



REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

TBS Bid Receiving Unit
L'Esplanade Laurier
P-113-B, West Tower
300 Laurier Avenue West
Ottawa, Canada K1A 0R5

Unite de reception des soumissions du SCT
L'Esplanade Laurier
P-113-B, tour ouest
300, avenue Laurier ouest
Ottawa, Canada K1A 0R5

Proposal to: Treasury Board of Canada Secretariat

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux : Secrétariat du Conseil du Trésor du 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 24062-14-194A	Type - Genre RFP	Update - Mise à jour
Solicitation closes - La demande prend fin at - à 2:00 p.m. on - le October 21, 2014	TBS File No. - N° de dossier de SCT	

↑ Please ensure this area appears in window of return envelope
S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↑

Date of Solicitation - Date de la demande 2014-09-30	
Address Inquiries to - Adresser toute demande de renseignements à : Darlene.Fisher@tbs-sct.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone 613-608-7993	Facsimile No. N° de télécopieur
Special Instructions- Instructions spéciales	

Instructions:
Municipal taxes are not applicable.

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

Instructions:
Les taxes municipales ne s'appliquent pas.

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

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name Address - Nom et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Name / Nom	
Title/ Titre	
Signature : _____	
Date : _____	

This bid solicitation cancels and supersedes previous bid solicitation number 24062-14-194 dated July 24, 2014 with a closing of August 20, 2014 at 2:00pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award
2. Additional Certifications Precedent to Contract Award

PART 6 – SECURITY

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Compliance with Certifications
10. Applicable Laws
11. Priority of Documents
12. Foreign Nationals (Canadian Contractor) OR Foreign Nationals (Foreign Contractor)

13. Insurance
14. Conflict of Interest – Other Work
15. Knowledge Transfer at the end of contract period

List of Annexes

- | | |
|-----------|----------------------------------|
| Annex "A" | Statement of Work |
| Annex "B" | Basis of Payment |
| Annex "C" | Security Requirements Check List |

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

2. Summary

- (i) Subject matter expertise to assist the Treasury Board of Canada Secretariat (TBS) with the development of a funding policy proposal for the public service pension plan (the Plan).
- (ii) the period of the resulting contract is expected to end 25 weeks from Contract award date.
- (iii) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- (iv) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

3. Debriefings

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

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above are deleted in their entirety.

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

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority identified by the date, time and place indicated on page 1 of that document.

Deliver bids directly to:

TBS Bid Receiving Unit
Treasury Board Secretariat Distribution Centre
300 Laurier Ave. West, Level P-1 West Tower, Room P-135
Ottawa, ON K1A 0R5
Canada

Delivery Information Line: 613-943-1338

Hours of Operation:

Monday to Friday: 8:00 AM to 11:30 AM and 12:30 PM to 3:30 PM

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

5. Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies and 1 soft copy on CD)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately. Any deviation from the format may render the Bidder's proposal non-responsive.

1.2 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must sign and submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures

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

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The prices specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- d) The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Part I:

For Part 1 of the Work identified in the Statement of Work, the Bidder must quote an all-inclusive firm price:

Deliverables	All-inclusive Milestone Payment Amounts (Cdn)
MILESTONE 1	
Work Plan and Timetable for Parts I and II	
Part I – Interim Report	
Sub-total Milestone 1	\$ _____ (20% of total firm price)
MILESTONE 2	
Part I - Final Report	
Sub-total Milestone 2	\$ _____ (80% of total firm price)
Sub-total Professional Services for Part I (Milestone 1 + Milestone 2)	\$ _____
All inclusive Firm Price for Part I (A)	\$ _____

Part II:

For Part II of the Work identified in the Statement of Work, the Bidder must quote an all-inclusive firm per diem rate:

Part II – Commentary and Advice on Draft and Final Funding Policy Proposals		
Estimated Number of Days (A)	All-Inclusive Firm Per Diem Rate (Cdn) (B)	Sub-Total (A x B)
28 days	\$	\$
Total All Inclusive Firm Per Diem Rate for Part II (C) =		\$

Total price for evaluation purposes = All inclusive Firm Price for Part I (A) + Total All-inclusive Firm Per Diem Rate for Part II (C)

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Instructions

To demonstrate the compliance with all the Mandatory Technical Criteria and all the Point Rated Technical Criteria listed below, the Bidder must submit Project or Work Summaries that clearly demonstrates the proposed resources' experience.

1.1 Evaluation Procedures

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

1.2 Technical Evaluation

1.2.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Please note that each proposed resource will be evaluated against the criteria listed below.

Mandatory Technical Criteria (MT)				
No.	Mandatory Requirements	Met	Not Met	Demonstrated Experience
MT1	<p>The Bidder must propose a team* of resources to perform the work described in the SOW at Annex A and must submit CVs for each proposed resource.</p> <p>The Bidder must clearly identify the following in its proposal:</p> <ul style="list-style-type: none"> • The Team Lead that will be responsible for the work; and, • The name of all proposed resources. <p>*A team is defined as a minimum of one (1) resource</p>			
MT2	<p>The Bidder's proposed Team Lead must hold one (1) of the following:</p> <ul style="list-style-type: none"> • Fellow of the Society of Actuaries (FSA), or • Fellow of the Canadian Institute of Actuaries 			

	<p>(FCIA), or</p> <ul style="list-style-type: none"> • Associate of the Society of Actuaries (ASA), or • Associate of the Canadian Institute of Actuaries (ACIA) designation. <p>A copy of the designation/certification must be submitted with the bid. The designation/certification must be valid.</p>			
MT3	<p>The Bidder must demonstrate that each of the resource(s) proposed in MT1 have a minimum of (24) cumulative months of experience within the last sixty (60) months, at the time of bid closing, performing all of the following:</p> <p>a) conducting research in pension industry best practices, and</p> <p>b) providing advice on management of pension plan funding for a defined benefit pension plan</p>			

1.3 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to clearly demonstrate how it meets the requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

To demonstrate compliance with RT1, the Bidder must complete and submit with their proposal the following grid for all projects that are referred to in the response for RT1. **NOTE: If this information is not submitted, the proposal will be considered incomplete, and will not be evaluated.**

Project Information for RT1		
Item	Submission Requirements	Bidder Response
a)	Client Organization Name for which the work was performed	
b)	Number of employees in the Client Organization	
c)	Project Objective and Scope	
d)	Outcome of the project work regarding the deliverables	
e)	Client Contact Name & Title	
f)	Client Contact Phone # and/or Email Address	

No.	Point-rated Requirements	Score
RT1	<p>The Bidder should submit a description of the proposed Team Lead's work experience within the last sixty (60) months, at the time of bid closing, related to the following four (4) elements (a to d), below.</p> <p>The Bidder must submit a detailed description of the work and tasks undertaken for each element. The Bidder's description should also indicate if the work was provided for more than one project.</p> <p>Indicate the number of projects (up to a maximum of 5), <u>including the name of the client(s) for the project(s)</u>. It is permitted to cite the same project for multiple elements, if applicable.</p>	/52
RT1.1	<p>RT 1.1 will evaluate the number of Projects conducted by the Team Lead for each of the elements (a to d) below using the following scale:</p> <p>One (1) point per project for which the work element was done.</p> <p>Up to five (5) points will be awarded for each element.</p>	/20
	a) Assessment of pension plan governance and management models	/5
	b) Analysis and risk assessment of pension plan funding methods	/5
	c) Analysis and development of funding policy options	/5
	d) Advising on issues affecting the pension plan's ability to achieve its funding objectives and providing options and solutions	/5
RT1.2	<p>RT 1.2 will evaluate the combined duration of Projects conducted by the Team Lead for each of the elements (a to d) below using the following scale:</p> <p>Aggregate score awarded as follows: 1 to 6 months = 1 point 7 to 12 months = 2 points 13 to 18 months = 3 points 19 to 36 months = 4 points 37 months or more = 5 points</p> <p>For each element, indicate the aggregate length of work experience in months allocated to the projects referred to in the description. For example, if three projects are described and each lasted 2 months the total allocation would be 6 months (1 point).</p>	/20
	a) Assessment of pension plan governance and management models	/5
	b) Analysis and risk assessment of pension plan funding methods	/5

No.	Point-rated Requirements	Score
	c) Analysis and development of funding policy options	/5
	d) Advising on issues affecting the pension plan's ability to achieve its funding objectives and providing options and solutions	/5
RT1.3	<p>For the projects identified in RT1, additional points will be awarded if a project concerned a pension plan that meets any of the following criteria:</p> <ul style="list-style-type: none"> a. covered a federal jurisdiction; b. compared two or more jurisdictions for regulatory compliance; c. unionized workforce; d. government-sponsored <p>Up to 12 points will be awarded (3 points will be awarded per met criterion)</p> <p>Bidders should indicate which projects they wish to have evaluated for purposes of RT1.3. If no projects are mentioned, the evaluation team will evaluate the first 5 projects presented.</p>	/12
Minimum pass mark for RT1		30/52

No.	Point-rated Requirements	Score	Score Point Allocation
RT2	<p>The Bidder should produce an outline of the proposed methodology for the research, analysis and options development necessary to conduct the three tasks described in Section 5 "TASKS" in the Statement of Work, under Part I.</p> <p>The proposed methodology should demonstrate how the Bidder will achieve the objectives and deliverables for the required task.</p> <p>The proposed methodology should include a Table of Contents.</p>	/15	<p>Overall, the proposed methodology will be assessed out of a maximum score of 60 points (4 tasks rated out of 15 points each). The Bidder must have a minimum score of 35 points for the bid to be responsive.</p> <p>A- Up to 15 points will be awarded for relevant proposed areas of research that address the required task.</p> <p>Points will be awarded based on proposed areas of research describing the following five elements: legislation, jurisdiction, plan risk factors, governance framework and plan structure as per the scale below:</p> <p>5/5 elements = 15 points</p> <p>4/5 elements=12 points</p> <p>3/5 elements= 9 points</p> <p>2/5 elements= 6 points</p> <p>1/5 elements= 3 points</p>

			<p>Zero elements = 0 points</p>
		<p>/15</p>	<p>B- - List of resources to be consulted</p> <p>Up to 15 points will be awarded as per the scale below:</p> <p>3 points for up to 3 sources</p> <p>6 points for 4-6 sources</p> <p>10 points for 7-10 sources</p> <p>15 points for 11 + sources</p>
		<p>/15</p>	<p>C- Framework of how research will be undertaken</p> <p>5 points: if more than 60% of research will be sought from secondary sources (e.g. literary reviews, websites, publications)</p> <p>10 points: if a 40%/60% split between the use of primary and secondary sources</p> <p>15 points: if more than 60% of research will be sought from primary sources (e.g., in-house primary research or study, interviews, surveys, qualitative and/or quantitative analyses)</p>

		/15	<p>D- Proposed table of contents of Report as it relates to A</p> <p>5 points will be awarded for a basic table of contents with 4-7 headings</p> <p>10 points will be awarded if sub-headings are included with text for some of the sections</p> <p>15 points if text to provide an overview of elements to be addressed in each of the sections and sub-sections is included</p>
Minimum pass mark for RT2			35/60
TOTAL SCORE (RT1+RT2)			/112

1.4 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

2.1 Basis of Selection - Highest Combined Rating of Technical Merit 60% and Price 40%

2.1.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. meet the minimum score required on the Point Rated Technical Criteria;

2.1.2 Bids not meeting (a), (b) or (c) will be declared non-responsive.

2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.1.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

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

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

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. 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.

2.1 Former Public Servant

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

Definitions

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

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

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

2.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of

an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.3 Education and Experience

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

Name of Supplier's Authorized Signatory

Signature of Supplier's Authorized Signatory

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. 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.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3. Security Requirement

The following security requirement applies and form part of the Contract.

1. 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, with approved: Document Safeguarding at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to 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 the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition).

3.2 Contractor's Site or Premises Requiring Safeguard Measures

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

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State

Postal Code / Zip Code
Country

4. Term of Contract

4.1 Period of the Contract

The period of the Contract ends 25 weeks from date of Contract award.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Darlene Fisher
Senior Contracting Officer, Finance and Procurement Operations Directorate
Treasury Board of Canada Secretariat
300 Laurier West, Ottawa, Ontario, K1A 0R5
Telephone: 613-608-7993
E-mail: Darlene.Fisher@tbs-sct.gc.ca

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

5.2 Project Authority

To be provided at contract award.

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____

E-mail address: _____

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

5.3 Contractor's Representative

To be provided at contract award.

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment

7.1.1 For the Work described in the Statement of Work, related to Part I: Pension Industry Research on Funding Policy Trends, at Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.1.2 For the Work described in the Statement of Work, related to Part II: Commentary and Advice on Draft and Final Funding Policy Proposals, at Annex A:

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

7.2 Limitation of Price

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

7.3 Methods of Payment

7.3.1 Milestone Payment

The following clause will be used for the Work described in the Statement of Work, related to Part I: Pension Industry Research on Funding Policy Trends, at Annex A:

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all required certificates have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.3.1.1 Schedule of Milestones

The schedule of milestones for which payments will be made is in accordance with Annex B, Basis of Payment.

7.3.2 Monthly Payment

The following clause will be used for the Work described in the Statement of Work, related to Part II: Commentary and Advice on Draft and Final Funding Policy Proposals, at Annex A:

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract 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;
- c. the Work performed has been accepted by Canada.

7.4 Time Verification

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

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Compliance with Certifications

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

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-09-25), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*)

12. Foreign Nationals (Canadian Contractor)

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

OR

12. Foreign Nationals (Foreign Contractor)

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

13. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

14. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid on any other work stream of this project for the Work performed under its Contract, to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's bid for such a resulting contract;
- b) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), on any other work stream for the Work performed under its Contract, the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's Bid for any resulting contract; and

- c) it must not act as an advisor or provide any third party with privileged information obtained in the performance of its work, for any real estate transaction related to the Work performed under its Contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts, on any other work stream of this project for the Work performed under its Contract, as described in this clause, in respect to which Canada determines, at its sole discretion, that the Bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

ANNEX A STATEMENT OF WORK

1.0 TITLE

Assistance in the development of a funding policy proposal for the Public Service pension plan (the Plan).

2.0 OBJECTIVE

Assistance is required to support the Pensions and Benefits Sector (PBS) of the Office of the Chief Human Resource Officer (OCHRO), Treasury Board Secretariat (TBS) to research and develop a funding policy for the Plan and provide consultative services to PBS.

3.0 BACKGROUND

The Plan is a contributory defined benefit plan covering substantially all of the employees of the Government of Canada, which includes the federal public service, certain Crown corporations, and territorial governments. As at March 31, 2012, the Plan had 313,652 members and 251,473 retirees, survivors and deferred annuitants.

The overall responsibility for the management of the Plan rests with the President of the Treasury Board. The President is responsible for ensuring that the Plan is fully funded to meet the pension obligation. The Chief Actuary of Canada conducts actuarial valuations on the Plan at least every three years, or sooner, if requested by the President. These valuations assist the President in making decisions related to the funding of the Plan. All funding valuations for the Plan are tabled in Parliament and available on the [Office of the Superintendent of Financial Institutions \(OSFI\)](#) website.

The Public Sector Pension Investment Board (PSPIB) is a Crown corporation, established in 1999 by the *Public Sector Pension Investment Board Act* (PSPIBA) to manage government pension assets accrued since April 1, 2000 in relation to the public service, Canadian Regular Forces, and Royal Canadian Mounted Police (RCMP) pension plans. Since March 1, 2007, the PSPIB has also managed pension assets related to the Canadian Reserve Force pension plan. The PSPIB is governed by a board of directors and is accountable to Parliament through the President of the Treasury Board. Its legislative mandate is to maximize returns without undue risk of loss, having regard to the funding, policies and requirements of the four major public sector pension plans. PSPIB invests net contributions for pensionable service accrued since April 1, 2000. Transactions related to this service are recorded through the Pension Fund Account. All

pensionable service that accrued before April 1, 2000 is unfunded and is tracked through the Superannuation Account.

The Public Service Pension Advisory Committee (PSPAC), established under the *Public Service Superannuation Act* (PSSA), is an advisory board which provides the President with advice on issues related to the Plan. It has representation from public service unions, plan retirees, and Government as the employer.

The Department of Finance is responsible for overall fiscal management of the Government and therefore is consulted with on key pension funding decisions.

Legislative Framework - The Plan is often compared to other private and public sector defined benefit pension plans in Canada and is assumed to be similar in design, structure and operation. Although many features are common, the Plan differs from these in significant respects.

The Plan, although commonly referred to as a pension plan, it is not legislatively described as such. The Plan was established and is governed in all aspects by the PSSA. There is no plan document; the terms of the pension plan are set out in the PSSA and its regulations. The Plan is not subject to pension benefits standards legislation, but it does conform to the principles set out in the *Pension Benefits Standard Act, 1985*, as much as possible.

Unlike many other pension plans, the Plan is not a separate entity to which the sponsor's pension liability is owed. The Plan was not established as a trust and so is not administered by a trustee or Board with fiduciary responsibilities. There is no segregated pension fund owned by the Plan in which pension assets are held and invested, and from which pension benefits are paid.

The Plan is managed and administered by government departments, with overall responsibility for the funding, design and governance of the Plan resting with the President of the Treasury Board. While the PSPIB has been established to invest net contributions for service since April 1, 2000, the amounts for investment are transferred from the Consolidated Revenue Fund and are managed by PSPIB on behalf of the government, not the Plan.

Funding Policy

Currently the Plan does not have an explicit funding policy document, and relies on the existing legislative framework to support plan funding decisions. An explicit funding policy will confirm the funding framework, complement the existing PSSA, PSPIBA and other associated legislation and provide detailed guidance related to funding decisions. The policy will also strengthen the governance of the Plan and support its long term sustainability. The management of the funding policy will be the responsibility of the President of the Treasury Board.

The policy's scope will be to provide guidance with respect to pension assets and liabilities related to pensionable service accrued on or after April 1, 2000. . While the focus of the policy will be on the Public Service pension plan, it must be flexible enough in its application to be relevant to the other public sector pension plans (i.e. Canadian Regular and Reserve Forces and RCMP).

4.0 SCOPE OF WORK

The Work is structured in two parts that are both to be completed by the Contractor in no more than 25 weeks from date of Contract award.

Part I: Pension Industry Research on Funding Policy Themes

The Contractor must perform the work in Part I (see Section 5– TASKS for detail) and present the results of the research, review and options in a report provided to the Project Authority (see Section 9.0 — DELIVERABLES and ASSOCIATED SCHEDULE for detail), within a maximum of eight (8) weeks from date of Contract award.

Part II: Commentary and Advice on Draft and Final Funding Policy Proposals

Between weeks 9 to 25, the Contractor must provide consultation services to the Project Authority as elements of the funding policy proposal are developed for the Plan.

Apart from consultative services, the Contractor must also provide written comments to the Project Authority on two draft versions and one final version of the funding policy proposal as provided by the Project Authority (see Section 5 — TASKS for detail). In addition to the Contractor's final formal comments, a presentation may also be requested (see Section 9.0 — Deliverables and Associated Schedule for detail).

5.0 TASKS

The Contractor must perform the following under Parts I and II of the contract:

Part I: Pension Industry Research on Funding Policy Trends

Conduct research of funding policy solutions implemented by federally regulated defined benefit pension plans within Canada and in other similar regulatory jurisdictions. This research must include:

- a) examples of funding policies, including common elements and approaches adopted;
- b) the extent to which these funding policies are principles or rules/limits based, or defined against measures of risk (e.g. risk tolerance levels and parameters);
- c) a review and analysis of industry best practices.

A summary report on the research findings is to be submitted. This report will include options regarding an appropriate funding policy structure for the Plan in the context of the research findings and industry best practices, recognizing the specific structure and nature of the Plan. The length of this report should be no longer than 40 pages (excluding annexes and an executive summary).

Part II: Commentary and Advice on Draft and Final Funding Policy Proposals

- a) Provide consultative services, in both oral and written format, on the scope and content of the draft funding policy proposal elements provided by the Project Authority;
- b) Participate in teleconference meetings with the Project Authority and possibly TBS Subject Matter Experts, as needed;
- c) Provide written comments in response to each of the two draft funding policy proposals submitted to the Contractor by the Project Authority;
- d) Respond to questions, and requests for clarification on findings, as requested by the Project Authority;
- e) Prepare formal comments and opinions regarding the appropriateness of the final funding policy proposal as submitted by the Project Authority. These formal comments must not exceed 15 pages excluding annexes. The Contractor may be required to make an in-person presentation to discuss the comments and recommendations.

6.0 MEETINGS

6.1 Kick-off Meeting

A kick-off meeting chaired by the Project Authority and TBS Subject Matter Experts will be held within five (5) calendar days from the date of Contract award. The kick-off meeting will be held within the National Capital Region. The exact time and location of the kick-off meeting will be determined upon Contract award. This kick-off meeting will last no more than three (3) hours.

As a minimum, the purpose of the in-person kick-off meeting will be to:

- a) Present a draft work plan for Part I and II;
- b) Review the contractual requirements;
- c) Review the scope of work;
- d) Review expectations;
- e) Clarify, if required, the respective roles and responsibilities of the Contractor, Project Authority and the Subject Matter Experts to ensure common understanding;
- f) Discuss the deliverables and associated schedule; and
- g) Discuss questions and concerns the Contractor may have.

6.2 Review Conference Calls (Part II) – weeks 9 - 25

The Project Authority will organize conference calls on Part II with the Contractor, as required. The Project Authority will seek consultative advice from the Contractor on draft elements of the funding policy proposal. The duration of these conference calls will be approximately one (1) hour.

These conference calls will be to discuss:

- a) Work plan progress;
- b) Findings, challenges, and deliverables;
- c) Responses to Project Authority requests related to elements of the funding policy proposal.

6.3 Urgent Meetings

The Project Authority may request a meeting at any time, during business hours, to resolve urgent matters, issues or concerns.

7.0 COMMUNICATIONS

The Project Authority will act as a liaison between the Contractor and Treasury Board Secretariat (TBS) Subject Matter Experts. The Project Authority may contact (by phone and/or email) the Contractor to discuss project aspects.

8.0 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

The Project Authority will:

Provide documentation and information with respect to the public sector pension plans and will be available to respond to any questions during the duration of the contract.

Portable communication devices or informatics equipment will not be provided to the Contractor by the Project Authority; it is the Contractor's responsibility.

9.0 DELIVERABLES and ASSOCIATED SCHEDULE

Deliverable	Summary of deliverable	Associated Scheduled
Part I – Must be complete within 8 weeks from date of the kick-off meeting.		
Work plan and timeline for Parts I and II	The Contractor must submit a written work plan and timeline to the Project Authority for discussion at the kick-off meeting.	Within five (5) days following the contract award.
Part I - Interim	The Contractor must prepare an	Within five (5) weeks following the kick-off

Report	Interim Report (no longer than 40 pages, excluding annexes) which is to be submitted for review by the Project Authority before proceeding with the Final Report.	meeting.	
Part I - Final Report	The Contractor must prepare a Final Report (no longer than 40 pages, excluding annexes and an executive summary) to the Project Authority following the review of the Interim Report. The Final Report must consider comments and changes as provided by the Project Authority.	Within three (3) weeks following Project Authority's review of the interim report.	
Part II – Comment and advise on two draft funding policy proposals			
	The Contractor must review and provide written comments and recommendations on two drafts of the funding policy proposal as prepared by the Project Authority.	Estimated Level of Effort (in days)	Part II begins after Part I is completed and must take no more than 17 weeks to complete.
Conference Calls	The Contractor must be prepared to address issues brought up by the Project Authority. The Project Authority will prepare a written summary of the conference call. The Contractor must respond within 3 days regarding any comments. The Contractor must respond by email to Project Authority requests for further analysis and advice within one week to support expedient development of the funding policy proposal.	4 days	Ad hoc
First Round of Comments and Recommendations on Draft Funding Policy Proposal	Within the first week of the start of Part II of the contract, the Project Authority will provide the first draft of the funding policy proposal to the Contractor for review and comment. The Contractor must provide a written response including recommendations and submit it to the Project Authority.	5 days	Within three (3) weeks following the date on which proposal was provided by Project Authority. Timeline: Week 12
Second Round of Comments and Recommendations on Draft Funding	The Project Authority will provide the second draft funding policy proposal to the Contractor within nine (9) weeks following the start of Part II.	5 days	Within two (2) weeks following the date on which second draft was

Policy Proposal	The Contractor must conduct an assessment and provide written comments (including options, considerations and recommendations) and submit it to the Project Authority.		provided by Project Authority. Timeline: Week 19
Formal Comments and presentation	The Project Authority will provide the final funding policy proposal to the Contractor for review fourteen (14) weeks following the start of Part II. The Contractor must submit the formal comments and presentation to the Project Authority. The Contractor may be required to make an in-person presentation on the final comments, as determined by the Project Authority.	10 days	Within three (3) weeks following the date on which the final funding policy proposal was provided by the Project Authority. If a presentation is required, the date will depend on the availability of the audience. Timeline: Week 25
Responses to and clarification on research findings and discussion summaries	To support the Project Authority in drafting the funding policy, the Contractor may be required to provide answers to questions or clarifications on the research findings or recommendations being provided.	4 days	Within the seventeen (17) week period following start of Part II.

Due to various factors, such as approval processes, resource availabilities and research findings, the associated schedule for these deliverables is subject to change at any time.

10.0 LANGUAGE OF WORK

The work and deliverables can be performed and submitted in English or French. The Project Authority will be responsible for translating the documents.

11.0 LOCATION OF WORK

The work is to be completed at the Contractor's offices. The Contractor must attend at least two (2) official meetings in the National Capital Region (NCR) at the following location:

Treasury Board of Canada Secretariat
Office of the Chief Human Resource Officer
Pensions and Benefits Sector

222 Nepean Street
Ottawa, Ontario
K1A 0R5

12.0 REFERENCE DOCUMENTS

Actuarial reports for the Public Service, Canadian Forces and RCMP

Canadian Association of Pension Supervisory Authorities (CAPSA), Guideline No. 7: Pension Plan Funding Policy Guideline

Canadian Forces Superannuation Act

Canadian Forces Superannuation Regulations

Canadian Institute of Actuaries Standards of Practice

Public Sector Pension Investment Board Act

Public Sector Pension Investment Board annual reports

Public Accounts of Canada, 2012, Volume 1, Summary Report and Consolidated Financial Statements, Sections 2 and 6

Public Service Superannuation Act

Public Service Superannuation Regulations

Royal Canadian Mounted Police Superannuation Act

Royal Canadian Mounted Police Superannuation Regulations

Report on the Public Service Pension Plan, March 31, 2012

ANNEX B
BASIS OF PAYMENT

A- Contract Period (Date of contract to 25 weeks From Date of contract)

During the period of the Contract, the Contractor will be paid as specified below for Work performed in accordance with the Contract.

The rate specified below, includes any of the following expenses that may need to be incurred to satisfy the terms of the contract:

- a all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b any travel expenses for travel between the Contractor's place of business and the NCR; and
- c any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

1.0 Professional Fees

Part I:

For Part 1 of the Work identified in the Statement of Work, the Bidder must quote an all-inclusive firm price:

Deliverables	All-inclusive Milestone Payment Amounts (Cdn)
MILESTONE 1	
Work Plan and Timetable for Parts I and II	
Part I – Interim Report	
Sub-total Milestone 1	\$ _____ (20% of total firm price)
MILESTONE 2	
Part I - Final Report	
Sub-total Milestone 2	\$ _____ (80% of total firm price)
Sub-total Professional Services for Part I (Milestone 1 + Milestone 2)	\$ _____
All inclusive Firm Price for Part I (A)	\$ _____

Part II:

For Part II of the Work identified in the Statement of Work, the Bidder must quote an all-inclusive firm per diem rate:

Part II – Commentary and Advice on Draft and Final Funding Policy Proposals through the issuance of Task Authorizations		
Estimated Number of Days (A)	All-Inclusive Firm Per Diem Rate (Cdn) (B)	Sub-Total (A x B)
28 days	\$	\$
Total All Inclusive Firm Per Diem Rate for Part II (C) =		\$

Total Estimated Cost of Professional Fees: \$ _____ (to be inserted at contract award)

1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat	24062-14-194 Amd 01	PC
Security Classification / Classification de sécurité	Unclassified	PC

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	Treasury Board Secretariat	2. Branch or Directorate / Direction générale ou Direction Pensions and Benefits Sector
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 To provide consulting services in the research of a public service pension plan funding policy that sufficiently flexible in its application to be relevant to other public sector pension plans (i.e. Canadian Forces (Regular and Reserve) and the Royal Canadian Mounted Police)		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 PC





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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production					✓											
IT Media / Support TI / IT Link / Lien électronique																

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

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

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

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