

**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
Quebec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Laboratory Infomation Management Sy		
Solicitation No. - N° de l'invitation 87055-130366/A		Date 2014-07-15
Client Reference No. - N° de référence du client 87055-130366		
GETS Reference No. - N° de référence de SEAG PW-\$\$\$E-027-27806		
File No. - N° de dossier 027ee.87055-130366	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-08-25		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: MacCuaig, Shannon		Buyer Id - Id de l'acheteur 027ee
Telephone No. - N° de téléphone (819) 956-2625 ()		FAX No. - N° de FAX (819) 953-3703
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: <div>Specified Herein Précisé dans les présentes</div>		

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
Systems Software Procurement Division / Division des
achats des logiciels d'exploitation
11 Laurier St. / 11 rue, Laurier
4C1, Place du Portage, Phase III
Gatineau
Quebec
K1A 0S5

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

BID SOLICITATION

LABORATORY INFORMATION MANAGEMENT SYSTEM

FOR

THE CANADIAN NUCLEAR SAFETY COMMISSION

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87055-130366/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
027ee

Client Ref. No. - N° de réf. du client
87055-130366

File No. - N° du dossier
027ee87055-130366

CCC No./N° CCC - FMS No/ N° VME

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List of Annexes to the Resulting Contract:

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Annex D	Task Authorization Form
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Annex F	Glossary of Terms
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Annex H	Table of Participating Clients Appendix 1

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

- Attachment 4.1: LIMS Reference Check

Forms:

- Form 1 - Bid Submission Form
- Form 2 - Substantiation of Technical Compliance Form - Mandatory Requirements
- Form 3 - Substantiation of Technical Compliance Form - Rated Requirements
- Form 4 - Software Publisher Certification Form
- Form 5 - Software Publisher Authorization Form

BID SOLICITATION FOR LABORATORY INFORMATION MANAGEMENT SYSTEM FOR THE CANADIAN NUCLEAR SAFETY COMMISSION

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The annexes include the Statement of Requirements and any other annexes.

1.2 Summary

This bid solicitation is being issued to satisfy the requirement of the Canadian Nuclear Safety Commission (CNSC) nuclear laboratory (the Initial "Client") for the provision of goods and services for the implementation of a Commercial-Off-The-Shelf (COTS) Laboratory Information Management System (LIMS). CNSC is the Initial Client that will use the LIMS (the "Software Solution"). However, this bid solicitation will also allow Canada to make the Software Solution available to any department or Crown corporation (as those terms are defined in the *Financial Administration Act*) or any other party for which the Department of Public Works and Government Services is authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act* (each a "**Client**"). Although Canada may make the Software Solution available to any or all the Clients, this bid solicitation does not preclude Canada from using another method of supply for entities of the Government of Canada with the same or similar needs. When the Software Solution is made available to Clients other than the Initial Client, any required professional services or training will be purchased under a separate contract.

The required Software Solution must include the Licensed Software, a 12-month warranty, software maintenance and support, and documentation. The LIMS must offer complete sample tracking throughout its life cycle. This includes, but is not limited to, the following steps: laboratory user sample login, sample submission, sample preparation, inventory, sample testing (including manual data entry),

data review, automated and manual report writing, scheduling of equipment maintenance, data query, electronic report distribution, report archiving, data archiving, event-driven actions, instrument calibration records, instrument and source inventory and tracking instrument and source requests.

The bid solicitation includes a requirement to procure all related professional services (including installation of software, support, consultation, training, testing, configuration of the software solution), training and training material, as well as, options to purchase additional user licenses, yearly upgrades, technical support and ongoing maintenance services.

It is intended to result in the award of a contract for an initial period of 1 year, plus 4, one-year irrevocable option years for renewal of maintenance and support services.

There is a security requirement associated with this requirement. For additional information, see 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://www.pwgsc.gc.ca/acquisitions/text/plain/plain-e.html#top>) Website.

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Columbia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force, and the Agreement on Internal Trade (AIT).

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

1.3 Communications Notifications

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

1.4 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 provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsections 4 and 5 of Section 01 of 2003, Standard Instructions - Goods or Services - Competitive Requirements are deleted and replaced as follows:
 - 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 within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.
- (e) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
 - (i) Delete: sixty (60) days
 - (ii) Insert: one hundred and twenty (120) days

2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to Public Works and Government Services Canada will not be accepted.

2.3 Former Public Servant

- (a) Information Required

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 with FPS, bidders must provide the information required below before contract award.

(b) Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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

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

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

(c) Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental web sites 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.

(d) Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 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.

2.5 Applicable Laws

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

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.*

2.6 Improvement of Requirement During Solicitation Period

If bidders consider that the specifications or Statement of Requirements contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.7 Volumetric Data

The data within Annex A - Appendices A through E 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 LIMS will be consistent with this data. It is provided purely for information purposes.

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 (7 hard copies and 2 soft copies on CD, DVD or USB)
- (ii) Section II: Financial Bid (2 hard copies and 1 soft copy on CD, DVD or USB)
- (iii) Section III: Certifications (2 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy. Bidders are requested to identify one hard copy as the master copy. In the event of a discrepancy between the wording of the master copy and the other copies, the wording of the master copy will have priority over the wording of the other copies.

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 choose in its discretion which bid to consider.
- (ii) For the purposes of this article, "**bidding group**" means all entities (whether those entities include one or more natural persons, corporations, partnerships, limited liability partnerships, etc.) that are related to one another. Regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law, entities are considered "**related**" for the purposes of this bid solicitation if:

- (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
- (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.

3.2 Section I: Technical Bid

- (a) In their technical bid, bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability, and describe their approach, in a thorough, concise and clear manner for carrying out the work. The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- (b) The technical bid consists of the following:
 - (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form 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 and the Bidder's Procurement Business Number, 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) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance of the Bidder and its proposed solution and products with the specific articles of **Annex A - Statement of Requirements, Table A - Mandatory Requirements**, and should explain how they meet the Rated Requirements in **Table B - Rated Requirements** identified in the Substantiation of Technical Compliance Forms 2 and 3, which are the requested formats for providing the substantiation. The Substantiation of Technical Compliance Forms are not required to address any parts of this bid solicitation not referenced in the forms. 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 for the Mandatory Requirements, the Bidder will be declared non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Reference" column of the Substantiation of Technical Compliance Form, 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.
 - (iii) **Draft Project Implementation Plan:** The Bidder must include a proposed draft Project Implementation Plan, which describes the steps required for the successful implementation of the LIMS.

The plan must cover, at minimum, the following topics:

Project Overview

- i. Purpose, Scope, and Objectives
- ii. Assumptions, Constraints and Dependencies
- iii. Project Deliverables highlighting key milestones to include but not limited to:

Solution Design:

Proposed Application Architecture (conceptual view) showing components and the way in which components will interact with CNSC provided servers and databases.

Implementation Activities:

Description and information of the major system implementation activities and include the following:

- Resources required to accomplish the activity
- Key person(s) responsible for the activity
- Criteria for successful completion of the activity (e.g., “user acceptance”)

Proposed approach for installation and configuration of base software;

Proposed approach for performance testing and system acceptance testing for the base software.

Hardware and Software requirements:

Provide a list of equipment and include all hardware used for installing and testing

Provide a list of software components for example: software, databases, compilers, operating systems etc.

System Configuration:

Proposed approach for performing a gap analysis on requirements and developing a plan to fill the gaps - (to configure data fields, tests, report templates, inventory etc.).

Proposed approach for transferring data from the existing CNSC data sources to the LIMS.

Proposed approach for training CNSC employees to configure and utilize the new LIMS to include: system hardware/software installation, system configuration and support maintenance.

iv. Implementation Schedule:

Proposed schedule for completion of all activities to implement the new LIMS;

Proposed method for tracking progress versus plan and updating CNSC.

v. Risk Management Log:

Identify foreseen risks, estimate impacts, and define risk response.

vi. Project Closeout Plan:

Proposed approach for closing the project after complete implementation of the LIMS and include knowledge transfer for CNSC IT staff.

(iv) **Draft Training Plan:**

The Bidder must provide an outline of its proposed draft training plan, which must demonstrate that the Bidder's proposed training includes, at a minimum:

(A) **Laboratory Staff Training:** Including but not limited to:

- i. Submit Service Request
- ii. Request Review, edit request and edit request status
- iii. Add/Edit records in inventory

- iv. Storing Results
- v. Assign/Reassign Work
- vi. Search Capabilities
- vii. Reporting

(B) **IT Training:** Including but not limited to:

- i. Configure and utilize the LIMS
- ii. Create and edit user account
- iii. Troubleshooting
- iv. Search Capabilities
- v. Reporting
- vi. Customization

(v) **Customer Reference Contact Information:**

- (A) The Bidder must provide 3 customer references who must each confirm, when requested by PWGSC, the information required by Attachment 4.1 - LIMS Reference Check.
- (B) The form of question to be used to request confirmation from customer references is Attachment 4.1 - LIMS Reference Check.
- (C) For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

- (vi) **List of Proposed Software:** The Bidder must include a complete list identifying both the name and the version number of each component of the Licensed Software required for the proposed Software Solution.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **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) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **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.

(c) SACC Manual Clauses

(i) C3011T (2013-11-06), Exchange Rate Fluctuation

3.4 Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the 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 Canada and consultant(s) will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; 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.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension at his or her sole discretion.

4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:**
 - (i) Written proposals will first be examined with respect to the Mandatory requirements. Proposals must meet all Mandatory requirements in order to receive further consideration.
 - (ii) Each bid will be reviewed for compliance with 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.
 - (iii) The mandatory requirements are described in Annex A -Table A.
- (b) **Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated 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. The rated requirements are described in Annex A -Table B.

(c) **Reference Checks:**

- (i) For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within 1 working day using the e-mail address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's e-mail was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request. Canada will not award any points unless the response is received from this alternate contact within 5 working days.
- (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.

(d) **Submission of a Sample**

- (i) The top-ranked Bidder (identified after the financial evaluation) must submit a sample of their proposed software product, including installation instructions and documentation, to allow Canada to verify compliance of the product or solution with any of the requirements of this bid solicitation.

The software sample must be delivered, at no cost to Canada, to a location specified by Canada, within 3 working days of the Contracting Authority's request. Despite the written bid, if Canada determines as a result of examining the sample that the Bidder's proposed product or solution does not meet the mandatory requirements of this bid solicitation, the bid will be declared non-responsive. Canada may, as a result of examining the sample, reduce the score of the Bidder on any rated requirement, if the examination of the sample indicates that the score provided to the Bidder on the basis of its written bid is not validated by the examination. The Bidder's score will not be increased as a result of examining any sample. If the Bidder's score is reduced by the evaluation of the sample, Canada will reassess the ranking of all bidders.

(e) **Proof of Proposal Test for Top-Ranked Bid:**

- (i) Through the Proof of Proposal (PoP) test, Canada will test the solution proposed in the top-ranked bid (identified after the financial evaluation) to confirm both that it will function as described in the bid and that it meets the technical functionality requirements described in Annex A - Statement of Requirements - Mandatory and Rated Requirements. The PoP test will take place, at no extra cost to Canada, at the CNSC laboratory in Ottawa, Ontario, Canada or through another method agreed to by Canada.

The Bidder will provide a computer for the test and will recreate the technical environment described in Annex A - Annex 1.

- (ii) Canada will then conduct the PoP test. Up to 3 representatives of the Bidder may be present during the PoP test. The representative(s) named in the bid to provide technical support during the PoP test should be available by telephone for technical advice and clarification during the PoP test; however, Canada is not required to delay the PoP test if an individual is unavailable. Once the PoP test has begun, it must be completed within 3 working days.
- (iii) Canada will document the results of the PoP Test. If Canada determines that the proposed solution does not meet any mandatory requirement of the bid solicitation, the bid will fail the PoP Test and the bid will be disqualified. Canada may, as a result of the PoP test, reduce the score of the Bidder on any rated requirement, if the PoP test indicates that the score provided to the Bidder on the basis of its written bid is not validated by the PoP test. The Bidder's score will not be increased as a result of the PoP test. If the Bidder's score is reduced as a result of the PoP test, Canada will reassess the ranking of all bidders.
- (iv) In connection with the PoP testing, the Bidder grants to Canada a limited license to use the Bidder's proposed software solution for testing and evaluation purposes.
- (v) If, during the initial installation of the software for the PoP test, the Bidder discovers that there are missing and/or corrupt files for software components identified in the technical bid, the Bidder must cease the installation process and inform the Contracting Authority. If the Contracting Authority determines that the missing and/or corrupt files are for components identified in the technical bid, the Bidder may be permitted to submit to the Contracting Authority the missing files and/or replacements for the corrupt files on electronic media or by referring to a web site where the files can be downloaded. These files must have been commercially released to the public before the bid closing date. Upon receiving the files on electronic media or downloading them from a corporate web site, the Contracting Authority will verify that (i) the files were commercially released to the public before the bid closing date; (ii) the files do not include new releases or versions of the software; (iii) the files belong to software components identified in the technical bid; and (iv) the software will not need to be recompiled to make use of the files. The Contracting Authority will have the sole discretion to decide if the additional files may be installed for the PoP test. Under no circumstances will files required to correct flaws in the software programming or code be permitted. This process can be used only a single time, and only during the initial installation of the software for the PoP test.

4.3 Financial Evaluation

- (a) The financial evaluation will be conducted by calculating the Total Bid Price using the Pricing Tables completed by the bidders.

- (i) SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

- (b) **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.

- (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:

- (ii) 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;
- (iii) 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;
- (iv) 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
- (v) 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.

4.4 Basis of Selection

- (a) To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation;
 - (ii) Meet all Mandatory evaluation criteria;
 - (iii) Obtain the required minimum score of 50 points (50%) overall for the rated technical evaluation criteria which is subject to point rating. The rating is performed on a scale of 100 points;
 - (iv) Obtain the required minimum score of 70% on the Client Reference Check; and
 - (v) Successfully complete the PoP test.
- (b) Bids not meeting (i) through (v) will be declared non-responsive. Price is given a rated value which is included in the total calculation of the bid. 70% of the points will be awarded to the rated technical requirements and 30% of the points will be awarded to the financial bid.

To complete this calculation the following formula is used:

Score of the Technical Score of the bid X 70% = Total 1
Maximum score possible

Lowest Total Assessed Price of all Responsive Bidders X 30% = Total 2
Total Assessed Price of the Bidder's bid

(Total 1) + (Total 2) = Highest Combined Rating of Technical Score and Price

The top-ranked responsive bid will be determined based on the proposal which has met all mandatory criteria, has met or exceeded the required Technical Score and offers the **Highest Responsive Combined Rating of Technical Score and Price** as calculated above.

- (c) Whether any bid is recommended for contract award depends on all the provision of this bid solicitation (for example, the vendor performance provisions of Standard Instructions 2003 would affect whether an otherwise responsive bid were recommended for award, as would factors such as financial capability). Also, 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 Bidder with the highest score on the technical rated requirements criteria will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1 Mandatory Certifications Required Precedent to Contract Award

1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2 Additional Certifications Precedent to Contract Award

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

5.3 Professional Services Resources

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- (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 the Bidder is unable to provide the services of an individual named in its bid due to the death, sickness, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of that individual, within five business days of Canada's knowledge of the unavailability of the individual the Bidder may propose a substitute to the Contracting Authority, providing:
 - (i) the reason for the substitution with substantiating documentation acceptable to the Contracting Authority;
 - (ii) the name, qualifications and experience of a proposed replacement immediately available for work; and
 - (iii) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

No more than one substitute will be considered for any given individual proposed in the bid. In response to the Bidder's proposed substitution, the Contracting Authority may elect in its sole discretion either to:

- (A) set aside the bid and give it no further consideration; or
- (B) evaluate the replacement in accordance with the requirements of the bid solicitation in the place of the original resource as if that replacement had originally been proposed in the bid, with any necessary adjustments being made to the evaluation results, including the rank of the bid vis-à-vis other bids.

If no substitute is proposed the Contracting Authority will set aside the bid and give it no further consideration.

- (d) 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 Bidder Certifies that All Software is "Off-the-Shelf"

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

5.5 Software Publisher Certification and Software Publisher Authorization

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- (a) If the Bidder is the Software Publisher for any of the proprietary software products it bids, Canada requires that the Bidder confirm in writing that it is the Software Publisher. Bidders are requested to use the Software Publisher Certification Form included with the bid solicitation. Although all the contents of the Software Publisher Certification Form are required, using the form itself to provide this information is not mandatory. For bidders who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

 - (b) Any Bidder that is not the Software Publisher of all the proprietary software products proposed in its bid is required to submit proof of the Software Publisher's authorization, which must be signed by the Software Publisher (not the Bidder). No Contract will be awarded to a Bidder who is not the Software Publisher of all of the proprietary software it proposes to supply to Canada, unless proof of this authorization has been provided to Canada. If the proprietary software proposed by the Bidder originates with multiple Software Publishers, authorization is required from each Software Publisher. Bidders are requested to use the Software Publisher Authorization Form included with the bid solicitation. Although all the contents of the Software Publisher Authorization Form are required, using the form itself to provide this information is not mandatory. For Bidders/Software Publishers who use an alternate form, it is in Canada's sole discretion to determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

 - (c) In this bid solicitation, "Software Publisher" means the owner of the copyright in any software products proposed in the bid, who has the right to license (and authorize others to license/sub-license) its software products.

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 individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 - Resulting Contract Clauses.
- (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 (<http://tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents web-site.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must also be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that one or more parent companies grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the “**Contractor**”) agrees to supply to the Client the goods and services described in the Contract, including the Statement of *Requirements*, in accordance with, and at the prices set out in, the Contract. This includes:
- (i) granting the perpetual license to use the Licensed Software described in the Contract;
 - (ii) providing the Software Documentation;
 - (iii) providing maintenance and support for the Licensed Software during the Software Support Period;
 - (iv) providing the installation, implementation, configuration services and other professional services, as and when requested by Canada;
 - (v) providing training, as and when requested by Canada,
- to be delivered in the National Capital Area, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** The Initial Client is Canadian Nuclear Safety Commission (CNSC). However, the Contracting Authority can add additional Clients from time to time, which may include any department or Crown corporation as described in the *Financial Administration Act* (as amended from time to time), and any other party for which the Department of Public Works and Government Services may be authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:
- (i) any reference to a “**deliverable**” or “**deliverables**” includes license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

7.2 Optional Goods and/or Services

- (a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex B - Tables 2 through 4 of the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

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- (b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.3 Task Authorization

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

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

To be validly issued, a TA must include the following signatures:

- (i) For any TA, inclusive of revisions, with a value less than or equal to \$75,000.00 (including Applicable Taxes), the TA must be signed by the Technical Authority; and
- (ii) For any TA with a value greater than this amount, a TA must be signed by the Technical Authority and 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 subarticle (i) above; any suspension or reduction notice is effective upon receipt.

(e) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. 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) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: 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, Category of Personnel and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task 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 (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
 - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued tasks.
- (f) **Refusal of Task Authorizations:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex D. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).
- (g) **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.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

- (i) 2030 (2014-06-26), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 – Code of Conduct and Certifications of 2030 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

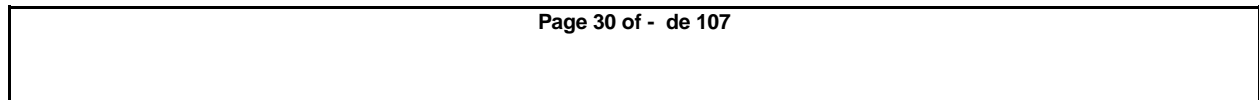
(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

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

apply to and form part of the Contract.

7.5 Security Requirement



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

- a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror 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 **SECRET**, granted or approved by CISD/PWGSC.
- c) The Contractor/Offeror **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/Offeror 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 1 year 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 4 additional one-year period(s) 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 at any time prior to 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: Shannon MacCuaig
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: SSSPD
Address: 11 Laurier Street, PDP III, Gatineau, Quebec, K1A 0S5
Telephone: 819-956-2625

Facsimile: 819-953-3703
E-mail address: shannon.maccuaig@pwgsc.gc.ca

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

(b) **Technical Authority**

[**Note to Bidder:** To be completed at time of Contract award.]

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) **Contractor's Representative**

[**Note to Bidder:** To be completed at time of Contract award.]

7.8 Payment

(a) **Basis of Payment**

- (i) **Licensed Software:** For the license(s) to use the Licensed Software (including the Software Documentation), in accordance with the Contract, Canada will pay the Contractor the firm price(s) set out in Annex B - Table 1, FOB destination, including all customs duties, Applicable Taxes extra. The firm prices include the warranty during the Software Warranty Period.
- (ii) **Maintenance and Support for Licensed Software:** For maintenance and support services throughout the initial Software Support Period, in accordance with the Contract, Canada will pay the Contractor, in advance, the firm price(s) set out in Annex B - Table 1, FOB destination, including all customs duties, Applicable Taxes extra.
- (iii) **Optional Additional Software Users:** For additional licenses for additional Concurrent Users and Laboratory Client Concurrent Users to use the Licensed Software, if Canada exercises its option, Canada will pay the Contractor the firm prices set out in Annex B - Table 2, FOB destination, including all customs duties, Applicable Taxes extra.
- (iv) **Optional Software Maintenance and Support:** If Canada exercises its option to extend the Software Support Period, Canada will pay the Contractor in advance, the firm annual price set out in Annex B - Table 3, FOB destination, including all customs duties, Applicable Taxes extra. If additional Concurrent Users and Laboratory Client Concurrent Users are purchased during the Software Support Period, Canada will pay the applicable price for maintenance and support of that number of Users divided by 12, then multiplied by the number of months or partial months remaining in the Software Support Period (in

order to reflect the fact that maintenance and support services will only be provided for those Users for a partial year).

- (iv) **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 - Table 4, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
 - (v) **Optional Training:** For optional training courses, as and when requested by Canada during the Contract Period, Canada will pay the Contractor the firm price per course set out in Annex B - Table 2, upon completion of the course, Applicable Taxes extra.
 - (vi) **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, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit. The Contractor will not be able to charge for time spent travelling at the per diem rates set out in the Contract.
 - (vii) **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.
 - (viii) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part 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.
 - (ix) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.
- (b) **Limitation of Expenditure**
- (i) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page 1 of the Contract, less any Applicable Taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are subject to exemption and Applicable Taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
 - (ii) 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.

- (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) **Method of Payment - Licensed Software**

Canada will pay the Contractor within 30 days following acceptance or within 30 days of receiving a complete invoice (and any required substantiating documentation), whichever is later. If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

- (e) **Method of Payment - Advance Payment**

- (i) Canada will pay the Contractor in advance for the maintenance and support services on the licensed software if:
 - (A) An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (B) All such documents have been verified by Canada.
- (ii) Payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or any of the Work, if the Work performed later proves to be unacceptable.

- (f) **SACC Manual Clauses**

- (i) H3028C (2010-01-11), Advance Payment
- (ii) H1001C (2008-05-12), Multiple Payments

7.9 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions 2030 (2014-06-26).
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices (other than for any items subject to an advance payment), the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

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- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

7.10 Certifications

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

7.11 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.12 Applicable Laws

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

7.13 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
 - (i) 4003;
 - (ii) 4004;
- (c) General Conditions 2030;
- (d) Annex A, Statement of Requirement;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Federal Contractors Program for Employment Equity - Certification;
- (h) the signed Task Authorizations and any Certifications they required (*including all of their annexes, if any*);

Note to Bidders: This section will be completed upon contract award.

- (i) the Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*), not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

7.14 Foreign Nationals (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.*

7.15 Foreign Nationals (Foreign Contractor)

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

7.16 Insurance Requirements

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

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 its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract including:

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- (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.25 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$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;

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- (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 Licensed Software

- (a) With respect to the provisions of Supplemental General Conditions 4003:

Licensed Software	The Licensed Software, which is defined in 4003, includes all the products offered by the Contractor in its bid, and any other software code required for those products to function in accordance with the Software Documentation and the Specifications, including without limitation all of the following products: _____ [this information will be completed at contract award using information in the Contractor's bid]
Type of License being Granted	User License, which is amended to allow a specified number of "Concurrent Users" and "Laboratory Client Concurrent Users" to simultaneously access and use the perpetual Licensed Software. Concurrent User and Laboratory Client Concurrent User have the following meanings in the Contract: <u>Concurrent User</u> : a User authorized by the Contractor to use the Licensed Software under the Contract, simultaneously with other users, and that has a unique system login and full access to, and use of, all the functionalities of the LIMS software (unless otherwise restricted by the Client). <u>Laboratory Client Concurrent User</u> : a User authorized by the Contractor to use the Licensed Software under the Contract, simultaneously with other users, and that has a unique system login and full access to, and use of all functionalities of the LIMS software required by Laboratory Clients as particularized in the Statement of Requirements (unless otherwise restricted by the Client).
Number of Users Licensed	Quantity 12 Concurrent Users Initial Quantity 0 Laboratory Client Concurrent Users
Option to Purchase Licenses for Additional Users	The Contractor grants to Canada the irrevocable option to add Concurrent Users and Laboratory Client Concurrent Users at the price set out in Annex B on the same terms and conditions as the initial User licenses granted under the

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	Contract, including for additional Clients within the scope of the Contract. This option may be exercised at any time during the Contract Period, as many times as Canada chooses. This option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Delivery Location	[this information will be completed at contract award using information in the Contractor's bid]
Installation Site	[this information will be completed at contract award using information in the Contractor's bid]
Media on which Licensed Software must be Delivered	CD-ROM or Internet Download
Software Warranty Period	12 months

- (b) **On-going Maintenance of Software Code:** The Contractor must continue to maintain the version of the Licensed Software (i.e., the version or "build" originally licensed under the Contract) as a commercial product (i.e., the Contractor or the software publisher must be continuing to develop new code in respect of the Licensed Software to maintain its functionality, enhance it, and deal with Software Errors) for at least 2 years from the date the Contract is awarded. After that time, if the Contractor or the software publisher decides to discontinue or no longer maintain the then-current version or "build" of the Licensed Software and, instead, decides to provide upgrades to the Licensed Software as part of the Software Support, the Contractor must provide written notice to Canada at least 12 months in advance of the discontinuation.
- (c) The Contractor must provide detailed instructions with the release of a software package to enable Canada to load and configure the application in the testing and production environments.
- (d) All Mandatory and Rated technical specifications (provided when contract was awarded) Canada (except the yearly contract maintenance expenses).

7.20 Licensed Software Maintenance and Support

- (a) With respect to the provisions of Supplemental General Conditions 4004:

Software Support Period	1 year from date of acceptance.
Software Support Period when Additional Licenses added during Contract Period	For any additional licenses purchased in accordance with the Contract, the Software Support Period currently underway will apply to the additional licenses purchased, so that the Software Support Period ends on the same date for all licences supported under the Contract.
Option to Extend Software Support Period	The Contractor grants to Canada the irrevocable option(s) to extend the Software Support Period by 4 additional 12-month periods, exercisable at any time during the Contract Period. The Contractor agrees that, during the entire Software Support Period, the prices will be those set out in Annex B - Table 3. The option(s) may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, by a contract amendment.
Contractor must keep track of software releases for the purpose of configuration control	Yes
Contact Information for Accessing the Contractor's Support Services	In accordance with Section 5 of 4004, the Contractor will make its Support Services available through the following: Toll-free Telephone Access: _____ Toll-free Fax Access: _____ Email Access: _____ The Contractor must respond to all telephone, fax or email communications (with a live service agent) within 60 minutes

	<p>of the initial time of the Client or User's initial communication.</p> <p><i>[Note to Bidders: This information will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.]</i></p>
Website	<p>In accordance with Section 5 of 4004, the Contractor must make Support Services available over the Internet. To do so, the Contractor must include, as a minimum, frequently asked questions and on-line software diagnostic routines and support tools. Despite the Hours for Providing Support Services, the Contractor's website must be available to Canada's Users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's website address for web support is _____.</p> <p><i>[Note to Bidders: The website address will be completed at the time of contract award with information supplied by the Contractor. Bidders are requested to provide this information in their bids.]</i></p>
Language of Support Services	The Support Services must be provided in English.

7.21 Training

(a) Providing Software Training:

- (i) The Contractor must provide the classroom training on the software products that form part of the Software Solution, and described at 7.21 (b) and (c), on an "as-and-when-requested" basis during the Contract Period in accordance with the Contract.
- (ii) The Contractor must provide electronic documentation, all presentations, and related reference documents used for training in English. CNSC reserves the right to translate the training material to French if required.
- (iii) The training must be available within 15 working days of the Task Authorization being issued.
- (iv) The training, including both the instruction and the course materials, must be provided in English.
- (v) Before providing any training, at least 10 working days in advance of the first training session, the Contractor must submit the course syllabus and schedule, an electronic copy of all the training materials, and the names and qualifications of the instructors to the Technical Authority for approval.
- (vi) The training must take place on-site at CNSC locations in Ottawa, Ontario, Canada.
- (vii) The training must take place during working hours.
- (viii) The training material must reflect the configured CNSC's LIMS environment.

(b) Providing Training for CNSC Laboratory staff:

The Contractor must provide training for up to 10 trainees at the CNSC Limebank Laboratory location in English during working hours, as described at 3.2 b) iv).

(c) Providing Training for CNSC IT staff:

The Contractor must include training for 4 CNSC IT employees, who will be responsible for the support and maintenance of the LIMS, at a CNSC location in Ottawa, Ontario, Canada. Training must cover all aspects of configuration, implementation and support through all CNSC environments, as described at 3.2 b) iv)

7.22 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. The Contractor must provide professional services relating to the delivery, installation, configuration, implementation, and deployment of the LIMS licensed software. Professional services will be requested by the CNSC on an as required basis.
- (b) In order to be able to provide these professional services on request, the Contractor must have available a team of experts, including individuals in all of the following categories of personnel described below:

Project Manager

Experience Required:

Project Manager must have a minimum of 3 years of project management experience with the implementation of LIMS supplied by the Contractor. Responsibilities could include but are not limited to:

- Review requirements for LIMS and propose resource requirements from the Contractor and oversee the professional services outlined below and provided by the Contractor;
- Prepare, maintain and provide to CNSC the project documentation including Project Implementation Plan for the implementation of the LIMS;
- Monitor and manage the installation and configuration progress against a detailed schedule;
- Report progress, prepare project status reports and participate in project status meeting on a regular basis to update CNSC on project progress;
- Identify, document and communicate risks and issues related to the project to CNSC.

LIMS Configuration Specialist

Experience Required:

LIMS Configuration Specialist must have a minimum of 3 years' experience in the configuration, customization and implementation of the LIMS supplied by the Contractor.

Responsibilities could include but are not limited to:

- Configure the LIMS;
- Produce system documentation;
- Produce design and architecture documentation;
- Provide knowledge transfer and transition to designated CNSC IT support staff for the support and maintenance of the LIMS.

LIMS Application Specialist

Experience Required:

LIMS Application Specialist must have a minimum of 2 years experience in the set-up, installation and validation of the LIMS software supplied by the Contractor.

Responsibilities could include but are not limited to:

- Configure the LIMS;
 - Produce system documentation;
 - Provide knowledge transfer and transition to designated CNSC IT support staff for the support and maintenance of the LIMS.
- (c) 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.
 - (d) If the Contractor fails to deliver any deliverable (excluding delivery of an 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.

7.23 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.

7.24 Access to Canada's Property and Facilities

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

7.25 Project Management Plan

- (a) **Finalization of Project Implementation Plan:** Within 30 working days of the Contract being awarded and meeting with CNSC to discuss the implementation of the LIMS, the Contractor must provide an update to the draft Project Implementation Plan to CNSC for approval. Canada will provide any comments it has regarding the draft Project Implementation Plan. The Contractor must update the Project Implementation Plan to reflect Canada's comments within 5 working days and resubmit it to Canada for approval. The Project Implementation Plan should include, but not be limited to:

Project Overview

- i. Purpose, Scope, and Objectives
- ii. Assumptions, Constraints and Dependencies
- iii. Project Deliverables highlighting key milestones to include but not limited to:

Solution Design:

Proposed Application Architecture (conceptual view) showing components and the way in which components will interact with CNSC provided servers and databases.

Implementation Activities:

Description and information of the major system implementation activities and include the following:

- Resources required to accomplish the activity
- Key person(s) responsible for the activity
- Criteria for successful completion of the activity (e.g., "user acceptance")

Proposed approach for installation and configuration of base software;

Proposed approach for performance testing and system acceptance testing for the base software.

Hardware and Software requirements:

Provide a list of equipment and include all hardware used for installing and testing
Provide a list of software components for example: software, databases, compilers, operating systems etc.

System Configuration:

Proposed approach for performing a gap analysis on requirements and developing a plan to fill the gaps - (to configure data fields, tests, report templates, inventory etc.).
Proposed approach for transferring data from the existing CNSC data sources to the LIMS.
Proposed approach for training CNSC employees to configure and utilize the new LIMS to include: system hardware/software installation, system configuration and support maintenance.

iv. Implementation Schedule:

Proposed schedule for completion of all activities to implement the new LIMS;
Proposed method for tracking progress versus plan and updating CNSC.

v. Risk Management Log:

Identify foreseen risks, estimate impacts, and define risk response.

vi. Project Closeout Plan:

Proposed approach for closing the project after complete implementation of the LIMS and include knowledge transfer for CNSC IT staff.

- (b) All work described in the approved Project Implementation Plan will be ordered as and when requested by Task Authorization.

7.26 Finalization of Draft Training Plan: Within 30 working days of the Contract being awarded, Canada will provide any comments it has regarding the draft training plan submitted by the Contractor as part of its bid. The Contractor must update the training plan to reflect Canada's comments within 10 working days and resubmit it to Canada for approval.

7.27 Termination for Convenience

With respect to Section 32 of 2030, if applicable, subsection 4 is deleted and replaced with the following subsections 4, 5 and 6:

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.

7.28 Authorized Agent

The vendor listed below has been designated as the authorized agent for the purposes of receiving and fulfilling this Contract, and for the purposes of receiving payment. Receipt by the authorized agent of payment for this Contract shall be deemed to be receipt by _____(contractor name) of such payment.

Note to Bidders: *This space will be filled out by the Contractor's representative at contract award if applicable.*

Attention:
e-mail:
Telephone:
Facsimile:

ANNEX A

STATEMENT OF REQUIREMENTS

1. Requirements

The Canadian Nuclear Safety Commission's (CNSC's) mission is to regulate the use of nuclear energy and materials to protect the health, safety and security of Canadians and the environment; and to implement Canada's international commitments on the peaceful use of nuclear energy. This bid solicitation is being issued to satisfy the requirements of CNSC's Directorate of Environmental and Radiation Protection and Assessment (DERPA) laboratory in Ottawa (the Client) for the provision of goods and services for the implementation of a COTS Laboratory Information Management System (LIMS).

The LIMS must offer complete sample tracking throughout its life cycle. This includes, but is not limited to, the following steps: Laboratory User sample login, sample submission, sample preparation, inventory, sample testing (including manual data entry), data review, automated and manual report writing, scheduling of equipment maintenance, data query, electronic report distribution, report archiving, data archiving, event driven actions, instrument calibration records, instrument and source inventory and tracking instrument and source requests.

2. Project Context

The Directorate of Environmental and Radiation Protection and Assessment (DERPA) supports the CNSC's mission and mandate by providing leadership and technical expertise in environmental assessment, geosciences, radiation protection, environmental protection and laboratory services. The Environmental Compliance and Laboratory Services Division (ECLSD) within DERPA contain the Laboratory Services group located at the Limebank Road laboratory in Ottawa and provide sample analysis and instrument calibration services.

DERPA sample analysis services are collected by CNSC inspectors who belong to the Regulatory Operations Branch (ROB) or by specialists within the Technical Support Branch (TSB), by internal laboratory staff under the Independent Environmental Monitoring Program (IEMP) or by external collaborators (e.g. Universities, other government departments, international research groups etc.). The laboratory also provides instrument calibration services for instruments used by CNSC inspectors and radioactive sources on request.

The LIMS will be used by laboratory staff to track incoming samples, capture data, manage workflow, review, approve and uniquely identify the requests, review and approve the results, report results, ensure audit trail and chain of custody, populate reminders, maintain inventory, manage workload, provide data mining and control charting, maintain logs and manage the documents and hence it will facilitate the laboratory in obtaining ISO 17025 Laboratory Certification and Accreditation.

3. Scope

This Contract is for the following:

- a) Delivery, by the Contractor to the CNSC Technical Authority, of the LIMS licensed software, standard user guide, meeting the requirements of the Contract, including all the requirements of Table A, and those requirements of Table B to the extent bid in the Contractor's proposal, such as:
 - i. - sample tracking throughout its life cycle;
 - ii. - submit requests;
 - iii. - capture scientific data;
 - iv. - Workload Management;
 - v. - review, approve and uniquely identify the requests;
 - vi. - review and approve the results;
 - vii. - report results;
 - viii. - ensure audit trail;
 - ix. - chain of custody;
 - x. - bar coding; and
 - xi. - integrate with laboratory equipment;
- b) delivery, by the Contractor, to the CNSC Technical Authority, of a detailed Project Implementation Plan, as described in section 7.25;
- c) delivery, by the Contractor, to the CNSC Technical Authority, of a detailed Draft Training Plan, as described in section 7.26;
- d) provision of training, as described in section 7.21 Training;
- e) configuration and testing of the LIMS licensed software, by the Contractor, as required by CNSC;
- f) implementation of the LIMS licensed software, by the Contractor, through the CNSC environments;
- g) following acceptance of the configured LIMS software, the provision, by the Contractor, of 1 year of software maintenance and support services.

This Contract also includes the following options, which may be exercised by Canada at any time during the Contract Period:

- a) options to purchase additional training through Task Authorizations;
- b) options to purchase additional Professional Services through Task Authorizations;
- c) options to purchase additional Concurrent User licenses and Laboratory Client Concurrent User licenses; and
- d) options to purchase additional Software Maintenance and Support Services on the initial Licensed Software and on any additional Concurrent User licenses, and any additional Laboratory Client Concurrent User licenses.

4. Resources

As and when ordered through Task Authorizations, the Contractor must help CNSC configure all aspects of the LIMS system and databases in support of a fully operational system that meets the requirements of the LIMS.

5. Installation, Implementation and Configuration of the LIMS

The Contractor will install, implement, configure and test the LIMS within CNSC, as and when requested through TAs, as follows:

Development Environment

- Install the LIMS in the development environment.
- Work with CNSC IT staff to implement the LIMS database on existing CNSC network.
- Configure the LIMS to meet the requirements as defined by CNSC.
- Provide design and implementation documentation covering the installation and configuration of the LIMS product.
- Provide documentation, if applicable, on importing data from existing data sources into the LIMS system.
- Provide knowledge transfer of system architecture, administrative and maintenance to CNSC IT staff.

QA Environment

- Install the LIMS in the QA environment.
- Work with CNSC IT staff to implement the LIMS database on existing CNSC network.
- Configure the LIMS to meet the requirements as defined by CNSC.

Staging Environment

- Install the LIMS in the staging environment.
- Work with CNSC IT staff to implement the LIMS database on existing CNSC network.
- Configure the LIMS to meet the requirements as defined by CNSC.
- Provide User training and materials.

Production Environment

- Install the LIMS in the production environment.
- Work with CNSC IT staff to implement the LIMS database on existing CNSC network.
- Configure the LIMS to meet the requirements as defined by CNSC.

Mandatory Requirements - Table A

Item No.	Requirement	Notes
	1. General	
M1	<p>a) The Contractor's LIMS must deliver, enable and support a working and complete commercially available solution, which must include any and all components that contribute to the composition of the whole or in part(s), as expressed in the RFP and its appendices and its annexes. A complete list identifying the names and versions of each Licensed Software component delivered as part of the LIMS must be provided.</p> <p>b) The LIMS must allow CNSC to achieve the specific objectives detailed in the Statement of Requirements – Annex A.</p>	
M2	The bidder must provide the resource(s) outlined in section 7.22 (Professional Resources) that meet the minimum experience required.	Bidder must provide resume(s) to demonstrate that they meet the requirements.
M3	The LIMS must be compatible with the current CNSC network. (Refer to: Annex A - Annex 1: CNSC Network Information for a list of hardware and software.)	Bidder must provide the reference material and include document and page number.
M4	The LIMS must support a laboratory with 20 Laboratory Staff Users and a minimum of 50 laboratory client users (Refer to: Annex A - Appendix B: User type and Definition) and must be scalable in order to support up to 30 Laboratory Staff Users and 50 Laboratory Client Users with the current CNSC architecture. (Refer to: Annex A - Annex 1: CNSC Network Information for a list of hardware and software.)	Bidder should provide the reference material and include document and page number.
M5	The LIMS must work with Microsoft SQL 2008 or Microsoft SQL 2012 on a clustered environment. (Refer to: Annex A - Annex 1: CNSC Network Information for a list of hardware and software.)	Bidder should provide the reference material and include document and page number.
M6	<p>The LIMS must be compatible with the following software versions:</p> <ul style="list-style-type: none"> • Windows 2008 and higher versions; • Microsoft SQL 2008 or Microsoft 2012 and higher versions; • MS Windows 7 and higher versions; 	Bidder should provide the reference material and include

	<ul style="list-style-type: none"> • MS Office 2010 and higher versions; • MS Access 2003 and higher versions. 	document and page number.
M7	All deliverables must be delivered in English.	Bidder must provide the reference material.
	2. Submit Service Request using LIMS:	
M8	The LIMS must be configurable to allow Users to create different types of laboratory requests.	Bidder should demonstrate this requirement by providing screen shot(s).
M9	The LIMS must generate unique request identifiers for new requests.	Bidder should provide the reference material and include document and page number.
M10	The LIMS must allow configuring a format for the request identifier.	Bidder should provide the reference material and include document and page number.
M11	The LIMS must allow the addition of multiple nested records under one request. For Example – To add multiple samples under one request.	Bidder may demonstrate this requirement by providing screen shot(s).
M12	The LIMS must generate a unique identification number for every nested record submitted under a request. For Example – A unique sample number for each sample submitted under a sample analysis request.	Bidder may demonstrate this requirement by providing screen shot(s).
M13	The LIMS must allow the Users to edit and cancel the existing request up until the request is closed based upon role-based access control.	Bidder may demonstrate this requirement by providing screen shot(s).
M14	The LIMS must save the record once all mandatory data fields have been completed for that activity.	Bidder may demonstrate this requirement by providing screen shot(s).
M15	The LIMS must allow laboratory clients at different Canadian geographical locations within the CNSC network (Inspectors,	Bidder should provide the

	Regional Staff and Laboratory Staff) to access LIMS to create, submit, edit or cancel a request.	reference material and include document and page number.
	3. Review, Accept and Reject Request using LIMS:	
M16	The LIMS must allow the Laboratory Staff User to review, accept and reject a new request.	Bidder may demonstrate this requirement by providing screen shot(s).
M17	The LIMS must allow Users to add and modify information to the request and sample at any given state of the request up until the request is closed based upon role-based access control.	Bidder may demonstrate this requirement by providing screen shot(s).
M18	The LIMS must allow multiple tests to be added to one sample.	Bidder may demonstrate this requirement by providing screen shot(s).
M19	The LIMS must allow the assignment of tests from the same request to multiple Laboratory Staff Users.	Bidder may demonstrate this requirement by providing screen shot(s).
M20	When a sub sample is created, the LIMS must allow the sub sample to retain the original continuity of evidence of the parent sample up to the point when the sample was split.	Bidder may demonstrate this requirement by providing screen shot(s).
	4. Audit Trail:	
M21	The LIMS must record and display the following details: assignee name (to whom the sample analysis test or calibration is assigned to), assignor name (who assigns it), date and time and test for every assignment activity.	Bidder may demonstrate this requirement by providing screen shot(s).
M22	The LIMS must track the LIMS user identification, date and time for all Laboratory Staff Users, Laboratory Client Users and IT Users who access the system.	Bidder should provide the reference material and include document and page number.
M23	The LIMS must record the following information if data has been added and updated in any of the data fields: a) Data field name;	Bidder should provide the reference

	b) Current data and updated data; c) User Identification; and d) Date and time.	material and include document and page number.
	5. Chain of Custody:	
M24	The LIMS must track the location of every sample from the time the sample is received at the laboratory until it is destroyed or returned to the laboratory client.	Bidder may demonstrate this requirement by providing screen shot(s).
M25	The LIMS must track the specific location of the sample within the laboratory. For example – cabinet, refrigerator, freezer, etc.	Bidder may demonstrate this requirement by providing screen shot(s).
	6. Workload Management using LIMS:	
M26	The LIMS must allow the Laboratory Staff Users to assign the work to other Laboratory Staff Users.	Bidder may demonstrate this requirement by providing screen shot(s).
M27	The LIMS must allow Laboratory Staff Users to view and manage (For Example – assign, reassign, cancel, edit and close) the work assigned to them.	Bidder may demonstrate this requirement by providing screen shot(s).
M28	The LIMS must provide for Laboratory Staff Users to view the work queue of other laboratory staff based upon role-based access control.	Bidder may demonstrate this requirement by providing screen shot(s).
	7. Data	
M29	The LIMS must read and record barcode values in LIMS using barcode scanners which include 1D, 2D and QR codes.	Bidder should provide the reference material and include document and page number.
M30	The LIMS must allow Laboratory Staff Users to manually enter the test results for multiple tests that can be run on a sample.	Bidder may demonstrate this requirement by providing screen shot(s).
M31	The LIMS must allow the Laboratory Staff Users to update the	Bidder may demonstrate this

	contact information of Laboratory Client Users, suppliers and laboratory staff.	requirement by providing screen shot(s).
M32	The LIMS must ensure that, once the request is closed, the request data, raw results data and final report data cannot be changed or deleted by Laboratory Staff Users.	Bidder should provide the reference material and include document and page number.
8. Formulae		
M33	The LIMS must allow authorized Laboratory Staff Users and IT Users to configure and edit mathematical formulae on data elements.	Bidder should provide the reference material and include document and page number.
9. Inventory List		
M34	The LIMS must allow the development of multiple inventories and must generate a unique identification number for all items in an inventory.	Bidder may demonstrate this requirement by providing screen shot(s).
10.Report		
M35	The LIMS must be able to create and save a “final report” for each request in PDF format.	Bidder should provide the reference material and include document and page number.
M36	The LIMS must ensure that once the final report is approved, no further changes can be made to the final report. An amendment to the final report can be generated if required, (i.e. if a change must be made).	Bidder should provide the reference material and include document and page number.
M37	The LIMS must generate and print one single report for all the samples that were submitted under the same request.	Bidder may demonstrate this requirement by providing screen shot(s).
11. User Authentication and Information Accessibility		

M38	The LIMS must allow single sign-on authentication using Microsoft Active Directory.	Bidder should provide the reference material and include document and page number.
M39	The LIMS must provide controlled access to all Users (<i>Annex A - Appendix D: Application Roles and Access Chart</i>).	Bidder should provide the reference material and include document and page number.
	12. Search LIMS	
M40	The LIMS must allow Laboratory Staff Users to search the data from active and closed requests, inventories and laboratory client contact information using the information collected in the LIMS. The search must display the data that meets the requirements of the search criteria.	Bidder may demonstrate this requirement by providing screen shot(s).
M41	The LIMS must allow Laboratory Staff Users to sort the search results by any field of the search criteria.	Bidder may demonstrate this requirement by providing screen shot(s).
	13. Bar-coding:	
M42	The LIMS must print unique barcodes for samples, sources and instruments and save the barcode information.	Bidder should provide the reference material and include document and page number.
M43	The LIMS must track the samples and instruments by barcodes.	Bidder should provide the reference material and include document and page number.
	14. Event Driven Actions	
M44	The LIMS must provide configurable capabilities to generate and display reminders and alerts to the Laboratory Staff Users.	Bidder should provide the reference material and include
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		document and page number.
	15. Information Management	
M45	<p>The LIMS must demonstrate that a record stored in LIMS is authentic and is an accurate representation of all transactions to which it attests; therefore the LIMS must have the capability to prove that the record:</p> <ul style="list-style-type: none"> a) is what it purports to be; b) was created or sent by the person purported to have created or sent it; c) was created or sent at the time purported; and d) is complete and was unaltered, or, if the record was altered with different data values, it was done by an authorized person at a specified date and time. 	Bidder should provide the reference material and include document and page number.
	16. Technical Requirements	
M46	The LIMS must allow Laboratory Client Users to access LIMS through web browser Internet Explorer 10 and higher.	Bidder should provide the reference material and include document and page number.
M47	The LIMS must allow configuration of mandatory data elements.	Bidder should provide the reference material and include document and page number.
	17. Security	
M48	The LIMS must allow modification of existing roles and must enforce those roles via role-based access through a User authorization process.	Bidder should provide the reference material and include document and page number.

Rated Requirements – Table B

The Software Solution must meet all the following rated requirements to the extent proposed in the Contractor's bid.

Item No.	Requirement	Max. Score Possible
	1. General	
R1	The LIMS should include documented APIs or web services to support, interface and integrate with external systems. 0 - Not Met 2.0– Met	2.0
R2	The LIMS should be cluster-aware. 0 - Not Met 2.0- Met	2.0
	2. Submit Service Request using LIMS:	
R3	The LIMS should provide a way for laboratory staff to verify the sample submission information in LIMS with the physical sample received by the laboratory and save the verification results. 0 – Not Met 2.0– Met	2.0
R4	The LIMS should allow the IT User to configure a customized format for the request identifier, based on the type of request. For example; Refer to Annex A - <i>Appendix A- Format of Request Identifier (For Information Purposes Only)</i> . This would allow Sample Requests to be easily differentiated from Instrument Requests. 0 – Not Met 2.0– Met	2.0
	3. Review and Approve Request using LIMS:	
R5	The LIMS should be able to notify laboratory staff if a preliminary report is waiting for their approval (via LIMS or email). 0 – Not Met 2.0– Met	2.0
R6	The LIMS should allow the Laboratory Staff Users and Laboratory Client Users to edit and cancel the existing request, except in the following scenarios:	2.0

	<p>a. If the request is closed, it must not be editable. The laboratory client and laboratory staff must open another request if required; and</p> <p>b. If the request has been accepted by the laboratory staff and in an open state, only authorized laboratory staff can edit the accepted request. The Laboratory Client User must not have access to edit the active request.</p> <p>0 – Not Met 2.0– Met</p>	
	4. Chain of Custody	
R7	<p>The LIMS should be able to generate a report that includes a history of the location of a sample, along with the time and date of each location transfer and Laboratory Staff User who transferred the sample.</p> <p>0 – Not Met 2.0– Met</p>	2.0
	5. Workload Management using LIMS:	
R8	<p>The LIMS should provide a way for the Laboratory Staff User to specify the priority on each request (For example: High, Medium or Low, or required in x number of days).</p> <p>0 – Not Met 2.0– Met</p>	2.0
R9	<p>The LIMS should allow Laboratory Staff Users to view and manage (For example – Assign, reassign, cancel, edit and close) the work assigned to them as follows:</p> <ul style="list-style-type: none"> a) all samples tests assigned to them; (1 point) b) all sample analysis results waiting for their approval and review; (1 point) c) all instrument calibration assigned to them; (.5 points) d) all equipment with maintenance assigned to them; (1 point) and e) all requests assigned to them.(.5 points) <p>0 – Not Met 0.5-3.5 – Partially Met 4.0 – Met</p>	4
	6. Data:	
R10	<p>The LIMS should store data files from equipment within the LIMS or attached to the test result so that they can be referenced in the future.</p> <p>0 – Not Met 2.0– Met</p>	2.0
R11	<p>The LIMS should be configurable to read test results from the result file.</p>	2.0

	<p>For Example - Refer to Annex A - Appendix E: List of Laboratory Equipment and Result File Format) for information purposes only).</p> <p>0 – Not Met 2.0– Met</p>	
R12	<p>The LIMS should allow the IT User to add and delete custom data fields.</p> <p>0 – Not Met 2.0– Met</p>	2.0
R13	<p>The LIMS should accept numerical data and SI units.</p> <p>0 – Not Met 2.0– Met</p>	2.0
R14	<p>The LIMS should have the ability to do calculations using data from multiple data fields and store them in LIMS. For Example - Calculate decay for radioactive sources Exponential decay law ($A(t) = A_0 e^{-\lambda t}$).</p> <p>0 – Not Met 2.0– Met</p>	2.0
7. Interface Integration		
R15	<p>The LIMS should be configurable to integrate with the software of the laboratory equipment so that it can read the results automatically and store them. (Refer to: Annex A - Appendix E: List of Laboratory Equipment and Result File Format)</p> <p>0 – Not Met 2.0– Met</p>	2.0
8. Laboratory Equipment		
R16	<p>The LIMS should be able to track the equipment identifier used to analyze a sample.</p> <p>0 – Not Met 2.0– Met</p>	2.0
R17	<p>The LIMS should allow the Laboratory Staff User to schedule the preventative quality checks and maintenance for equipment.</p> <p>0 – Not Met 2.0– Met</p>	2.0
9. Inventory System		
R18	<p>The LIMS should provide a way for the Laboratory Staff User to automatically check item (For example – Instrument, radioactive sources, lab supplies etc.) availability in the inventory.</p>	2.0

	0 – Not Met 2.0– Met	
R19	The LIMS should be able to maintain a list of tests that can be performed on the laboratory equipment. 0 – Not Met 2.0– Met	2.0
	10. Event Driven Actions	
R20	The LIMS should be able to generate an email message with predefined text. 0 – Not Met 2.0– Met	2.0
R21	The LIMS should be able to maintain the predefined text of the email. 0 – Not Met 2.0– Met	2.0
R22	The LIMS should generate and display reminders and alerts to the Laboratory Staff Users as follows: a) for instruments whose return is due in the lab; (1 point) b) for instruments whose calibration is due; (.5 points) c) for sources whose return is due in the lab; (.5 points) d) for assignments that are due for sample analysis; (1 point); e) for preventive maintenance; and (1 point) f) for audit reports and alerts in the event of access control violations. (1 point) 0 – Not Met 0.5-4.5 – Partially Met 5 – Met	5
	11. Compatibility with Purolator E-Ship Web Services	
R23	The LIMS should be directly integrated with the Purolator suite of integrated services to generate shipping labels. 0 – Not Met 2.0– Met	2.0
	12. Report	
R24	The LIMS should be able to issue a preliminary report for the client and have the capability to save preliminary reports in the LIMS and on the laboratory staff computer. 0 – Not Met 2.0– Met	2.0
R25	The LIMS should allow IT Users to configure customized report templates and certificate templates.	2.0
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	0 – Not Met 2.0– Met	
R26	The LIMS should allow Laboratory Staff Users to add information to the report prior to final report generation. 0 – Not Met 5– Met	5
R27	The LIMS should integrate the equipment test result file into the preliminary and final report. (Refer – Annex A - Appendix E: List of Laboratory Equipment and Result File Format) 0 – Not Met 2.0– Met	2.0
R28	The LIMS should generate reports based on calculated data elements. 0 – Not Met 2.0– Met	2.0
R29	The LIMS should be able to issue and save an amendment to a Final Report in the LIMS and on the Laboratory Staff User computer network. 0 – Not Met 2.0– Met	2.0
R30	The LIMS should be able to limit the information that a User can view within the LIMS. For example - A laboratory specialist who conducts sample analysis should not have access to the instrument calibration data and the laboratory specialist who conducts instrument calibration should not have access to the sample analysis data. 0 – Not Met 5 – Met	5
R31	The LIMS should allow Laboratory Staff Users to print the final report many times if required and with a title specifying “Copy of Final Report”. 0 – Not Met 2.0– Met	2.0
	13. Search LIMS	
R32	The LIMS should be able to export the test results to a file. 0 - Not Met 1.0- Partially met if any human readable file format other than MS-Excel 2010 file 2.0– Met if MS-Excel 2010 file	2.0
R33	The LIMS should allow Laboratory Staff Users to select the columns for the search results (output criteria of the search).	2.0

	0 - Not Met 2.0- Met	
R34	The LIMS should allow Laboratory Staff Users to sort the search results by more than one field of the search criteria (i.e. a nested sort). For example - sort by year and within a year by instrument number. 0 - Not Met 2.0- Met	2.0
14. Technical Requirements		
R35	The LIMS should provide and support interfacing with third party applications (For example -Application Protocol Interfaces (API) or Web Services). 0 - Not Met 2.0– Met	2.0
R36	The LIMS should allow an authorized CNSC authorized IT User to configure the LIMS to meet changing laboratory demands. For example – Configuring new requests and the information collected for each request type, configuring sample types and adding new employees, equipment, chemicals and tests. 0 - Not Met 5 – Met	5
R37	The LIMS should be able to link and save documents in OpenText eDOCS 5.3.and OpenText Content Server 2010 (Refer – Annex A - Appendix E: List of Laboratory Equipment and Result File Format). 0 - Not Met 2.0– Met	2.0
15. Software Installation and Configuration:		
R38	The contractor should provide an installation and configuration guide of the base LIMS software. (Refer to Annex A - Annex 1: CNSC Network Information for a list of hardware and software) 0 - Not Met 2.0- Met	2.0
16. Audit Trail:		
R39	The LIMS should display the details including assignee name (to whom the sample analysis test or calibration is assigned to), assignor name (who assigns it), date and time and test for every assignment activity through the user interface. 0 - Not Met	2.0

	2.0– Met	
R40	<p>The LIMS should display the following auditing information through the user interface:</p> <ul style="list-style-type: none"> a) Data field name; b) Current data and updated data; c) User Identification; and d) Date and time. <p>0 - Not Met 2.0- Met</p>	2.0
R41	<p>The LIMS should allow access to Laboratory Staff User and IT User to view audit trails through the user interface.</p> <p>0 - Not Met 2.0- Met</p>	2.0
	17. Language	
R42	<p>The LIMS interface should be available in both official languages English and French.</p> <p>0 - Not Met 2.0- Met</p>	2.0
R43	<p>The LIMS should allow all Users to select their preferred language of choice (English or French).</p> <p>0 - Not Met 2.0- Met</p>	2.0

Annex A - Appendix A

Format of Request Identifier (for Information Purposes Only)

The following are four different Format of Request Numbers used in CNSC laboratory:

- LR-SA-YYYY-#####: Where LR represent laboratory, SA represent Sample Analysis Request, YYYY would be the current year and the ##### would be the next consecutive/sequential number for type SA request.
- LR-IN-YYYY-#####: Where LR represent laboratory, IN represent Instrument Request, YYYY would be the current year and the ##### would be the next consecutive/sequential number for type IN request.
- LR-RS-YYYY-#####: Where LR represent laboratory, RS represent Radioactive Source Request, YYYY would be the current year and the ##### would be the next consecutive/sequential number for type RS request.

Annex A - Appendix B

User Type & Definition (for Mandatory & Rated Requirements only)

No	Type of User	Definition	Type of Licence
1	Laboratory Staff User	User authorized to use the Licensed Software under the Contract, and that has a unique system login and full access to, and use of, all the functionalities of the LIMS software (unless otherwise restricted).	Concurrent User
2	Laboratory Client User	User authorized to use the Licensed Software under the Contract, and that has a unique system login and access via browser to the software to conduct sample submission and view final reports only.	Laboratory Client Concurrent User
3	IT User	User authorized to use the Licensed Software under the Contract, and that has a unique system login, who will operate the software solution, perform designated operational and upkeep activities such as User Security, User Auditing, User Authentication, Database administration and maintenance, and who will also be responsible for the software installation, configuration upgrades and maintenance	Concurrent User and Laboratory Client Concurrent User

Annex A - Appendix C

Current Report Format Used by CNSC Laboratory

Report Sample – 1

Laboratory Services

Canadian Nuclear Safety Commission

Sample Analysis Report for # LR-SA-2013-000112:

Submitted By: XXXX

Division/Directorate/Site: XXXX

License Number: XXXX

Analyzed by: XXX

Analysis Review and Report by: XXX

1.0- Background: Free Form Text

2.0- Methodology: Free Form Text

3.0- Results

Result Table

Sample Description (date, hour, location, etc.)	Sender's Number	Analyte(s) requested	Sample Number
Sample Description and Location (Date and Time)	1	Ra-226, Metals, pH, TSS, TDS, Cl-, SO42-, Conductivity	90
Sample Description and Location (Date and Time)	2	Ra-226, Metals, pH, TSS, TDS, Cl-, SO42-, Conductivity	91
Sample Description and Location (Date and Time)	1	Ra-226, Metals, pH, TSS, TDS, Cl-, SO42-, Conductivity	92
Sample Description and Location (Date and Time)	2	Ra-226, Metals, pH, TSS, TDS, Cl-, SO42-, Conductivity	93
Sample Description and Location (Date and Time)	2	Ra-226, Metals, pH, TSS, TDS, Cl-, SO42-, Conductivity	94

Raw Results

File no. XXXX

1. Results of Metals analysis by ICP-MS

Element	Measurement Unit	Sample Number				
		90	91	92	93	94
Li	[ug/l]	11	3	6	4	6
Be	[ug/l]	0.2	<0.1	<0.1	<0.1	<0.1
B	[ug/l]	71	<10	109	50	49
Na	[ug/l]	2382	901	12197	13005	1398
Mg	[ug/l]	6770	768	8981	4880	4684
Al	[ug/l]	93	26	12	24	39
P	[ug/l]	70	24.35	102.78	69.47	78.02
K	[ug/l]	1929	1298	2863	2090	1981
Ca	[ug/l]	53411	5338	47501	29089	52445
Sc	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ti	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
V	[ug/l]	<0.1	<0.1	0.12	0.17	0.12
Cr	[ug/l]	0.00	0.00	0.00	0.08	0.12
Mn	[ug/l]	224	3	4	7	1
Fe	[ug/l]	210	68	24	64	33
Co	[ug/l]	0.3	<0.1	<0.1	<0.1	<0.1
Ni	[ug/l]	2.0	0.8	0.4	0.3	2.4
Cu	[ug/l]	0.8	1.3	0.6	0.7	2.5
Zn	[ug/l]	6.2	3.0	0.1	0.6	5.2
Ga	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ge	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
As	[ug/l]	0.2	0.15	0.13	0.18	0.13
Se	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Rb	[ug/l]	4.3	1.8	4.1	3.0	13.0
Sr	[ug/l]	130	20	714	387	843
Y	[ug/l]	1.9	0.8	0.1	0.3	0.6
Zr	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Nb	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ru	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Pd	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ag	[ug/l]	0.11	0.19	<0.1	<0.1	<0.1
Cd	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Sn	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Sb	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Cs	[ug/l]	<0.1	<0.1	<0.1	<0.1	0.25
Ba	[ug/l]	10.3	10.0	34.3	31.8	46.1
La	[ug/l]	1.55	0.97	0.19	0.36	0.30
Ce	[ug/l]	1.71	1.22	0.10	0.27	0.10
Pr	[ug/l]	0.25	0.14	<0.1	<0.1	<0.1
Nd	[ug/l]	0.88	0.42	0.13	0.26	0.22
Sm	[ug/l]	0.19	<0.1	<0.1	<0.1	<0.1
Eu	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Gd	[ug/l]	0.19	<0.1	<0.1	<0.1	<0.1

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Tb	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Dy	[ug/l]	0.19	<0.1	<0.1	<0.1	<0.1
Ho	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Er	[ug/l]	0.20	<0.1	<0.1	<0.1	<0.1
Tm	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Yb	[ug/l]	0.22	0.19	<0.1	<0.1	<0.1
Lu	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ta	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
W	[ug/l]	0.22	0.16	0.11	<0.1	<0.1
Re	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Ir	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Hg	[ug/l]	0.33	0.24	0.20	0.19	<0.1
Tl	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Pb	[ug/l]	<0.10	0.14	<0.10	<0.10	<0.10
Bi	[ug/l]	<0.1	<0.1	<0.1	<0.1	<0.1
Th	[ug/l]	0.4	0.2	<0.1	<0.1	0.3
U	[ug/l]	2.6	0.3	30.7	13.1	57.4

2. Results of Ra-226, pH, TSS, TDS, conductivity and anion analysis

Sample No.	90	91	92	93	94
pH	6.9	6.9	7.4	7.4	7.4
TDS (mg/l)	18 6	24. 1	20 1	13 5	16 8
TSS (mg/l)	2.3	0.4	0.7	1.3	0.1
Cond (m)	39 2	54. 3	42 7	38 4	34 6
Cl (mg/l)	1.6	0.6	17. 1	17. 9	0.7
SO4 (mg/l)	11 7.3	7.7	78. 7	31. 9	86. 7
Ra-226 dissolved (Bq/l)	0.3 4	0.1 2	0.0 5	0.0 2	0.1 7
Ra-226 total (Bq/l)	0.4 3	0.1 3	0.0 6	0.0 2	0.1 8

Report Sample – 2

Laboratory Services

Canadian Nuclear Safety Commission

Sample Analysis Report for # LR-SA-2013-00234

Submitted By: XXXX

Division/Directorate/Site: XXXX

Licence Number: XXXX

Analyzed by: XXXX

Analysis Review and Report by: XXXX

1.0- Background: Free From Text

2.0- Methodology: Free From Text

Sample Description (date, hour, location, etc.)	Sender's Number	Analyte(s)) requested	Lab Use
Control	1	Gross alpha	119
Lunch room table 1	2	Gross alpha	120
Lunch room table 2	3	Gross alpha	121
Lunch room chair 1	4	Gross alpha	122
Lunch room chair 2	5	Gross alpha	123
Lunch room water fridge handle	6	Gross alpha	124

3.0- Results: Free From Text

The complete analysis results are shown in Annex I Analysis Results

Raw Results

LABORATORY ANALYSIS RESULTS

Date Received: XXXX

Analysis Date: XXXX

*** LAB# 119 SENDER NUMBER: XXXX/ 1

GROSS ALPHA < MDA Date: XXXX

*** LAB# 120 SENDER NUMBER: XXXX/ 2

GROSS ALPHA < MDA Date: XXXX

*** LAB# 121 SENDER NUMBER: XXXX/ 3

GROSS ALPHA < MDA Date: XXXX

*** LAB# 122 SENDER NUMBER: XXXX/ 4

GROSS ALPHA < MDA Date: XXXX

*** LAB# 123 SENDER NUMBER: XXXX/ 5

GROSS ALPHA < MDA Date: XXXX

*** LAB# 124 SENDER NUMBER: XXXX/ 6

GROSS ALPHA < MDA Date: XXXX

MDA=0.02 Bq (Currie equation)

4.0- Reference: Free Form Text

Annex A - Appendix D

Application Roles and Access Chart (For Information Purposes Only)

Function	Chief Analyst	Lab Technologist	Senior Analyst/Radiation Physics Specialist	Requestor	Student/Temp Staff	Admin. Assistant	Director	System Admin.
Submit New Request	RW	RW	RW	RW	RW	RW	RW	RW
Existing Request	RWX	RW	RWX	RX	R	R	R	RWX
Close Request	Y	N	Y	N	N	N	N	Y
Preliminary Report	RW	RW	RW	N	RW	N	N	RW
Final Report	RW	R	RW	R	R	N	R	RW
Submit New Sample Submission Form	RW	RW	RW	RW	N	N	N	RW
Existing Sample Submission Form	RWX	RWX	RW	RX	R	R	N	RWX
Own Work Queue	RWX	RWX	RWX	N	RWX	N	N	RWX
Other lab staff member work Queue	RW	N	RW	N	N	N	R	RW
Assign Work to other lab staff members	RW	N	RW	N	N	N	N	RW
Reassign work or Request	RW	N	RW	N	N	N	N	RW
Develop new role in the system	RW	N	N	N	N	N	N	RW
Add new person in the contact list	RW	RW	RW	N	N	RW	N	RW
Add new instrument	RW	RW	RW	N	N	RW	N	RW

Annex A - Appendix E

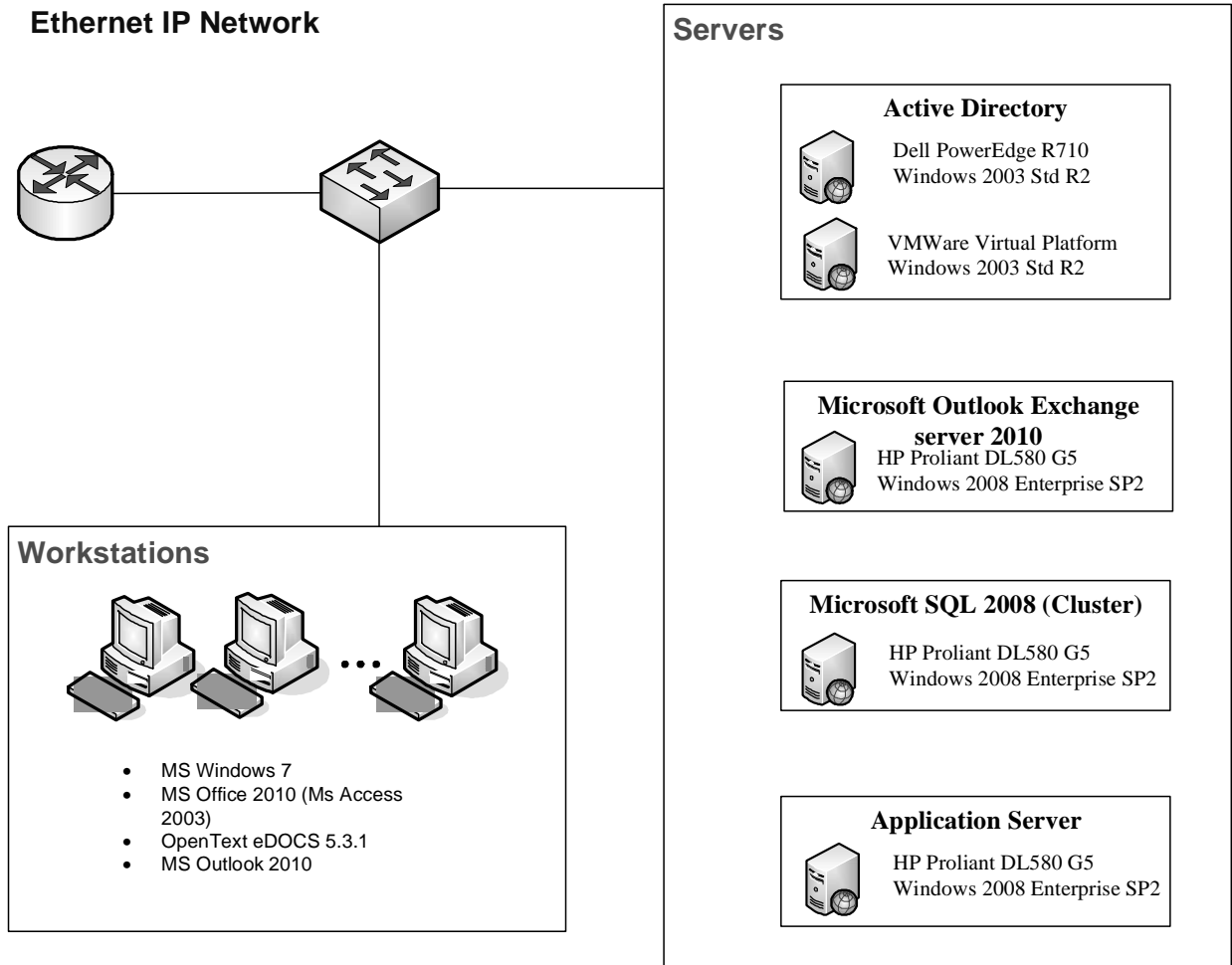
List of Laboratory Equipment and Result File Format

No.	Laboratory Equipment	Software	Result File Format
1	Total Organic Carbon Analyzer (Shimadzu TOC-L)	TOC-Control L/V Ver.2	.txt, .xls
2	Inductively Coupled Plasma Mass Spectrometer (ICP-MS, Agilent 7700x)	ICP-MS MassHunter Workstation	.txt, .xls
3	Agilent HPLC-ICP-MS	ICP-MS MassHunter Workstation	.txt, .xls
4	Scanning Electron Microscope (SEM, Zeiss EVO MA 10)	SmartSEM Ver. 05.04	.txt, .tiff
5	Energy dispersive X-ray spectrometer (EDS, Oxford X-Max)	INCA Ver. 4.15	.txt, .doc
6	Bruker X-ray Diffractometer (XRD)	DIFFRAC.EVA Ver. 3.0 DIFFRAC.TOPAS Ver. 4.2 DIFFRAC.Evaluation Ver. 2.0	.txt, .xls
7	X-ray Fluorescence Spectrometer (XRF, PANalytical Epsilon 5)	Epsilon 5 Software Ver. 2.05/ILW 2.8	.txt, .xls
8	Ion Chromatography (IC, Dionex 1600)	Chromeleon®	.xps
9	Ultra-low Background High Purity Germanium Gamma Spectrometer (HPGe, Canberra BEGe with Lynx)	Apex-Gamma, Genie-2000	.doc
10	Alpha Spectrometer (Canberra, a with 6 chambers)	Apex-Alpha	.doc, .pdf
11	Liquid Scintillation Analyzer (LSA, PerkinElmer TriCarb 3180)	QuantaSmart Ver.3.00	.csv, .txt
12	low-background alpha/beta proportional counter (Canberra)	Apex-Alhpa/Beta	.txt, .pdf
13	Integrated High Purity Germanium Gamma Spectrometer with Autosampler (Canberra Gamma Analyst)	Apex-Gamma, Genie-2000	.doc, .pdf
14	Liquid Scintillation Counter (LSC, Hidex)	MikroWin	.xls
15	High Purity Germanium Gamma Spectrometer	Genie-2000, Ver. 3.00	.doc, .xls

	(HPGe, Canberra coax, Model GR2519-7500S, with Lynx)			
16	Gas-flow Proportional alpha and beta Counter with gamma option (Protean WPC 9550, S/N 10021106)	PLC WPC 9550		.xps
17	Well Nal Gamma Spectrometer (PerkinElmer, Wizard2 Automatic Gamma Counter)	2480 Wizard2, Ver. 2.0		.txt, .xls,
18	Liquid Scintillation Counter (LSC, Pharmacia Wallac 1410)	1400 Workstation Ver. 1.2		.txt,
19	Gamma Irradiator (HDI, G10)	Irradiator Control Irradiator Calibrator Analysis		.mdb, .xls,
20	Neutron Irradiator (HDI, WI90)	Irradiator Control Irradiator Calibrator Analysis		.mdb, .xls,

Annex A - Annex 1

CNSC Network Information



ANNEX B

BASIS OF PAYMENT

TABLE 1 - INITIAL DELIVERABLES FIRM UNIT PRICE(S) FOR INITIAL LICENSED SOFTWARE AND SOFTWARE MAINTENANCE AND SUPPORT SERVICES FOR ONE (1) YEAR					
ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QTY (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = (A) x (B)
1	For the delivery and the license to use the Licensed Software, in accordance with the terms and conditions of the Contract , by the specified number of Concurrent Users.	Concurrent User	12	\$	\$
2	For the provision of Software Maintenance and Support Services on the Licensed Software.	Concurrent User for 1 Year	12	\$	\$
Total:					\$

TABLE 2 - OPTIONAL DELIVERABLES FIRM UNIT PRICE(S) FOR TRAINING, ADDITIONAL CONCURRENT USERS, AND ADDITIONAL LABORATORY CLIENT CONCURRENT USERS "Those options can be exercised any time during the Contract Period"					
ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QTY FOR EVALUATION PURPOSES (A)	FIRM UNIT PRICE (B)	EXTENDED PRICE (C) = (A) x (B)
1	Training of CNSC IT Staff at CNSC in Ottawa, Ontario.	Course	1	\$	\$
2	Training of CNSC Laboratory Staff at laboratory in Ottawa, Ontario.	Course	1	\$	\$
For Concurrent Users					
3	Additional Concurrent Users of the Licensed Software. (13-30 Users)	Concurrent User	18	\$	\$
4	Additional Concurrent Users of the Licensed Software. (31 and more Users)	Concurrent User	300	\$	\$
For Laboratory Client Concurrent Users					
5	For access and use of the Licensed Software by Laboratory Client Concurrent Users (1-5 Users)	Laboratory Client Concurrent User	5	\$	\$
6	For access and use of the Licensed Software by Laboratory Client Concurrent Users (6-10 Users)	Laboratory Client Concurrent User	5	\$	\$
7	Additional Laboratory Client Concurrent Users of the licensed software. (11-15 Users)	Laboratory Client Concurrent User	5	\$	\$
8	Additional Laboratory Client Concurrent Users of the licensed software. (16 and more Users)	Laboratory Client Concurrent User	150	\$	\$
Total:					\$

TABLE 3 - OPTIONAL MAINTENANCE AND SUPPORT SERVICES

TABLE 3 - OPTIONAL MAINTENANCE AND SUPPORT SERVICES								
ITEM NO.	DESCRIPTION	UNIT OF ISSUE	QTY FOR EVALUATION PURPOSES	FIRM UNIT PRICE				
				1st Year of Contract	Option Year 1	Option Year 2	Option Year 3	Option Year 4
For Concurrent Users								
1	Software Maintenance and Support Services on the Licensed Software (12 Users)	Concurrent User for 1 Year	12	N/A (see Table 1, item 2)	\$	\$	\$	\$
2	Software Maintenance and Support Services on the additional Concurrent User Licenses (13-30 Users)	Concurrent User for 1 Year	18	\$	\$	\$	\$	\$
3	Software Maintenance and Support Services on the additional Concurrent User Licenses (31 and more Users)	Concurrent User for 1 Year	300	\$	\$	\$	\$	\$
For Laboratory Client Concurrent Users								
4	Software Maintenance and Support Services on the additional Laboratory Client Concurrent User Licenses (1-5 Users)	Laboratory Client Concurrent User for 1 Year	5	\$	\$	\$	\$	\$
5	Software Maintenance and Support Services on the additional Laboratory Client Concurrent User Licenses (6-10 Users)	Laboratory Client Concurrent User for 1 Year	5	\$	\$	\$	\$	\$
6	Software	Laboratory	5	\$	\$	\$	\$	\$

	Maintenance and Support Services on the additional Laboratory Client Concurrent User Licenses (11-15 Users)	Client Concurrent User for 1 Year						
7	Software Maintenance and Support Services on the additional Laboratory Client Concurrent User Licenses (16 and more Users)	Laboratory Client Concurrent User for 1 Year	150	\$	\$	\$	\$	\$

Note: The Total for Table 3 will be calculated as follows: For each line item, a line item total will be calculated by summing the multiplication of the indicated quantity by the applicable Unit Price for each Year. The line item totals (item 1 through 5) will then be summed to calculate the Total for Table 3.

TABLE 4 - PROFESSIONAL SERVICES FIRM ALL INCLUSIVE PER DIEM RATES TO BE PROVIDED ON AN "AS AND WHEN REQUESTED BASIS "As and when requested " basis Professional Services as detailed in Article 7.3 : For the provision of professional services, all as detailed in this Contract, as and when requested by Canada, in accordance with an approved Task Authorization detailed in Article 7.3.				
ITEM NO.	DESCRIPTION	FIRM PER DIEM RATE (A)	ESTIMATED NO. OF BUSINESS DAYS FOR EVALUATION PURPOSES (B)	EXTENDED PRICE FOR EVALUATION PURPOSES (C) = (A x B)
PROJECT MANAGER				
1	Contract Year 1 - at CNSC	\$	10	\$
2	During Option Year 1 at CNSC	\$	10	\$
LIMS CONFIGURATION SPECIALIST				
3	Contract Year 1 - at CNSC	\$	50	\$
4	During Option Year 1 - at CNSC	\$	25	\$
LIMS APPLICATION SPECIALIST				
5	Contract Year 1 - at CNSC	\$	10	\$
6	During Option Year 1- at CNSC	\$	10	\$
FOR EVALUATION PURPOSES, THE SUM OF THE EXTENDED PRICE UNDER COLUMN (C) WILL BE USED TO CALCULATE THE TOTAL ASSESSED PRICE.				\$

[Note to Bidder: Canada reserves the right to declare any bid non-responsive if any of the per-diem rates bid above increase or decrease by more than 5% per year, or are, at Canada's sole discretion, considered unreasonably high or unreasonably low.]

TABLE 5 - TOTAL ASSESSED PRICE (TAP) FOR EVALUATION PURPOSES			
ITEM NO.	DESCRIPTION	FORMULA	TOTAL PRICE
1	TABLE 1 - FIRM UNIT PRICE INITIAL DELIVERABLES	Total from Table 1	\$
2	TABLE 2 - FIRM UNIT PRICE FOR THE OPTIONAL TRAINING AND LICENSED SOFTWARE	Total from Table 2	\$
3	TABLE 3 - FIRM UNIT PRICE FOR OPTIONAL MAINTENANCE AND SUPPORT SERVICES	Total from Table 3 (See Note below)	\$
4	TABLE 4 - FIRM ALL INCLUSIVE PER DIEM RATES FOR OPTIONAL PROFESSIONAL SERVICES	Total from Table 4	\$
Total Assessed Price (TAP) for Evaluation Purposes:			\$

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat 87055-13-0366 Security Classification / Classification de sécurité UNCLASSIFIED
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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canadian Nuclear Safety Commission	2. Branch or Directorate / Direction générale ou Direction FAD	
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 required professional services for installing and configuring the COTS Laboratory information management system LIMS for the CNSC laboratory. require professional services for training staff on COTS LIMS		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <div style="float: right;"> <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui </div>		
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? <div style="float: right;"> <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui </div>		
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) <div style="float: right;"> <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui </div>		
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. <div style="float: right;"> <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui </div>		
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? <div style="float: right;"> <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui </div>		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input 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 type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

87055-13-0366

Security Classification / Classification de sécurité
UNCLASSIFIED

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 ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

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 ☐ Yes
Non Oui

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

67055-13-0366

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Joanne Faucher

Title - Titre

Director, PMOD

Signature

Joanne Faucher

Telephone No. - N° de téléphone
(613) 990-3249

Facsimile No. - N° de télécopieur
(613) 995-5086

E-mail address - Adresse courriel
Joanne.Faucher@cnscc-csc.gc.ca

Date

17 March 2014

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

Name (print) - Nom (en lettres moulées)

Sylvie Bergeron

Title - Titre

Personnel Security Officer

Signature

Sylvie Bergeron

Telephone No. - N° de téléphone
613 996-8714

Facsimile No. - N° de télécopieur
613 995-2644

E-mail address - Adresse courriel
Sylvie.Bergeron@cnscc-csc.gc.ca

Date

2014/08/20

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☐ Yes
Non
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Shannon MacCuaig

Title - Titre

Supply Specialist

Signature

Shannon MacCuaig

Telephone No. - N° de téléphone
619 956 2625

Facsimile No. - N° de télécopieur
619 953 3703

E-mail address - Adresse courriel
shannon.maccuaig@pwgsc.gc.ca

Date

2014-04-16

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

Name (print) - Nom (en lettres moulées)

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

Title - Titre

Signature

Nancy Cryan

E-mail address - Adresse courriel

Date

2014-03-25

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX D

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

TASK AUTHORIZATION (TA) FORM			
CONTRACTOR		CONTRACT NUMBER:	
COMMITMENT #		FINANCIAL CODING:	
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:
7. APPROVAL - SIGNING AUTHORITY			
<p align="center">Signatures (Client)</p> <p>Name, Title and Signature of Individual Authorized to sign:</p> <p>Technical Authority: _____</p> <p>Date: _____</p>		<p align="center">Signatures (PWGSC)</p> <p>Contracting Authority ¹: _____</p> <p>Date: _____</p>	
¹ Signature required for projects valued at \$75,000. or more, Applicable Taxes included.			
You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.			

ANNEX E
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

ANNEX F

GLOSSARY OF TERMS

No.	Term	Definition
1.	1D, 2D and QR codes.	1D, 2D and QR are bar code types. 1D – One- Dimensional 2D – Two- Dimensional QR– Quick Response
2.	Access Control List	In a file system, a list of permitted Users and their privileges. On a router or a firewall a list of IP addresses or ports permitted allowed passing data through the boundary.
3.	Accreditation	The official management authorization to operate an application or a system: <ol style="list-style-type: none"> 1. in a particular security mode; 2. with a prescribed set of counter-measures; 3. against a defined threat and with stated vulnerabilities and countermeasures; 4. with a given operational concept; 5. with stated interconnections to other applications or systems; 6. at an acceptable level of risk for which the accrediting authority has formally assumed responsibility; 7. For a specified period of time.
4.	Analysis	Detailed examination of a sample
5.	Application	In IT, the term refers to a defined software product designed for end-user oriented task or set of related tasks. As such <i>Application</i> differs from <i>Operating System</i> and <i>Utilities</i> which manage, respectively, the computer itself and some specific function(s) of the operating system or communication between the operating system and application. An application may in reality consist of several computer programs residing on several computers. Not infrequently the term 'application' will refer to automation created by personal productivity tools such as MS Office. See also <i>Client-facing, Enablers, Middleware</i>
6.	Availability	(<i>ITIL Service Design</i>) Ability of an IT service or other configuration item to perform its agreed function when required. Availability is determined by reliability, maintainability, serviceability, performance and security. Availability is usually calculated as a percentage. This calculation is often based on agreed service time and downtime. It is best practice to calculate availability of an IT service using measurements of the business output. See also <i>End-to-end Availability</i>
7.	Certification	Process performed by the Departmental Information Technology

		Security Coordinator wherein the technical evaluation of an application or a system's security features, made as part of and in support of the approval/accreditation process, establishes the extent to which a particular application or computer system design and implementation meet a set of specified security requirements.
8.	Change	(<i>ITIL Service Transition</i>) The addition, modification or removal of anything that could have an effect on IT services. The scope should include changes to all architectures, processes, tools, metrics and documentation, as well as changes to IT services and other configuration items.
9.	Client	Person using the services of a CNSC Laboratory
10.	CNCS Employee	Person working for the CNSC
11.	Configuration Item (CI)	(<i>ITIL Service Transition</i>) Any component or other service asset that needs to be managed in order to deliver an IT service. Information about each configuration item is recorded in a configuration record within the configuration management system and is maintained throughout its lifecycle by service asset and configuration management. Configuration items are under the control of change management. They typically include IT services, hardware, software, buildings, people and formal documentation such as process documentation and service level agreements.
12.	Developer	User who will use the Software Solution and provide tools and APIs to develop enhanced process flows, applications in which the centralized solution, its content, APIs and tools will be embedded, analysis functionality and reporting materials.
13.	Equipment	Machine used to conduct test on sample in the laboratory Or Machine used to calibrate an instrument in the laboratory
14.	Initial Client	CNSC is the Initial Client that will use the LIMS (Software Solution)
15.	Instrument	Hand held devices used by inspectors to inspect nuclear facilities.
16.	ISO 17025	ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories is the main ISO/CASCO standard used by testing and calibration laboratories
17.	IT Service	<p>Gartner defines IT services as the application of business and technical expertise to enable organizations in the creation, management and optimization of, or access to, information and business processes.</p> <p>In the context of Cloud (Utility) Computing, the provisioning of computing resources i.e. infrastructure, platform and software is offered as Measured Service, or a fully-qualified offering scaled to the client's (partner's) existing needs.</p> <p>In Service Oriented Architecture (SOA), 'service' has yet another specific meaning: it is a self-contained application that supplies a unit of functionality designed to complement other</p>

		units in a larger service context (E.g. Retrieving a bank account and entering account transactions).
18.	IT User	User who will operate the software solution, perform designated operational and upkeep activities such as User Security, User Auditing, User Authentication, Database administration and maintenance, and who will also be responsible for the software installation, upgrades and maintenance.
19.	Laboratory Client	Person using the services of a CNSC Laboratory
20.	Laboratory Staff	Person working in the CNSC Laboratory
21.	LIMS	Laboratory Information Management System (LIMS) is a software-based laboratory and information management system that offers a set of key features that support a modern laboratory's operations.
22.	Mandatory Data Element	Compulsory data element required to save the record in the LIMS
23.	Metadata	Data about data. Metadata describes how and when and by whom a particular set of data was collected, and how the data is formatted.
24.	Middleware	Software that provides communication links between different applications, application and databases or different operating system platforms. Often referred to as software 'glue', it connects dissimilar systems and applications via accepted software design standards and protocols.
25.	Multi-tier Architecture	Modern software architecture which separates the application functions into different tiers (or layers). This approach provides great flexibility in the design of applications and their access to data. The most common is a three-tier model, with a <i>presentation tier</i> , <i>middle tier</i> (sometimes called 'application tier', 'business logic tier', or 'data access' tier) and data tier. The presentation tier provides <i>user interface</i> (e.g. HTML Web pages, Flash, Windows GUI) which displays data and which the User uses to interact with the application. The middle tier supplies program logic to the application, most often code that animates the user interface through program events, and processes User commands for managing the data in the background. The data tier retrieves and manipulates data in the application's database. The three components are completely separate modules, housed on different servers and often on different Platforms . The presentation and application tiers together are often referred to as the <i>front end</i> of an application and the data tier as its <i>back end</i> .
26.	Pre-production	Functional area in the Development Environment (DE) whose purpose it is to validate and support the production environment. In the software development lifecycle <i>pre-production</i> closely resembles the production environment and often shares configurations, operational standards and constraints with it. The DE Pre-Production functional area consists of three self-contained development environments (operational test, training and certification, and emergency fix)

		dedicated to a specific development or validation tasks. The environments share a common set of enabler services. Some departments refer to <i>Pre-production</i> as <i>Adoption Environment(s)</i> .
27.	Process	In the context of business administration, a structured set of activities designed to accomplish a specific objective, or a deliverable in a qualified service offering. A process takes one or more defined inputs and turns them into defined outputs. It may include any of the roles, responsibilities, tools and management controls required to reliably deliver the outputs. A process may define policies, standards, guidelines, activities and work instructions if they are needed. See also Governance
28.	Request	An act of asking for service from the CNSC Laboratory
29.	Sample	Specimen collected during inspection
30.	Service Request	Request made to CNSC laboratory for to conduct sample analysis or to provide instrument or to provide radioactive source.
31.	Test Case	In software engineering, the testing of variants in program logic to determine whether there are faults ("bugs") in code modules or objects. The test cases are often referred to as <i>test scripts</i> and the sum total of the test cases is to assure that a particular software version or build is fault-free. Where Use Cases are focused on high-level functional fitness and modeling of User – machine interactions, <i>Test Cases</i> go into the minute details of the software design.
32.	Use Case	Originally, a software engineering methodology was applied to functional testing of system specifications against business (User) requirements. Lately, use cases have been used also to test business process flows. Use cases define interactions between Users (a.k.a "actors") and the system to attain particular goals. There are three basic elements that make up a use case: <ul style="list-style-type: none"> • Actors: Actors are the type of Users that interact with the system. • System: Use cases capture functional requirements that specify the intended behavior of the system. • Goals: Use cases are typically initiated by a User to fulfill goals describing the activities and variants involved in attaining the goal.
33.	User <ul style="list-style-type: none"> • Laboratory Staff User • Laboratory Client User 	User: A person who uses LIMS <ul style="list-style-type: none"> • Laboratory Staff User: A user authorized to use the Licensed Software under the Contract, and that has a unique system login and full access to, and use of, all the functionalities of the LIMS software (unless otherwise restricted).

	<ul style="list-style-type: none"> IT User 	<ul style="list-style-type: none"> Laboratory Client User: A user authorized to use the Licensed Software under the Contract, and that has a unique system login and access via browser to the software to conduct sample submission and view final reports only. IT User: A user who will operate the software solution, perform designated operational and upkeep activities such as User Security, User Auditing, User Authentication, Database administration and maintenance, and who will also be responsible for the software installation, configuration upgrades and maintenance.
34.	Users	<p><u>Concurrent User:</u> a User authorized by the Contractor to use the Licensed Software under the Contract, simultaneously with other users, and that has a unique system login and full access to, and use of, all the functionalities of the LIMS software (unless otherwise restricted by the Client).</p> <p><u>Laboratory Client Concurrent User:</u> a User authorized by the Contractor to use the Licensed Software under the Contract, simultaneously with other users, and that has a unique system login and full access to, and use of all functionalities of the LIMS software required by Laboratory Clients as particularized in the Statement of Requirements (unless otherwise restricted by the Client).</p>
35.	Virtualization	<p>Creation of a virtual (rather than actual) version of something, such as an operating system, a server, a storage device or a network resource. It is a process of replacing multiple physical instances of computing resources with fewer larger hosts which replicate the functionality of the autonomous systems. The process of virtualizing infrastructure and platforms allows for far more flexible and cost effective management of resources as the demands for them can be finely tuned and are no longer limited by the physical boundaries of the older technologies.</p>

ANNEX G

ACRONYMS

No.	Acronym	Full Name
1	1D, 2D & QR	One-dimensional, Two-dimensional, Quick Response Code
2	ACL	Access Control List
3	AD	Active Directory
4	API	Application Programming Interface
5	ASAP	As soon as possible
6	BIA	Business Impact Assessment
7	C&A	Certification and Accreditation
8	COTS	Commercial Off-The-Shelf
9	CNSC	Canadian Nuclear Safety Commission
10	DB	Database
11	DBA	Database Administrator
12	DBMS	Database Management System
13	DERPA	Directorate of Environmental and Radiation Protection and Assessment
14	DNS	Domain Name System (or Service or Server)
15	DoS	Denial of Service
16	EA	Enterprise Architecture
17	ECLSD	Environmental Compliance and Laboratory Services Division
18	EULA	End User Licence Agreement
19	FAQ	Frequently Asked Questions
20	GC	Government of Canada
21	GUI	Graphical User Interface
22	HTML	Hypertext Markup Language
23	IE	Internet Explorer
24	IEEE	Institute of Electrical and Electronics Engineers
25	IEMP	Independent Environmental Monitoring Program
26	ISO	International Organization for Standardization
27	IT	Information Technology
28	LAN	Local Area Network
29	LIMS	Laboratory Information Management System
30	MS	Microsoft
31	OS	Operating System

32	PMP	Project Management Plan
33	POP	Proof of Proposal
34	PWGSC	Public Works and Government Services Canada
35	RFI	Request for Information
36	RFP	Request for Proposal
37	ROB	Regulatory Operations Branch
38	SI	International System of Units
39	SOW	Statement of Work
40	SRCL	Security Requirements Check List
41	TA	Technical Authority
42	TSB	Technical Support Branch

Annex H
Table of Participating Clients

Participating Clients	Annex
Canadian Nuclear Safety Commission	Appendix 1

The table above will be updated as the Licensing Coverage is expanded to increase the number of Clients and Users.

Appendix 1 to Annex H
Canadian Nuclear Safety Commission (CNSC)
Client Reference # 87055-130366

Description of Requirement			
ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1			
SubTotal:			

Client Authorities:

Financial Code:

Client Requisition number: 87055-130366

Contract Period:

Payment Due Date:

The Contractor shall direct all shipments to the following address:

The Contractor shall direct invoices to the following address:

Part 4

Attachment 4.1 - LIMS Reference Check

Method of Assessment of the LIMS Reference Check:

The pass mark for the reference check must be 70% for the applicable questions answered.

**** The maximum total points allocated for the reference check will depend on the number of applicable questions answered. A bidder will not lose points when the reference answers are not applicable.**

The maximum total available reference check points will be reduced by the maximum points available for the questions that are not applicable. The bidder's total reference check score will then be calculated as a percentage of the maximum available total points after reducing the total number of the questions that are not applicable. For example:

Scenario 1: For Bidder A, the reference A answered all the questions. The total will be 210 points. The bidder must receive at least 147 points to pass the reference check (70% pass mark criteria).

Scenario 2: For Bidder B, the reference B did not answer two 10 points questions. The total will be 190 points for this bidder. The bidder must receive at least 133 points to pass the reference check. (70% pass mark criteria)

[Note to Bidder: The following questions will be asked of the References provided by the bidder in response to this RFP. The Bidder is required to fill out Section 1 only of the Attachment 4.1]

SECTION 1: Information to be provided by the Bidder

Company/Organization:

Contact Name/Position:

LIMS Product Name/Version:

Any additional comments and/or clarification points for answers are welcomed and appreciated.

Question 1:

In what area(s) of work or application(s) is the organization's LIMS being used?

Check all that apply.

- ☐ Nuclear
- ☐ Environmental
- ☐ Industrial
- ☐ Pharmaceutical
- ☐ Biochemical
- ☐ Health/Diagnostic
- ☐ Other

Question 2:

How long has the organization been using the LIMS in an operational environment?

- ☐ <1 year
- ☐ 1 – 2 years

- ☐ 2 – 5 years
- ☐ 5 – 10 years
- ☐ 10+ years

SECTION 2: Information to be provided to the Evaluation Team by the Bidder Reference.
Please answer all applicable questions.

GENERAL

Question 3:

How many total concurrent users or individual logins is the LIMS currently supporting?

Additional comments:

Question 4:

How would you rate the following product characteristics?

Characteristic	Excellent	Very Good	Good	Fair	Poor
Overall performance					
Overall reliability					
Overall security					
Configurability of GUI					
Intuitiveness of user interface					
Ease of installation					
Ease of use					
Reports					

Additional comments:

5 points for Excellent,
 4 for Very Good,
 3 for Good,
 1 for Fair and
 0 for Poor.

The maximum number of points available for question 4 is 40. If any item is not scored, it will be treated as not applicable.

Question 5:

Did you achieve the benefits expected from this project and application?

- ☐ Yes 10 points
- ☐ No 0 points

Additional Comments:

Question 6:

With the newly installed LIMS, do you think your work efficiency has been increased, decreased, or is about the same?

- ☐ Increased 10 points
- ☐ About the same 5 points
- ☐ Decreased 0 points

IMPLEMENTATION

Question 7:

How would you rate the vendor's ability to initially adapt the LIMS over time to support your specific laboratory workflows and processes? Check only one.

- ☐ Excellent 10 points
- ☐ Very Good 7 points
- ☐ Good 4 points
- ☐ Fair 3 points
- ☐ Poor 0 points
- ☐ Not applicable

Additional comments:

Question 8:

Did the vendor complete the implementation of your LIMS according to the implementation schedule?

- ☐ LIMS Implementation completed ahead of schedule (>3 weeks). 10 points
- ☐ LIMS Implementation completed on schedule (within 3 weeks). 7 points
- ☐ LIMS Implemented completed behind schedule (3 weeks to 2 months). 4 points
- ☐ LIMS Implementation completed well behind schedule (>2 months). 0 points
- ☐ Not applicable

Additional comments:

Question 9:

Did the vendor complete the configuration and implementation of your LIMS according to initial cost projections?

- ☐ LIMS Implementation completed under budget (< planned budget). 10 points
- ☐ LIMS Implementation completed on budget (Between 0% and +5% of planned budget). 7 points
- ☐ LIMS Implemented completed over budget (Between +5% and +25% of planned budget). 4 points
- ☐ LIMS Implementation completed well over budget (> +25% of planned budget). 0 points
- ☐ Not applicable

Additional comments:

Question 10:

Was the LIMS software configuration package flexible enough to meet all the needs of your laboratory when the LIMS was initially configured?

- ☐ All of our needs were met in a satisfactory manner. 10 points
- ☐ Only a couple of minor needs could not be met using the configuration package. 7 points
- ☐ A few needs (including an important requirement) could not be met using the configuration package 4 points.
- ☐ The configuration package was not flexible enough to meet many of our requirements 0 points.
- ☐ Not applicable

Additional comments:

INSTRUMENT CONNECTIVITY

Question 11:

When connecting an instrument to the LIMS, have you been able to automatically extract data from all the laboratory instruments that you wanted to connect to the LIMS?

- ☐ Vendor was capable of extracting data from all instruments. 10 points
- ☐ Vendor was capable of extracting data from almost all instruments (1 or 2 exceptions) 7 points.

- ☐ Vendor was capable of extracting data from some of the instruments. 4 points
 - ☐ Vendor was not capable of transferring data from numerous instruments. 0 points
 - ☐ Not applicable
- Additional comments:

TRAINING

Question 12:

Was your staff capable of configuring/making changes to the LIMS after completing the training supplied by the vendor and with the reference materials supplied by the vendor?

- ☐ Our staff was capable doing most (>90%) of the configuration and updating without having to contact the vendor for more help. 10 points
 - ☐ Our staff was capable doing a lot (>75%) of the configuration and updating without having to contact the vendor for more help. 7 points
 - ☐ Our staff was capable of doing some (>50%) of the configuration and updating without having to contact the vendor for more help. 4 points
 - ☐ Most of the time, our staff needed additional help from the vendor to configure and update the LIMS. 0 points
 - ☐ Not applicable
- Additional comments:

Question 13:

Was your laboratory staff capable of using the LIMS after completing the training supplied by the vendor and with the reference materials supplied by the vendor?

- ☐ Most staff (>90%) was capable of using the LIMS without much additional help. 10 points
- ☐ The majority of staff (>70%) staff was capable of using the LIMS without much additional help. 7 points
- ☐ Some staff (>40%) was capable of using the LIMS without much additional help. 4 points
- ☐ Most of the time, our staff needed additional help to use the LIMS. 0 points
- ☐ Not applicable

Additional comments:

Question 14:

How often have you been able to find solutions to technical problems or answers to questions on the vendor's web site or in the product's documentation? Check only one.

- ☐ Very Frequently 10 points
- ☐ Frequently 7 points
- ☐ Occasionally 4 points
- ☐ Never 0 points

Additional comments:

SOFTWARE SUPPORT

Question 15:

On average, how frequently has the company issued significant updates to the LIMS, in order to add additional capabilities or functionality?

- ☐ Every 6 months or less 10 points
- ☐ Once every 6 to 12 months 7 points
- ☐ Once every year or 2 4 points
- ☐ Every couple years or more 0 points
- ☐ Not applicable

Additional comments:

Question 16:

Have you encountered any issues when LIMS software updates are issued (compatibility and/or functionality)?

- ☐ Normally updates do not have issues. Only limited minor issues have been encountered but they were all resolved quickly. 10 points
- ☐ Normally updates do not have issues. Some minor issues have been encountered and the majority are resolved quickly. 7 points
- ☐ Major issues have been encountered but there were resolved very quickly. 4 points
- ☐ There have been significant issues with software updates. 0 points
- ☐ Not applicable

Additional comments:

Question 17:

Has the vendor responded to your requests for inclusion or modification of features as part of its product updates?

- ☐ Most updates we have requested have been implemented in a reasonable time. 10 points
- ☐ Some updates we have requested have been implemented in a reasonable time. 7 points
- ☐ A few updates we have requested have been implemented in a reasonable time. 4 points
- ☐ The company has not responded to our requests for modifications. 0 points
- ☐ Not applicable

Additional comments:

SERVICE DESK & TECHNICAL SUPPORT

Question 18:

How would you rate the overall quality of the technical support provided by the vendor? Check only one.

- ☐ Excellent 10 points
- ☐ Very Good 7 points
- ☐ Acceptable 4 points
- ☐ Poor 0 points
- ☐ Not applicable

Additional comments:

Question 19:

How frequently have you had to contact technical support to resolve a problem with the LIMS (not including training or additional information)?

- ☐ Daily 0 points
- ☐ Weekly 4 points
- ☐ Monthly 7 points
- ☐ Rarely 10 points

Not applicable

Additional comments:

SUMMARY

Question 20:

How would you rate your overall satisfaction with the product? Check only one.

- ☐ Excellent 10 points
- ☐ Very Good 7 points
- ☐ Acceptable 4 points
- ☐ Poor 0 points

Additional comments:

Question 21:

Given the opportunity, would you recommend purchasing this LIMS? Check only one.

- ☐ Definitely 10 points
- ☐ Probably 5 points
- ☐ Not Likely/NO 0 points

Additional comments:

BIDDER FORMS

BID SUBMISSION FORM - FORM 1		
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>		
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 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 2 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 2 entitled "Former Public Servant Certification"	

Number of FTEs [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.]	
Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	
<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"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 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. 	
Signature of Authorized Representative of Bidder	

Form 2

Substantiation of Technical Compliance Form - Mandatory Requirements

Article of Statement of Requirements that requires substantiation by the Bidder	Bidder Substantiation	Reference to additional Substantiating Materials included in Bid
M1		
M2		
M3		
M4		
M5		
M6		
M7		
M8		
M9		
M10		
M11		
M12		
M13		
M14		
M15		
M16		
M17		
M18		
M19		
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M33		
M34		
M35		
M36		
M37		

M38		
M39		
M40		
M41		
M42		
M43		
M44		
M45		
M46		
M47		
M48		

Form 3			
Substantiation of Technical Compliance Form - Rated Requirements			
Article of Statement of requirements that requires substantiation by the Bidder	Max Points available	Bidder Substantiation	Reference to additional Substantiating Materials included in Bid
R1	2		
R2	2		
R3	2		
R4	2		
R5	2		
R6	2		
R7	2		
R8	2		
R9	4		
R10	2		
R11	2		
R12	2		
R13	2		
R14	2		
R15	2		
R16	2		
R17	2		
R18	2		
R19	2		
R20	2		
R21	2		
R22	5		
R23	2		

R24	2		
R25	2		
R26	5		
R27	2		
R28	2		
R29	2		
R30	5		
R31	2		
R32	2		
R33	2		
R34	2		
R35	2		
R36	5		
R37	2		
R38	2		
R39	2		
R40	2		
R41	2		
R42	2		
R43	2		
	100		

Form 4

Software Publisher Certification Form

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

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

[bidders should add or remove lines as needed]

Form 5

Software Publisher Authorization Form

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

This confirms that the software publisher identified below has authorized the Bidder named below to license its proprietary software products under the contract resulting from the bid solicitation identified below. The software publisher acknowledges that no shrink-wrap or click-wrap or other terms and conditions will apply, and that the contract resulting from the bid solicitation (as amended from time to time by its parties) will represent the entire agreement, including with respect to the license of the software products of the software publisher listed below. The software publisher further acknowledges that, if the method of delivery (such as download) requires a user to "click through" or otherwise acknowledge the application of terms and conditions not included in the bid solicitation, those terms and conditions do not apply to Canada's use of the software products of the software publisher listed below, despite the user clicking "I accept" or signalling in any other way agreement with the additional terms and conditions.

This authorization applies to the following software products:

[bidders should add or remove lines as needed]

Name of Software Publisher (SP) _____

Signature of authorized signatory of SP _____

Print Name of authorized signatory of SP _____

Print Title of authorized signatory of SP _____

Address for authorized signatory of SP _____

Telephone no. for authorized signatory of SP _____

Fax no. for authorized signatory of SP _____

Date signed _____

Solicitation Number _____

Name of Bidder _____