



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to : **Statistics Canada**
Propositions aux: **Statistique 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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

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

Date of Solicitation / Date de l'invitation: July 9, 2014 / 9 juillet, 2014	
Address inquiries to / Adresser toute demande de renseignements à: macsbids@statcan.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone (613) 951-2488	Facsimile No. N° de télécopieur (613) 951-2073
Destination MACS - BID RECEIVING / SMC – RECEPTIONS DES SOUMISSIONS Statistics Canada Distribution Centre / Statistique Canada Centre de distribution Main Building, Room 0702 / Immeuble Principale, Pièce 0702 150 Tunney's Pasture Driveway / 150, promenade du Pré Tunney Ottawa, Ontario K1A 0T6 / (Ottawa) Ontario K1A 0T6 (613) 951-8757	

Instructions :
Municipal taxes are not applicable.

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

Instructions:
Les taxes municipales ne s'appliquent pas.

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

Solicitation No / N° de l'invitation : 1920-0010202
Solicitation closes / L'invitation prend fin At / à : 2 :00 pm EST – 14h00, HNE On / le : July 25, 2014 – 25 juillet, 2014
Update / Mise à jour :

Delivery required / Livraison exigée	Delivery offered / Livraison proposé
Vendor Name and Address / Raison sociale et adresse du fournisseur	
Facsimile No / N° de télécopieur : Telephone No / N° de téléphone :	
Signature	Date

Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression).
Name / Nom :
Title / Titre :



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REDEVELOPMENT OF CENSUS TEACHER'S KIT FOR 2016 CENSUS

PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Work to be performed is detailed under Part 6, Article 2 of the resulting contract clauses.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

In the complete text content (except section 01, 08 and 20): *delete* "Public Works and Government Services Canada" and *insert* "Statistics Canada". *Delete* "PWGSC" and insert "StatCan".

Subsection 5.2 of 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: (d) send its bid only to Public Works and Government services Canada (PWGSC) Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

Insert: (d) send its bid only to Statistics Canada Bid Receiving Unit specified on page 1 of the bid solicitation or to the address specified in the bid solicitation

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

Delete: sixty (60) days

Insert: ninety (90) days



2. Submission of Bids

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

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

3. Former Public Servant

Refer to Attachment 5.1 to Part 5.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

6. Basis for Canada's Ownership of Intellectual Property

Statistics Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the grounds that:

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Attachment 3.1 to Part 3 – Pricing Table. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



Attachment 3.1 to Part 3 – Pricing Table

Bidders must submit the pricing table below for financial evaluation

Deliverable Schedule	Firm, all inclusive rate (\$CDN)
Delivery and Acceptance of Phases 1 & 2 - 50% of contract value	
Delivery and Acceptance of Phases 3 & 4 - 50% of contract value	



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Please see Attachment 4.1 to Part 4

1.1.2 Point Rated Technical Criteria

Please see Attachment 4.1 to Part 4

1.2 Financial Evaluation

Please see Attachment 4.1 to Part 4

2. Basis of Selection

Highest Rated within Budget

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
- 1. Bids not meeting (a) or (b) or (c) will be declared non responsive.. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

Maximum Funding Clause - The maximum funding available for the Contract resulting from the bid solicitation is \$45,000.00 (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.



Attachment 4.1 to Part 4 – Evaluation Criteria

2016 Census Teacher's and Adult Education Kits

Mandatory Requirements

1.1 Technical Evaluation

Evaluation approach

Proposals will be evaluated as follows:

- Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”. **Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.**
- Each bid will be rated by assigning a score to the point-rated technical requirements, which are identified in the bid solicitation by the word “rated” or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

Note: Please clearly demonstrate in your proposal how the bidding organization and proposed resource experience is demonstrated. Failure to do so could result in your proposal being deemed non-compliant.

Mandatory Technical Criteria

The Mandatory Requirements listed below will be evaluated on a simple pass/fail (i.e. compliant/non-compliant) basis. Proposals which fail to meet the Mandatory Requirements will be deemed non-responsive and given no further consideration.

Proposals **MUST** demonstrate compliance with all of the following Mandatory Requirements and **MUST** provide the necessary documentation to support compliance. Simply stating that the resource has a certain number of years of experience will not be considered adequate demonstration of experience in order to be considered compliant.

Note to Bidders

- Please indicate for each criterion the number of the page in your proposal that contains the requested information.
- At a minimum the Bidder should provide the following information for each and every mandatory technical criterion:
 - a) Summary of the scope of work involved, including:
 - Project description;
 - Role of the proposed resource;
 - Deliverables produced by the proposed resource;
 - Activities performed by the proposed resource.
 - b) The period of time over which the experience was acquired, in the following format: from (month/year) to (month/year) – Duration



- c) The name of the client for whom the services were rendered, as well as the name and current business email address and/or business telephone number for the client's designated representative who would be able to confirm the information provided by the Bidder.

1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria	MET	NOT MET	CROSS REFERENCE TO PROPOSAL
MTC 1 - The Bidder must provide a résumé (CV) for the proposed resource(s). The résumé must clearly show that the proposed resource(s) meet all requirements regarding experience.			
MTC 2 - The Bidder must demonstrate that one of the proposed resources has a minimum of three (3) years cumulative experience in development of educational materials.			
MTC 3 - The Bidder must demonstrate that one of the proposed resources has experience in delivering at least three (3) different sets of educational materials. (In order to partially demonstrate this experience, the Bidder must submit three (3) samples of educational materials)			



1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria	MIN PTS	MAX PTS	SCORE	CROSS REFERENCE TO PROPOSAL
<p>PRTC 1 - The Bidder should demonstrate that one of the proposed resources has experience in development of educational materials for English as a Second Language, aimed at adult newcomers to Canada.</p> <p>One project – 10 pts Two projects – 15 points Three or more projects – 20 points</p>	0	20		
<p>PRTC 2 - The Bidder should demonstrate that one of the proposed resources has developed educational materials, which have met provincial curriculum standards.</p> <p>The Bidder should provide at least one (1) example of materials that have met provincial curriculum standards, while including attestation and/or certification to that effect.</p> <p>One project – 10 pts Two projects – 15 points Three or more projects – 20 points</p>	10	20		
Max points available		40		
Minimum points required		10		

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Mandatory Financial Criteria	MET	NOT MET	CROSS REFERENCE TO PROPOSAL
MFC 1 - The Bidder's proposal must not exceed \$45,000.00, including applicable taxes. The Financial Bid must be an all inclusive Firm Lot price. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.			

2. Basis of Selection

2.1 Basis of Selection – Highest Rated within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Additional Certifications Required Precedent to Contract Award

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

2.1 Status and Availability of Resources

2.1.1 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

2.2 Education and Experience

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



Attachment 5.1 to Part 5 – Certifications

Former Public Servant (Competitive Requirement)

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;



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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

Name

Signature

Date

Status and Availability of Resources

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



control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

Name

Signature

Date

Education and Experience

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

Name

Signature

Date



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010B (2014-03-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (***fill in end date of the period***).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Michael Tsoukanas
Contracting Advisor
Statistics Canada
Corporate Support Services Division
Material and Contract Services
150 Tunney's Pasture Driveway
Main Building – SC 1405 H
Ottawa, Ontario K1A 0T6

Tel.: 613-951-2488
Fax: 613-951-2073
macs-bids@statcan.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not



perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority (to be included at contract award)

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

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

5.3 Contractor's Representative

(Fill in or delete as applicable)

6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a ceiling price of \$ _____ (insert amount at contract award). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.3 Milestone Payments

SACC Manual clause H3010C (2010-01-11) Milestone Payments



8. Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. the description and value of the milestone claimed as detailed in the Contract.
2. The Contractor must prepare and certify the claim on form PWGSC-TPSGC 1111, and forward a paper or electronic copy to the following parties for appropriate certification and payment after inspection and acceptance of the Work takes place:

Paper copy:

- Financial and Administrative Services Division
RH Coats Building, Finance Counter (RHC6L)
100 Tunney's Pasture Driveway
Ottawa, ON
K1A 0T6
- Contracting Authority (TBD at contract award)
Statistics Canada
150 Tunney's Pasture Driveway
Main Building, Room 1405
Ottawa, ON
K1A 0T6

OR

Electronic copy:

- Payment Office: financecounter@statcan.gc.ca
- Contracting Authority: TBD at contract award

3. The Contractor must not submit claims until all work identified in the claim is completed.

9. Certifications

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

10. Applicable Laws

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



11. Dispute Resolution

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by [the supplier or the contractor or the name of the entity awarded this contract] respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

13. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2014-03-01), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, PWGSC-TPSGC 1111;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)



ANNEX "A"

STATEMENT OF WORK

SW.1.0 TITLE

Redevelopment of Census Teacher's Kit for 2016 Census – Statistics Canada

SW.2.0 BACKGROUND

Statistics Canada is responsible under the *Statistics Act* for conducting the Census of Population and the Census of Agriculture every five years. The next Census of Canada is expected to take place in May 2016.

As part of its public relations and outreach activities to generate awareness and encourage self-response, the Census Communications team has been producing Teacher's Kits since 1991, and encouraging primary and secondary schools to distribute them. An Adult Education Kit has also been produced since 1991 and is aimed at new Canadians who take either English or French as a second language instruction.

Educational materials for the 2011 Census consisted of:

1) 2011 Census Teacher's Kit

Statistics Canada's 2011 Census Teacher's Kit was designed for grades K-12. Each kit contained eight cross-curricular activities that were classroom-ready and tested to meet provincial curriculum standards.

Subject areas included language arts, mathematics, science, social studies, geography, history, and visual arts, allowing students to understand how the information collected in a census can be used.

A census colouring book and game activity sheet were also included in the kit.

2) 2011 Census Adult Education Kit

The Adult Education Kit was developed for recent immigrants to Canada, adult literacy learners and beginner-to-intermediate learners of English as a second language/French as a second language. The kit explained what a census is and why it is important, how Canada's census works, the questions that are asked with special attention to safeguarding respondent confidentiality, and how the information is processed.

The teacher's guide provided information for those working with adults, particularly English or French as a second language (ESL/FSL).

In previous censuses, both education kits were paper-based, with PDF versions available for download from the Statistics Canada website.

SW.3.0 OBJECTIVES

The objective of this project is to redevelop the Teacher's Kit and the Adult Education Kit for the 2016 Census, in support of the Census Communications team's public relations and outreach activities.

The redeveloped kits will:

1. Serve as promotional tools



- a. Children will take home what they have learned about the census. This will help create awareness among the adult population – our respondents – that the census is taking place;
 - b. For adult learners, particularly second language learners, the kits can be used in conjunction with actual forms, as a “real life” exercise.
2. Serve as an educational tool, teaching students about the census and some of its basic concepts.

These kits will inform the intended audience directly and indirectly about the census and encourage them to either fill out the census form or seek more information about the process.

Teacher's Kit

The Teacher's Kit must be limited to no more than four activities.

- Each activity must cover at least one of the following concepts:
 - Mathematics;
 - Science;
 - Social studies;
 - Geography;
 - History;
 - Language arts;
 - Visual arts.
- One activity must cover the Census of Agriculture and its concepts.
- Activities must be limited to approximately thirty (30) minutes of classroom time (excluding preparation time by the teacher).
- Content of activities must meet provincial curriculum standards for all provinces and territories.
- Content of the activities must reflect actual census concepts (for example, no census of household pets).
- The test version of the product must contain a feedback mechanism to enable the Contractor to update and improve content prior to delivery of the final version.
- The final product must contain a feedback form that teachers can send to Statistics Canada.

Adult Education Kit:

The learning objectives are similar to those in the previous versions of the adult education kits distributed in 2006 and 2011.

- Key learning points:
 - understand the importance of a census;
 - become familiar with the census process in Canada;
 - recognize and understand census words and concepts;
 - learn how to answer the census questions.
- Content of the activities must reflect actual census concepts.
- Activities must be range in length of time from a minimum of thirty (30) to a maximum of sixty (60) minutes of classroom time (excluding preparation time by the teacher).
- The test version of the product must contain a feedback mechanism to enable the Contractor to update and improve content prior to delivery of final version.
- The final product must contain a feedback form that teachers can send to Statistics Canada.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Tasks, Deliverables, Milestones and Schedule

The Contractor is to redevelop the Teacher's Kit and the Adult Education Kit using a structured methodology comprised of the following phases:

- Workplan development;
- Redevelopment of the two kits (including both written and graphic elements);
- Testing of the kits in a classroom setting;
- Production of final versions.

Description of Activities and Deliverables

Phase 1: Workplan development

The workplan will ensure that the project is created on-time and within budget. It provides the framework and common understanding between Statistics Canada and the Contractor in regard to project scope and deliverables.

Development of the workplan will consist of the following steps:

1. Reviewing previous version of the teaching kits;
2. Defining the overall creative approach for both kits;
3. Identifying requirements in terms of content renewal or development of new content;
4. Reviewing and finalizing the production schedule and delivery dates for each project milestone, including testing of the kits in a classroom setting;
5. Identifying action items for both the Contractor and Statistics Canada.

The action plan will be presented for review, feedback and approval by the Census Communications team at Statistics Canada.

Phase 2: Redevelopment of the two kits

Upon completion and approval of the work plan by Statistics Canada, the Contractor will proceed with the redevelopment of the kits, which will include the design of new graphical elements and generation of new content.

Early draft versions of the kits will be presented for review, feedback and approval.

Phase 3: Testing of the kits in a classroom setting

Once the Census Communications team has approved the final test versions of the kits, the Contractor will proceed with the testing of the kits in a classroom setting.

IMPORTANT NOTES:

- The purpose of testing is purely to validate the pedagogic approach in terms of increasing knowledge of the census by students;
- The testing will consist solely of objective questions validating acquisition of knowledge and completion of tasks;
- The testing will not solicit, encourage or collect any subjective feedback about the census from the students.

Phase 4: Production of final versions

Upon presentation of classroom test results, the Contractor and Statistics Canada Census Communications Team will agree on final revisions to the kits. The Contractor will then be tasked with finalizing and providing final copies of the kits in electronic formats.



Schedule

TASKS	ANTICIPATED SCHEDULE
<ul style="list-style-type: none"> Phase 1: Workplan development <ul style="list-style-type: none"> ▪ Consultation/Kick-off Meeting ▪ The Contractor creates and presents action plan document ▪ Statistics Canada reviews and approves document 	Within three (3) days of contract signature
<ul style="list-style-type: none"> Phase 2: Redevelopment of the two kits <ul style="list-style-type: none"> ▪ Proposal for new design ▪ Statistics Canada reviews and requests changes ▪ Contractor performs changes and presents revised products ▪ Statistics Canada reviews and approves 	Twenty-eight (28) days after contract signature
<ul style="list-style-type: none"> Phase 3: Testing of the kits in a classroom setting <ul style="list-style-type: none"> ▪ Statistics Canada reviews questions for validation of kits ▪ Contractor presents results of test ▪ Statistics Canada and Contractor agree on final revisions to the kits 	No later than November 21, 2014
<ul style="list-style-type: none"> Phase 4: <ul style="list-style-type: none"> ▪ Delivery of final products in printed and electronic formats 	No later than December 12, 2014

SW.4.2 Authorities

- Project Authority resides with the Communications Directorate at Statistics Canada.
- All phases of this project must be vetted by Census Communications at Statistics Canada. A project coordinator has been assigned within Census Communications for this purpose.
- Should the work or any portions thereof not be satisfactory, the Project Authority reserves the right to reject it, in part or in its entirety, and to require its correction at the sole expense of the Contractor before recommending payment.
- It is the Project Authority's responsibility to seek approvals from Government of Canada central organizations as well as from relevant groups and senior management within Statistics Canada.
- Census Communications staff will be the initial point of contact for the Contractor. Census Communications staff will work with the Contractor prior to getting approval from relevant groups and management.

SW.4.3 Reporting Requirements

In addition to the timely submission of all deliverables and the fulfillment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Coordinator. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations.

Communication may include: phone calls, email, faxes, mailings and meetings. Also, the Contractor is to immediately notify the Project Coordinator of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

The Contractor will need to provide weekly project status reports including details of the work completed until finalization of the project.



SW.4.4 Method and Source of Acceptance

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

SW.4.5 Specifications and Standards

The following specifications and standards shall apply:

- The Contractor and Statistics Canada's Census Communications team will have a kick-off meeting to discuss Scope of Work and deliverables.
- The Contractor will receive instructions and documents via e-mail, although instructions may be given in person or via telephone as well.
- The Contractor will send all draft version of documents in Microsoft Word or PDF.
- The Contractor will provide full contact information, for subsequent actions and follow-ups.
- Final versions of products must be presented in following formats:
 - Printed copy;
 - PDF;
 - Microsoft® Word;
 - Other formats as specified by Project Authority or Coordinator.
- Electronic copies of final versions must be provided on a DVD media.

SW.4.6 Technical, Operational and Organizational Environment

Statistics Canada's Census Communications team has obtained a mandate to redevelop the Teacher's Kit and the Adult Education Kit.

The new kits will serve to raise awareness and self-response rate among targeted audiences.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Contractor's Obligations

In addition to the obligations outlined in Section SW.4.1 of this Statement of Work, the Contractor shall:

- Return all materials belonging to Statistics Canada upon completion of the contract.
- Submit all written reports in hard copy and electronic Microsoft® Word format.
- Attend meeting with stakeholders, if necessary.
- Participate in teleconferences, as needed.
- Attend meeting at Statistics Canada sites, if required.
- Where work is performed by sub-contractors, the Contractor will manage and ensure quality control of the work.

SW.5.2 Statistics Canada Obligations

Statistics Canada Census Communications Team will:

- Provide access to the Project Authority or the Project Coordinator, who will be responsible for coordinating the overall project, providing as-required direction and guidance to the Contractor, and accepting and seeking approvals for deliverables on behalf of Statistics Canada.
- Provide previous versions of the Teacher's Kit for census years 2006 and 2011 to the Contractor.
- Provide relevant excerpts from the 2011 Census Communications evaluation report.



- Provide other pertinent materials and documentation.
- Provide Statistics Canada publication ID numbers, as well as ISBN, if required.
- Translate final version of educational materials into French.
- Monitor progress, give required direction and provide timely feedback.
- Provide a resource to review draft version of kits for accuracy of content.

Project Management Procedure

The Project Coordinator shall:

- Communicate with the Contractor to agree on deadlines for the delivery of the Teacher's Kit and the Adult Education Kit.
- Meet with the Contractor in person or over the phone as required to discuss the quality and timelines of the work carried out.
- Ensure that he/she responds to materials provided by the Contractor in the agreed-upon time frame.

SW.5.3 Project Schedule

Expected Start and Completion Dates

The estimated period of the contract is from the date of Contract Award to December 12, 2014.

SW.5.4 Location of Work, Work Site and Delivery Point

The majority of the work is expected to be completed at the Contractor's facilities. Due to existing workload and deadlines, the Contractor's personnel assigned to this contract must be ready to work in close and frequent contact with the Project Coordinator and other departmental personnel within the National Capital Region.

SW.5.5 Language of Work

All correspondence related to the redevelopment of the Teacher's Kit for the 2016 Census will be required in English.

SW.5.6 Insurance Requirements

It is the sole responsibility of the Contractor to decide whether or not any insurance coverage is necessary for its own protection or to fulfill its obligations under the contract, and to ensure compliance with required federal, provincial or municipal law. Any such insurance shall be provided and maintained by the Contractor at its own expense.

Any insurance secured is to the benefit and protection of the Contractor and shall not be deemed to release or diminish its liability in any manner including as may be referenced elsewhere by the provisions of this contract.

SW.5.7 Environmental considerations

All projects should be delivered in an environmentally responsible manner, to the fullest extent possible. Clients and suppliers will be encouraged to transmit work requests electronically.

All non-electronic correspondence and deliverables should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content and processed chlorine free, whenever possible. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The supplier will be encouraged to provide proofs for client review and approval either on-screen or by e-mail, CD, DVD or zip file, whenever possible. Should printed material be required, double-sided format will be the default unless otherwise specified by the client.



SW.6.0 APPLICABLE DOCUMENTS AND GLOSSARY

SW.6.1 Applicable Documents

To ensure the integrity and efficacy of Government of Canada communications, the Contractor must provide services and produce materials in compliance with the administrative policies of the Government of Canada, including, but not exclusive to the following:

- The *Official Languages Act* (Sections 11 and 30), available at http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/offlang/dolr1_e.asp, to ensure compliance in all advertising.
- Moreover, institutions must respect the Government of Canada's commitment stated in Part VII of the act, to enhance the vitality of official language minority communities.
- The *Communications Policy of the Government of Canada*, available for reference at http://www.tbs-sct.gc.ca/pubs_pol/sipubs/comm/comm1_e.asp, to ensure that communications across the Government of Canada are well coordinated, effectively managed and responsive to the diverse information needs of the public.
- The *Federal Identity Program Policy* (Section 5(6) and Appendix A, sub-sections 3.2, 3.3), available for review at http://www.tbs-sct.gc.ca/pubs_pol/sipubs/tb_fip/fip-pcim2_e.asp#polic, to ensure that product design and presentation conform to the requirements.
- The *Standard on Web Accessibility* to ensure compliance with *Web Content Accessibility Guidelines* (WCAG) 2.0 (www.w3.org/TR/WCAG20) www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=23601.

The Contractor will also ensure compliance with the relevant legislation in all Canadian jurisdictions where the promotional and collateral materials will be used.



ANNEX B
BASIS OF PAYMENT

TASKS	ANTICIPATED SCHEDULE/TIMELINE	PAYMENT UPON DELIVERY AND ACCEPTANCE (**VALUES TO BE INSERTED AT CONTRACT AWARD**)
Phase 1: Workplan Development <ul style="list-style-type: none"> ○ Consultation/Kick-off Meeting ○ The Contractor creates and presents action plan document ○ Statistics Canada reviews and approves document 	Within three (3) days of contract signature	Delivery and Acceptance of Phases 1 & 2 - 50% of contract value (\$_____)
Phase 2: Redevelopment of two kits <ul style="list-style-type: none"> ○ Proposal for new design ○ Statistics Canada reviews and requests changes ○ Contractor performs changes and presents revised products ○ Statistics Canada reviews and approves 	Twenty-eight (28) days after contract signature	
Phase 3: Testing of kits in classroom setting <ul style="list-style-type: none"> ○ Statistics Canada reviews questions for validation of kits ○ Contractor presents results of test ○ Statistics Canada and Contractor agree on final revisions to the kits 	No later than November 21, 2014	Delivery and Acceptance of Phases 3 & 4 - 50% of contract value (\$_____)
Phase 4: <ul style="list-style-type: none"> ○ Delivery of final products in printed and electronic formats. 	No later than December 12, 2014	



ANNEX C

PWGSC-TPSGC 1111



Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Claim for Progress Payment / Demande de paiement progressif

If necessary, use form PWGSC-TPSGC 1112 to record detail costs / Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date (YY-MM-DD - AA-MM-JJ)	Contract Price - Prix contractuel
File No. - N° du dossier		Contract Serial No. N° de série du contrat	
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-apvisionnement (NEA) de l'entrepreneur	Financial Code(s) - Code(s) financier(s)		

Contractor's Report of Work Progress (if needed, use additional sheets) / Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date (A + B)
	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) Description: (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).		%		%	
		%		%	
		%		%	
		%		%	
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		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total				
	Goods and Services Tax (GST) / Harmonized Sales Tax (HST) Taxe sur les produits et services (TPS) / Taxe de vente harmonisée (TVH)				
	Total				
Less holdbacks on expenditures only (GST/HST excluded) Moins les retenues sur les dépenses uniquement (TPS/TVH en sus)					

Total Amount of Claim (including GST/HST included) / Montant total de la demande (TPS/TVH incluse)

Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante	Amount due Montant dû
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Claim No.
N° de la demande

Contract Serial No.
N° de série du contrat

CERTIFICATE OF CONTRACTOR

ATTESTATION DE L'ENTREPRENEUR

I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

This claim, or a portion of this claim, is for an advance payment.

I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor's Signature - Signature de l'entrepreneur

Title - Titre

Date

CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.

ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

Autorité scientifique ou responsable du projet / de l'inspection : J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

Responsable de l'inspection (tous les autres contrats) : J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Scientific / Project / Inspection Authority
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

Date

PWGSC Contracting Authority: I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

Autorité contractante de TPSGC : J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final z

Contracting Authority Signature de l'autorité contractante

Title - Titre

Date

Client's Authorized Signing Officer - (must sign the interim claim): I certify that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande provisoire) : J'atteste que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date

Client's Authorized Signing Officer - (must sign the final claim): I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Signataire autorisé du client - (doit signer la demande finale) : J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date