- (i) Contribute to the establishment of methods and procedures for tracking data quality, completeness, redundancy and improvement.
- (j) Assist and promote data management methodologies and standards.
- (k) Work closely with data conversion specialists and users to safeguard and maintain the database.
- (l) Contribute to the mapping of data sources, data movement, with the goal of ensuring data quality.
- (m) Contribute to the establishment acceptance test criteria for data quality.
- (n) Contribute to the recommendation of improvements to DRMIS PM/MM functionality.
- (o) Contribute to the development of functional specifications with the data integration team to address any changes with regards to data integrated into DRMIS (i.e. new equipment data).

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- (p) Provide EMTs and new equipment project staffs with data integration support.
  - (q) Contribute to the definition of data conversion strategies.
  - (r) Act as the subject matter expert for DRMIS PM, MM, PS.
  - (s) Contribute to the recommendation and implementation of best practices for automation of data acquisition from the data sources (PM/MM/CATS) and legacy systems (PlannEX, EDR, and FMS).
  - (t) Support to develop and maintain the data management policies and standards required for business transition of data from different legacy systems into DRMIS.
  - (u) Contribute to the implementation and support the data management governance structure and support process required for business transition to DRMIS.
  - (v) Support and document key integration points and detail data flows to facilitate tracking and identification of patterns and metrics.
  - (w) Evaluate and validate data flows between different systems and into DRMIS.
  - (x) Assist in ensuring the integrity and efficient operation of EMT/equipment information residing in DRMIS (PM/MM/PS) modules.

### 3.6 Data Modeller - Level 3, Senior

Data Modellers must develop maintain and continuously improve the data models within SAP modules that effectively manage the data integrity requirements in support of the Land equipment maintenance management processes and practices.

#### 3.6.1 Tasks: Data Modeller – Level 3, Senior:

The Data Modeller – Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Model complex business and data requirements in SAP PM/MM.
- (b) Create system and data models for integration into DRMIS PM/MM modules.
- (c) Design, develop and maintain logical, conceptual and physical data models.
- (d) Analyze existing logical data models and make appropriate changes to make it compatible with business requirements.
- (e) Provide assistance to project teams and business users relating to data issues.
- (f) Participate in the development of data modeling policies and procedures.
- (g) Participate in data analysis as a result of new/updated requirements.
- (h) Improve modeling efficiency through recommendations on how to better utilize current data.
- (i) Work on normalization and de-normalization techniques.

- (j) Perform data model reviews with data analysts, business analysts, and business users with explanations of the data model to make sure it is in-line with business requirements.

### 3.7 Data Conversion Specialist: Level 3, Senior, Level 2, Intermediate and Level 1, Junior

Data Conversion Specialists will support Land equipment integration effort into DRMIS through the development and maintenance of data conversion process rules as part of the data integration and mapping from legacy systems and other corporate system data sources (including equipment Contractor data sources).

#### 3.7.1 Tasks: Data Conversion Specialist - Level 3, Senior:

The Data Conversion Specialist – Level 3, Senior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Develop ETL processes for EMT equipment and SCI integration.
- (b) Analyze and define data cleanup processes for SCI equipment integration.
- (c) Develop the mapping of data sources, data movement, with the goal of ensuring data quality.
- (d) Develop validation and business rules.
- (e) Develop, analyze and coordinate data file conversions.
- (f) Work with importing files from heterogeneous platforms.
- (g) Oversee all facets of the conversion process.
- (h) Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data.
- (i) Analyze and coordinate data file conversions.
- (j) Convert data into a format that can be accessed by DRMIS.

#### 3.7.2 Tasks: Data Conversion Specialist - Level 2, Intermediate:

The Data Conversion Specialist – Level 2, Intermediate must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Contribute to the development ETL processes for EMT equipment and SCI integration.
- (b) Analyze and define data cleanup processes for SCI equipment integration.
- (c) Contribute to the development the mapping of data sources, data movement, with the goal of ensuring data quality.
- (d) Contribute to the development, validation and business rules.
- (e) Contribute to the development, analysis and coordination of data file conversions.

- (f) Work with importing files from heterogeneous platforms.
- (g) Participate in all facets of the conversion process.
- (h) Contribute to the complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data.
- (i) Contribute to the analysis and coordination of data file conversions.
- (j) Convert data into a format that can be accessed by DRMIS.

### 3.7.3 Tasks: Data Conversion Specialist - Level 1, Junior:

The Data Conversion Specialist – Level 1, Junior must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Contribute to the development ETL processes for EMT equipment and SCI integration.
- (b) Analyze and contribute to the definition of data cleanup processes for SCI equipment integration.
- (c) Participate in the mapping of data sources, data movement, with the goal of ensuring data quality.
- (d) Participate in the development and validation and business rules.
- (e) Participate in the development, analysis and coordination of data file conversions.
- (f) Work with importing files from heterogeneous platforms.
- (g) Participate in most facets of the conversion process.
- (h) Participate in the mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data.
- (i) Participate in the analysis and coordination data file conversions.
- (j) Participate in the conversion of data into a format that can be accessed by DRMIS.

### 3.8 Technical Writer - Level 2, Intermediate

The Technical Writer – Level 2, Intermediate assists the DLEPS DRMIS Functional Business Support Team in determining, producing and modifying DRMIS documentation that meets the DGLEPM EMT, Workshop and LEMS Business user and training requirements.

#### 3.8.1 Tasks: Technical Writer – Level 2, Intermediate:

The Technical Writer – Level 2, Intermediate must complete the tasks identified in a signed Task Authorisation as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Determine documentation requirements, review existing documentation and make plans to met user requirements.

- (b) Author and maintain the DGLEPM specific DRMIS documents that covers or will cover all the functional areas (PM/MM) required to do business in DRMIS.
- (c) Assist the data integration team with the re-write of EMT equipment LEMS workshops and SCI specific procedures in support of the business transformation requirements.
- (d) Develop job aids that will support DGLEPM specific business processes and work flows.
- (e) Liaise with DGLEPM staff as required to address policy issues.
- (f) Ensure that DRMIS documents comply with existing policies.
- (g) Write Aide Memoires and job aid documents for LEMS workshops and EMT procedures.

### 3.9 Helpdesk Coordinator (Bi-lingual) - Level 2, Intermediate

The Helpdesk Coordinator will be the first point of contact to provide DRMIS support to end-users (including DGLEPM EMTs, Workshops and LEMS Business users).

#### 3.9.1 Tasks: Helpdesk Coordinator (Bi-lingual) – Level 2, Intermediate:

The Helpdesk Coordinator (Bi-lingual) – Level 2, Intermediate must complete the tasks identified in a signed Task Authorization as and when requested by the Technical Authority. These tasks may include but are not limited to the following:

- (a) Monitor LEMS Helpdesk email/phone and respond in a timely manner; triage LEMS Helpdesk requests and redirect users and/or problems to other helpdesks /groups if problems are not for LEMS related areas.
- (b) Manage and maintain information in the DRMIS LEMS Helpdesk tracking tool.
- (c) Provide a summary of issues answered through Helpdesk process to the supervisor periodically.
- (d) Analyse and troubleshoot on reported LEMS business process issues in DRMIS.
- (e) Provide support to investigate data anomalies to determine possible root causes.
- (f) Provide solutions and/or recommendations where feasible to end user problems reported to LEMS Helpdesk.
- (g) Submit requirements for incidents (trouble tickets) on any unresolved issues as identified.
- (h) Support testing solutions prior to deployment to address issues.
- (i) Provide support to processes for analysis findings; document/create DRMIS LEMS procedures as per analysis findings.
- (j) Maintains a working knowledge of the content of the DRMIS user and training documentation and manages document change and version control processes.
- (k) As needed, provide support to coach/mentor DRMIS functional end user training

## 4.0 DELIVERABLES

The Contractor must provide the Deliverables detailed in Table 3:

**Table 3 Deliverables**

Item No.	Deliverable	Task Para
1	Monthly Status Report	4.1
2	On Demand Reports	4.2
3	Data Analysis Document	4.3
4	DRMIS Formatted Dataset	4.4
5	Validation Report	4.5
6	Procedures and Training Aid Documentation	4.6

### 4.1 Monthly Status Report

The Contractor must submit a Monthly Status Report.. Monthly Status Reports must include the following information:

- (a) Activities performed during the period;
- (b) Status of all action/decision items, as well as a list of outstanding activities;
- (c) A description of any problems encountered which are likely to require attention by the Technical Authority;
- (d) Any recommendations relating to the conduct of the Work;
- (e) The total number of days charged during the period;
- (f) The cumulative number of days charged since award; and
- (g) Any approved travel costs incurred during the period.

The Monthly Status Report must be submitted to the TA in both electronic and hard copy format on the final day of each month. All electronic submissions should be provided in PDF format.

### 4.2 On Demand Reports

The TA may request additional documentation to be prepared by the Contractor, such as Records of Decisions or minutes of meetings. The Client will specify the content and format of such reports (i.e. requirements of technology architecture, architectural evolution plan, design and architecture frameworks and migration strategies).

### 4.3 Data Analysis Document

The Contractor must document results from business data analysis and prepare a report in a format to be specified by the Client (i.e. technical specifications, business cases, analysis and recommendations).

#### **4.4 Validation Report**

The Contractor must prepare and deliver reports on the successful delivery of data for DGLEPM, CAF Bases, maintenance units and any other establishment that DGLEPM has responsibility for, in a format designated by the TA (i.e. Quality Controls requirements and standards, Testing and Acceptance Plans).

#### **4.5 Procedures and Training Aid Documentation**

The Contractor must provide interim and final DRMIS business procedures and training documentation as requested by the TA.

#### **5.0 LANGUAGE**

5.1 All Work and Deliverables must be completed in English. The Contractor and the Contractor's Personnel must be able to communicate and function in the English language as defined by the Government of Canada linguistic standards, except the Help Desk Coordinator which has a bilingual English / French requirement.

#### **6.0 TRAVEL & LIVING**

6.1 All travel outside of the National Capital Region must be approved by the TA in advance. Authorized travel and living expenses must be in accordance with the National Joint Council Travel Directive. The Contractor is responsible for all travel costs incurred within the National Capital Region.

#### **7.0 HOURS OF WORK**

7.1 The Contractor must be available on-site at DND facilities within the National Capital Region five (5) days per week in the office space provided by the TA. Typical hours of work are 0730 to 1630 hrs, Monday to Friday. Although the Contractor may work outside of these daily time periods, DND facilities are access controlled and monitored, and access to DND resources may be limited.

#### **8.0 INFORMATION TECHNOLOGY (IT)**

8.1 Contractor provided computer systems or other communication devices must not be employed on the DND secure network – Defence Wide Area Network (DWAN). Access to DWAN will be provided as necessary in support of the Contractor's work. Wireless access is not permitted.

**ANNEX B****BASIS OF PAYMENT****INITIAL CONTRACT PERIOD:**

<b>Initial Contract Period: Year 1</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 - Application/Software Architect	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	\$
A.5 - ERP Technical Analyst (BI)	Level #3	\$
I.5 - Database Analyst	Level #3	\$
I.5 - Database Analyst	Level #2	\$
I.4 - Data Modeller	Level #3	\$
I.1 - Data Conversion Specialist	Level #3	\$
I.1 - Data Conversion Specialist	Level #2	\$
I.1 - Data Conversion Specialist	Level #1	\$
B.14 - Technical Writer	Level #2	\$
B.10 - Helpdesk Coordinator	Level #2	\$

<b>Initial Contract Period: Year 2</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 - Application/Software Architect	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	\$
A.5 - ERP Technical Analyst (BI)	Level #3	\$
I.5 - Database Analyst	Level #3	\$
I.5 - Database Analyst	Level #2	\$
I.4 - Data Modeller	Level #3	\$
I.1 - Data Conversion Specialist	Level #3	\$
I.1 - Data Conversion Specialist	Level #2	\$
I.1 - Data Conversion Specialist	Level #1	\$
B.14 - Technical Writer	Level #2	\$
B.10 - Helpdesk Coordinator	Level #2	\$

<b>Initial Contract Period: Year 3</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 - Application/Software Architect	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	\$
A.5 - ERP Technical Analyst (BI)	Level #3	\$
I.5 - Database Analyst	Level #3	\$
I.5 - Database Analyst	Level #2	\$
I.4 - Data Modeller	Level #3	\$
I.1 - Data Conversion Specialist	Level #3	\$
I.1 - Data Conversion Specialist	Level #2	\$
I.1 - Data Conversion Specialist	Level #1	\$
B.14 - Technical Writer	Level #2	\$
B.10 - Helpdesk Coordinator	Level #2	\$

**OPTION PERIODS:**

<b>Option Period 1: Year 4</b>		
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Firm Per Diem Rate</b>
A.1 - Application/Software Architect	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	\$
A.5 - ERP Technical Analyst (BI)	Level #3	\$
I.5 - Database Analyst	Level #3	\$
I.5 - Database Analyst	Level #2	\$
I.4 - Data Modeller	Level #3	\$
I.1 - Data Conversion Specialist	Level #3	\$
I.1 - Data Conversion Specialist	Level #2	\$
I.1 - Data Conversion Specialist	Level #1	\$
B.14 - Technical Writer	Level #2	\$
B.10 - Helpdesk Coordinator	Level #2	\$

Solicitation No. - N° de l'invitation

W8486-140158/A

Amd. No. - N° de la modif.

File No. - N° du dossier

612zmW8486-140158

Buyer ID - Id de l'acheteur

612zm

CCC No./N° CCC - FMS No./N° VME

Client Ref. No. - N° de réf. du client  
W8486-140158

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List (**PWGSC FILE COMMON-PS-SRCL#21**) appended to this bid solicitation is to be inserted at this point and forms part of the document.

**ATTACHMENT 3.1****BIDDER FORMS**

<b>BID SUBMISSION FORM</b>		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the <i>Standard Instructions 2003</i> ]		
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program?  Yes ____ No ____  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	

<p><b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b></p> <p>If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:</p> <p>(a) submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or</p> <p>(b) submit a valid Certificate number confirming its adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	<p>On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i>:</p> <table border="1"> <tr> <td data-bbox="821 247 1295 348">(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;</td> <td data-bbox="1302 247 1417 348"></td> </tr> <tr> <td data-bbox="821 352 1295 426">(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i>;</td> <td data-bbox="1302 352 1417 426"></td> </tr> <tr> <td data-bbox="821 430 1295 653">(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR</td> <td data-bbox="1302 430 1417 653"></td> </tr> <tr> <td data-bbox="821 657 1295 751">(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).</td> <td data-bbox="1302 657 1417 751"></td> </tr> </table>	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;		(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;		(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR		(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).	
(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;									
(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;									
(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR									
(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).									
<p><b>Number of FTEs</b> [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]</p>									
<p><b>Security Clearance Level of Bidder</b> <i>[include both the level and the date it was granted]</i></p>									
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>									
<p><b>Signature of Authorized Representative of Bidder</b></p>									

**ATTACHMENT 4.1****BID EVALUATION CRITERIA****4.1 Application / Software Architect: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must have a Bachelors Degree in Computer Science or equivalent degree.		
M2	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs f, and i-m of Section 3.1.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an Application / Software Architect as outlined in the TBIPS SA.		
M3	The proposed resource must demonstrate a minimum of 60 months of experience in leading a IM/IT team of not less than 5 people responsible for migrating a minimum of 5 legacy systems data into an ERP application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 36 months experience within the past 60 months in leading an IM/IT project team with a minimum of five people in preparation, integration and management of major equipment life-cycle maintenance data into at least three of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> <li>• BI</li> <li>• PS</li> </ul>		

**4.2 ERP Functional Analyst (LEMS SME): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	<p>The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs c, d, f, h-j of Section 3.2.1 of the Statement of Work. and / or as a major equipment workshop manager, a major equipment fleet manager while working in any of the following SAP modules:</p> <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> <li>• MM</li> <li>• WFM</li> <li>• DFPS</li> </ul>		
M2	<p>The proposed resource must demonstrate a minimum of 60 months experience as a major equipment workshop manager (such as a Workshop Planner) and /or a major equipment fleet manager (such as Life Cycle Material Manager).</p>		
M3	<p>The proposed resource must demonstrate a minimum of 12 months experience in the last 60 months, in each of the following SAP modules:</p> <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> </ul>		
M4	<p>The proposed resource must demonstrate a minimum of 24 months experience providing SAP Training and / or coaching.</p>		
M5	<p>The proposed resource must demonstrate a minimum of 24 months combined experience, in the last 60 months, in any of the following SAP modules:</p> <ul style="list-style-type: none"> <li>• MM</li> <li>•WFM</li> </ul>		

**4.3 ERP Functional Analyst (LEMS SME): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined work experience working on tasks as identified in paragraphs c, d, f, h, i, j of Section 3.2.2 of the Statement of Work as a major equipment workshop manager (such as a Workshop Planner) and / or a major equipment fleet manager (such as Life Cycle Material Manager).		
M2	The proposed resource must demonstrate a minimum of 12 months experience in the last 60 months, in each of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience in the last 60 months of the following SAP modules: <ul style="list-style-type: none"> <li>• MM</li> <li>• WFM</li> </ul>		

**4.4 ERP Functional Analyst (CDM): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a-d, f, g, and k-r of Section 3.3.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an ERP Functional Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 48 months experience in analyzing and writing functional requirements/ specifications, to migrate/integrate data from legacy systems into an ERP application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 48 months combined experience in the last 60 months, in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> </ul> with a minimum of 12 months of experience in each module.		
M4	The proposed resource must demonstrate a minimum of 36 months combined experience in last 60 months in providing SAP integration and configuration support (FLOCs, MER, EMR, Measurement Points etc) in each of the following areas: <ul style="list-style-type: none"> <li>• Major equipment fleet management</li> <li>• Material commodity management</li> <li>• Legacy system data</li> </ul>		

**4.5 ERP Functional Analyst (CDM): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 48 months experience on tasks as identified in paragraphs a-d, f, g, and k-r of Section 3.3.2 of the Statement of Work and / or that falls within the responsibilities of a ERP Functional Analyst as outlined in the TBIPS SA, of which a minimum of 36 months experience in analyzing and writing functional requirements / specifications to migrate/integrate data from legacy systems into an ERP application for an environment of 1000+ users.		
M2	The proposed resource must demonstrate a minimum of 24 months experience in last 48 months in providing SAP PS integration and configuration support.		
M3	The proposed resource must demonstrate a minimum of 24 months experience using SAP PS and / or providing user support to defining and developing project structure, scheduling and cost planning and designing and generating reports from SAP PS.		

**4.6 ERP Technical Analyst (BI): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs b-e, i-l, n-p, and s-u of Section 3.4.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an ERP Technical Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must have 60 months of experience as a Technical Analyst, in which proposed resources must demonstrate a minimum of 36 months experience in analyzing SAP BI requirements and converting them into technical specifications.		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience in the last 24 months in creating BI reports that extracts data from multiple SAP modules and legacy systems (such as FMS, EDR) to build multiple system reports.		

**4.7 Database Analyst: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a, c, e, f, h-m, q and v of Section 3.5.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Database Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months combined experience as a Database Analyst, responsible for data analysis and migration from legacy systems to at least one of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 48 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M4	The proposed resource must demonstrate a minimum of 36 months experience in last 60 months in mapping data from multiple (two or more) legacy systems (such as PlannEx, EDR, FMS) to an SAP application system for an environment of 1000+ users and / or in developing implementing management policies, standards and data quality assessments required for data migration and data management for an SAP application system environment of 1000+ users.		

#### 4.8 Database Analyst: Level 2, Intermediate

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraphs a, c, e, f, h-j, l, m, q and v of Section 3.5.2 of the Statement of Work and / or can in an IM/IT field and / or can demonstrate work experience that falls within the responsibilities of a Database Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 24 months combined experience as a Database Analyst, responsible for data analysis and migration from legacy systems to at least one of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 36 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M4	The proposed resource must demonstrate a minimum of 24 months experience in last 48 months in mapping data from multiple legacy systems (such as PlannEx, EDR, FMS) to an SAP application system for an environment of 1000+ users and / or in developing data management policies, standards and data quality assessments required for data migration and data management for an SAP application system environment of 1000+ users.		

**4.9 Database Modeller: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a-d, and f-j of Section 3.6.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Database Modeller as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months experience as a Database Modeller (working in for example: PlannEx or EDR) in supporting the implementation of an ERP application for an environment of 1000+ users		
M3	The proposed resource must demonstrate a minimum of 60 months experience in creating logical data models for the data to be integrated in ERP system		
M4	The proposed resource must demonstrate a minimum of 60 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrate a minimum of 60 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M6	The proposed resource must demonstrate a minimum of 48 months combined experience in developing ETL process for SAP and / or in SQL programming to extract data from various legacy systems ( such as PlannEx, EDR and FMS)		

**4.10 Data Conversion Specialist: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months experience as a Data Conversion Specialist supporting the implementation to an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 36 months combined experience migrating a minimum of 3 IM/IT legacy systems to an ERP system application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 48 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrate a minimum of 48 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
	The proposed resource must demonstrate a minimum of 48 months experience in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**4.11 Data Conversion Specialist: Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.2 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA..		
M2	The proposed resource must demonstrate a minimum of 36 months experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA supporting the implementation to an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience migrating a minimum of 3 IM/IT legacy systems to an ERP system application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 24 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrated a minimum of 24 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M6	The proposed resource must demonstrate a minimum of 36 months experience in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**4.12 Data Conversion Specialist: Level 1, Junior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 24 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.3 of the Statement of Work and / or that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA supporting the implementation to an ERP system application for an environment of 1000+ users.		
M2	The proposed resource must demonstrate a minimum of 12 months combined experience migrating legacy systems to an ERP system application.		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M4	The proposed resource must demonstrate a minimum of 24 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage		
M5	The proposed resource must demonstrate a minimum of 12 months experience combined in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**4.13 Technical Writer: Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraph a. of Section 3.8.1 of the Statement of Work and / or working in an IM/IT field, equipment technical field and / or can demonstrate work experience that falls within the responsibilities of a Technical Writer as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 48 months experience as technical writer in an IM/IT environment		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience writing major equipment technical manuals (such as operator, maintenance and repair parts manuals) and / or ERP system application environment of 1000+ users.		

**4.14 Helpdesk Coordinator (Bilingual): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working in SAP, equipment technical field and / or can demonstrate work experience on tasks as identified in paragraphs c, e-g and j of Section 3.9.1 of the Statement of Work and / or that falls within the responsibilities of a Helpdesk Specialist as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 24 months experience providing Helpdesk support (via phone/email) in an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience in working with the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> <li>• DFPS</li> </ul>		
M4	The proposed resource must demonstrated a minimum of 24 months experience utilizing a Helpdesk incident request tracking tool to monitor, prioritize, assign, review and close requests (such as SOLMAN).		

**ATTACHMENT 4.2****PRICING SCHEDULE**

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

**INITIAL CONTRACT PERIOD:**

				Initial Contract Period Year 1	
	(B)	(C*)	(D)	(E)	
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)	
A.1 - Application/Software Architect	Level #3	240	\$	\$	
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	240	\$	\$	
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	480	\$	\$	
A.2 - ERP Functional Analyst (CDM)	Level #3	960	\$	\$	
A.2 - ERP Functional Analyst (CDM)	Level #2	240	\$	\$	
A.5 - ERP Technical Analyst (BI)	Level #3	480	\$	\$	
I.5 - Database Analyst	Level #3	240	\$	\$	
I.5 - Database Analyst	Level #2	240	\$	\$	
I.4 - Data Modeller	Level #3	240	\$	\$	
I.1 - Data Conversion Specialist	Level #3	240	\$	\$	
I.1 - Data Conversion Specialist	Level #2	720	\$	\$	
I.1 - Data Conversion Specialist	Level #1	720	\$	\$	
B.14 - Technical Writer	Level #2	240	\$	\$	
B.10 - Helpdesk Coordinator	Level #2	240	\$	\$	
<b>Total Price Contract Period Year 1 (CP1):</b>				<b>\$ &lt;TBD&gt;</b>	

				Initial Contract Period Year 2	
	(B)	(C*)	(D)	(E)	
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)	

A.1 - Application/Software Architect	Level #3	240	\$	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	240	\$	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	480	\$	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	960	\$	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	240	\$	\$
A.5 - ERP Technical Analyst (BI)	Level #3	480	\$	\$
I.5 - Database Analyst	Level #3	240	\$	\$
I.5 - Database Analyst	Level #2	240	\$	\$
I.4 - Data Modeller	Level #3	240	\$	\$
I.1 - Data Conversion Specialist	Level #3	240	\$	\$
I.1 - Data Conversion Specialist	Level #2	720	\$	\$
I.1 - Data Conversion Specialist	Level #1	720	\$	\$
B.14 - Technical Writer	Level #2	240	\$	\$
B.10 - Helpdesk Coordinator	Level #2	240	\$	\$
<b>Total Price Contract Period Year 2 (CP2):</b>				<b>\$ &lt;TBD&gt;</b>

Initial Contract Period Year 3				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
A.1 - Application/Software Architect	Level #3	240	\$	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	240	\$	\$
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	480	\$	\$
A.2 - ERP Functional Analyst (CDM)	Level #3	960	\$	\$
A.2 - ERP Functional Analyst (CDM)	Level #2	240	\$	\$
A.5 - ERP Technical Analyst (BI)	Level #3	480	\$	\$
I.5 - Database Analyst	Level #3	240	\$	\$
I.5 - Database Analyst	Level #2	240	\$	\$
I.4 - Data Modeller	Level #3	240	\$	\$
I.1 - Data Conversion Specialist	Level #3	240	\$	\$

I.1 - Data Conversion Specialist	Level #2	720	\$	\$
I.1 - Data Conversion Specialist	Level #1	720	\$	\$
B.14 - Technical Writer	Level #2	240	\$	\$
B.10 - Helpdesk Coordinator	Level #2	240	\$	\$
<b>Total Price Contract Period Year 3 (CP3):</b>				<b>\$ &lt;TBD&gt;</b>

**OPTION PERIODS:**

				Option Period 1 Year 4	
	(B)	(C*)	(D)	(E)	
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)	
A.1 - Application/Software Architect	Level #3	240	\$	\$	
A.2 - ERP Functional Analyst (LEMS SME)	Level #3	240	\$	\$	
A.2 - ERP Functional Analyst (LEMS SME)	Level #2	480	\$	\$	
A.2 - ERP Functional Analyst (CDM)	Level #3	960	\$	\$	
A.2 - ERP Functional Analyst (CDM)	Level #2	240	\$	\$	
A.5 - ERP Technical Analyst (BI)	Level #3	480	\$	\$	
I.5 - Database Analyst	Level #3	240	\$	\$	
I.5 - Database Analyst	Level #2	240	\$	\$	
I.4 - Data Modeller	Level #3	240	\$	\$	
I.1 - Data Conversion Specialist	Level #3	240	\$	\$	
I.1 - Data Conversion Specialist	Level #2	720	\$	\$	
I.1 - Data Conversion Specialist	Level #1	720	\$	\$	
B.14 - Technical Writer	Level #2	240	\$	\$	
B.10 - Helpdesk Coordinator	Level #2	240	\$	\$	
<b>Total Price Option Period 1 (OP1):</b>				<b>\$ &lt;TBD&gt;</b>	

<b>Total Bid Price (CP1 + CP2 + CP3 + OP1) =</b>	<b>\$TBD</b>
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## APPENDIX A TO ANNEX A

### TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations"., Once a draft TA Form is received the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 5 working days turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (A) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, the certification must be current, valid and issued by the entity specified in this Contract or if the entity is not specified an accredited or otherwise recognized body, institution or entity.
  - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (F) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any

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overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criteria met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W8486-140158/A

612zm

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W8486-140158

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## **APPENDIX B TO ANNEX A**

### **DND 626**

The Task Authorization Form DND 626 appended to this bid solicitation is to be inserted at this point and forms part of the document.

## APPENDIX C TO ANNEX A

### RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

#### 1.1 Application / Software Architect: Level 3, Senior

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must have a Bachelors Degree in Computer Science or equivalent degree.		
M2	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs f, and i-m of Section 3.1.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an Application / Software Architect as outlined in the TBIPS SA.		
M3	The proposed resource must demonstrate a minimum of 60 months of experience in leading a IM/IT team of not less than 5 people responsible for migrating a minimum of 5 legacy systems data into an ERP application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 36 months experience within the past 60 months in leading an IM/IT project team with a minimum of five people in preparation, integration and management of major equipment life-cycle maintenance data into at least three of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> <li>• BI</li> <li>• PS</li> </ul>		

**1.2 ERP Functional Analyst (LEMS SME): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs c, d, f, h-j of Section 3.2.1 of the Statement of Work. and / or as a major equipment workshop manager, a major equipment fleet manager while working in any of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> <li>• MM</li> <li>• WFM</li> <li>• DFPS</li> </ul>		
M2	The proposed resource must demonstrate a minimum of 60 months experience as a major equipment workshop manager (such as a Workshop Planner) and /or a major equipment fleet manager (such as Life Cycle Material Manager).		
M3	The proposed resource must demonstrate a minimum of 12 months experience in the last 60 months, in each of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> </ul>		
M4	The proposed resource must demonstrate a minimum of 24 months experience providing SAP Training and / or coaching.		
M5	The proposed resource must demonstrate a minimum of 24 months combined experience, in the last 60 months, in any of the following SAP modules: <ul style="list-style-type: none"> <li>• MM</li> <li>• WFM</li> </ul>		

**1.3 ERP Functional Analyst (LEMS SME): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined work experience working on tasks as identified in paragraphs c, d, f, h, i, j of Section 3.2.2 of the Statement of Work as a major equipment workshop manager (such as a Workshop Planner) and / or a major equipment fleet manager (such as Life Cycle Material Manager).		
M2	The proposed resource must demonstrate a minimum of 12 months experience in the last 60 months, in each of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• BI</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience in the last 60 months of the following SAP modules: <ul style="list-style-type: none"> <li>• MM</li> <li>• WFM</li> </ul>		

**1.4 ERP Functional Analyst (CDM): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a-d, f, g, and k-r of Section 3.3.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an ERP Functional Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 48 months experience in analyzing and writing functional requirements/ specifications, to migrate/integrate data from legacy systems into an ERP application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 48 months combined experience in the last 60 months, in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> </ul> with a minimum of 12 months of experience in each module.		
M4	The proposed resource must demonstrate a minimum of 36 months combined experience in last 60 months in providing SAP integration and configuration support (FLOCs, MER, EMR, Measurement Points etc) in each of the following areas: <ul style="list-style-type: none"> <li>• Major equipment fleet management</li> <li>• Material commodity management</li> <li>• Legacy system data</li> </ul>		

**1.5 ERP Functional Analyst (CDM): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 48 months experience on tasks as identified in paragraphs a-d, f, g, and k-r of Section 3.3.2 of the Statement of Work and / or that falls within the responsibilities of a ERP Functional Analyst as outlined in the TBIPS SA, of which a minimum of 36 months experience in analyzing and writing functional requirements / specifications to migrate/integrate data from legacy systems into an ERP application for an environment of 1000+ users.		
M2	The proposed resource must demonstrate a minimum of 24 months experience in last 48 months in providing SAP PS integration and configuration support.		
M3	The proposed resource must demonstrate a minimum of 24 months experience using SAP PS and / or providing user support to defining and developing project structure, scheduling and cost planning and designing and generating reports from SAP PS.		

**1.6 ERP Technical Analyst (BI): Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs b-e, i-l, n-p, and s-u of Section 3.4.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of an ERP Technical Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must have 60 months of experience as a Technical Analyst, in which proposed resources must demonstrate a minimum of 36 months experience in analyzing SAP BI requirements and converting them into technical specifications.		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience in the last 24 months in creating BI reports that extracts data from multiple SAP modules and legacy systems		

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W8486-140158

612zmW8486-140158

	(such as FMS, EDR) to build multiple system reports.		
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**1.7 Database Analyst: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a, c, e, f, h-m, q and v of Section 3.5.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Database Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months combined experience as a Database Analyst, responsible for data analysis and migration from legacy systems to at least one of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 48 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M4	The proposed resource must demonstrate a minimum of 36 months experience in last 60 months in mapping data from multiple (two or more) legacy systems (such as PlannEx, EDR, FMS) to an SAP application system for an environment of 1000+ users and / or in developing implementing management policies, standards and data quality assessments required for data migration and data management for an SAP application system environment of 1000+ users.		

**1.8 Database Analyst: Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraphs a, c, e, f, h-j, l, m, q and v of Section 3.5.2 of the Statement of Work and / or can in an IM/IT field and / or can demonstrate work experience that falls within the responsibilities of a Database Analyst as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 24 months combined experience as a Database Analyst, responsible for data analysis and migration from legacy systems to at least one of the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M3	The proposed resource must demonstrate a minimum of 36 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M4	The proposed resource must demonstrate a minimum of 24 months experience in last 48 months in mapping data from multiple legacy systems (such as PlannEx, EDR, FMS) to an SAP application system for an environment of 1000+ users and / or in developing data management policies, standards and data quality assessments required for data migration and data management for an SAP application system environment of 1000+ users.		

**1.9 Database Modeller: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs a-d, and f-j of Section 3.6.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Database Modeller as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months experience as a Database Modeller (working in for example: PlannEx or EDR) in supporting the implementation of an ERP application for an environment of 1000+ users		
M3	The proposed resource must demonstrate a minimum of 60 months experience in creating logical data models for the data to be integrated in ERP system		
M4	The proposed resource must demonstrate a minimum of 60 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrate a minimum of 60 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M6	The proposed resource must demonstrate a minimum of 48 months combined experience in developing ETL process for SAP and / or in SQL programming to extract data from various legacy systems ( such as PlannEx, EDR and FMS)		

**1.10 Data Conversion Specialist: Level 3, Senior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 120 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.1 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 60 months experience as a Data Conversion Specialist supporting the implementation to an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 36 months combined experience migrating a minimum of 3 IM/IT legacy systems to an ERP system application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 48 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrate a minimum of 48 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
	The proposed resource must demonstrate a minimum of 48 months experience in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**1.11 Data Conversion Specialist: Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.2 of the Statement of Work and / or can demonstrate work experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA..		
M2	The proposed resource must demonstrate a minimum of 36 months experience that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA supporting the implementation to an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience migrating a minimum of 3 IM/IT legacy systems to an ERP system application for an environment of 1000+ users.		
M4	The proposed resource must demonstrate a minimum of 24 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M5	The proposed resource must demonstrated a minimum of 24 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage.		
M6	The proposed resource must demonstrate a minimum of 36 months experience in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**1.12 Data Conversion Specialist: Level 1, Junior**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 24 months of combined experience working on tasks as identified in paragraphs c-i of Section 3.7.3 of the Statement of Work and / or that falls within the responsibilities of a Data Conversion Specialist as outlined in the TBIPS SA supporting the implementation to an ERP system application for an environment of 1000+ users.		
M2	The proposed resource must demonstrate a minimum of 12 months combined experience migrating legacy systems to an ERP system application.		
M3	The proposed resource must demonstrate a minimum of 12 months combined experience working in the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> </ul>		
M4	The proposed resource must demonstrate a minimum of 24 months experience in using a data conversion tool for data mapping, data cleanup, and data validation such as IBM InfoSphere DataStage		
M5	The proposed resource must demonstrate a minimum of 12 months experience combined in developing and conducting ETL process for migrating data from multiple legacy system (PlannEX, EDR, FMS) to SAP and / or in analyzing, defining and implementing data cleanup process for equipment integration to SAP.		

**1.13 Technical Writer: Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working on tasks as identified in paragraph a. of Section 3.8.1 of the Statement of Work and / or working in an IM/IT field, equipment technical field and / or can demonstrate work experience that falls within the responsibilities of a Technical Writer as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 48 months experience as technical writer in an IM/IT environment		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience writing major equipment technical manuals (such as operator, maintenance and repair parts manuals) and / or ERP system application environment of 1000+ users.		

**1.14 Helpdesk Coordinator (Bilingual): Level 2, Intermediate**

#	Mandatory Evaluation Criteria	Met (Yes/No)	Reference
M1	The proposed resource must demonstrate a minimum of 60 months of combined experience working in SAP, equipment technical field and / or can demonstrate work experience on tasks as identified in paragraphs c, e-g and j of Section 3.9.1 of the Statement of Work and / or that falls within the responsibilities of a Helpdesk Specialist as outlined in the TBIPS SA.		
M2	The proposed resource must demonstrate a minimum of 24 months experience providing Helpdesk support (via phone/email) in an ERP system application for an environment of 1000+ users.		
M3	The proposed resource must demonstrate a minimum of 24 months combined experience in working with the following SAP modules: <ul style="list-style-type: none"> <li>• PM</li> <li>• MM</li> <li>• WFM</li> <li>• DFPS</li> </ul>		
M4	The proposed resource must demonstrated a minimum of 24 months experience utilizing a Helpdesk incident request tracking tool to monitor, prioritize, assign, review and close requests (such as SOLMAN).		

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## APPENDIX D TO ANNEX A

### CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

#### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

#### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

#### 3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**4. CERTIFICATION OF LANGUAGE - English and/or Bilingual**

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

For the B.10 Helpdesk Coordinator only

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date



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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch		
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET	
						TRÉS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	COSMIC TRÉS SECRET	A	B	C	CONFIDENTIEL			TRÉS SECRET
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

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

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

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

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



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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS	Title - Titre Professional Services - Methods of Supply	Signature <i>Peter Loman</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca
		Date 2012/03/13

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

Name (print) - Nom (en lettres moulées) Charron, Annick	Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca
		Date <i>March 20, 2012</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  No  Yes  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  Non  Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date <i>28-MARCH-2012</i>

**Jacques Saumur**  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. -- N° du contrat  Task no. -- N° de la tâche
Amendment no. -- N° de la modification	Increase/Decrease -- Augmentation/Réduction	Previous value -- Valeur précédente
To -- À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location -- Expédié à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date -- Date de livraison/d'achèvement	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		