



## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

### **PART 5 - CERTIFICATIONS**

- a) Certifications Precedent to Contract Award

**PART 6 - RESULTING CONTRACT CLAUSES (APPENDIX “A”, APPENDIX “B” AND APPENDIX “C”)**

- A1. Standard Acquisition Clauses and Conditions Manual
- A2. Terms and Conditions of the Contract
- B1. Priority of Documents
- B2. CIC Clauses
- B3. SACC Manual Clauses
- B4. Security Requirement
- B5. Period of Contract
- B6. Termination of Thirty Day Notice
- B7. Certifications / Compliance
- B8. Insurance
- B9. Statement of Work
- B10. Authorities
- C1. Basis of Payment
- C2. Method of Payment
- C3. Applicable Taxes
- C4. Invoicing Instructions
- C5. Travel and Living Expenses

**List of Appendices -**

- Appendix “D” Statement of Work
- Appendix “E” Basis of Payment
- Appendix “F” Vendor Information and Authorization Form

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is no security requirement associated with this solicitation.

### **2. Summary**

Citizenship and Immigration Canada (CIC) is soliciting research projects on immigration in English speaking communities in Quebec (ESCQs).

Please note that under the Canada-Québec Accord, Québec has full responsibility for the selection of immigrants (except Family Class and in-Canada refugee claimants), fully assumes sole responsibility for the francization and integration of permanent residents and establishes its immigration levels. In areas under its responsibility, Québec develops its policies and programs and legislates, regulates and sets its own standards.

### **Multiple Contracts**

Canada is seeking to establish up to (3) Three contracts for Research Project Services as defined in Appendix "D", Statement of Work and Append "E", Basis of Payment.

### **3. Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Passport Canada Website at <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2. Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

**Due to the nature of the bid solicitation, bids transmitted by facsimile to Citizenship and Immigration Canada will not be accepted.**

### 3. Enquiries - Bid Solicitation

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.

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.

## **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 (1 soft copy via email)

Section II: Financial Bid (1 soft copy via email)

Section III: Certifications (1 soft copy via email)

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

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. 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. 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, and under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific page number and paragraph where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Appendix "E", Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix "F", Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - a) their bid; and
  - b) any contract that may result from their bid.

Proposed firm price must be in Canadian dollars.

The Bidder's firm price in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word

processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, and all travel expenses.

Bidders must provide in their financial bid a price breakdown as detailed in Appendix “E”, Basis of Payment.

## **1.1 SACC Manual Clauses**

### **C3011T (2010-01-11) - 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 submit the required certifications under Part 5 – Certifications.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

### 1.1 Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

**Mandatory Technical Criteria are applicable to all three (3) streams as identified in Appendix "D", Statement of Work.**

ID	Requirements	Met	Not met	Point of reference in proposal (page #)
MC1	The bidder must demonstrate that the proposed researcher has at least a master's degree from a recognized university, or at least 10 years of experience working in a field or specialty related to the statement of work.			

ID	Requirements	Met	Not met	Point of reference in proposal (page #)
<b>MC2</b>	<p>By the bid closing date, the bidder must submit a proposal showing how the proposed research project will address an issue related to CIC's mandate (<a href="http://www.cic.gc.ca/english/department/mission.asp">http://www.cic.gc.ca/english/department/mission.asp</a>).</p>			
<b>MC3</b>	<p>The bidder must demonstrate that the proposed researcher has at least one year of research experience in the past seven (7) years, independently or as part of a team of researchers.</p> <p>By the bid closing date, the bidder must provide sample projects, with appropriate dates, attesting to this experience. All of the experience indicated in the résumé must total 12 months or more.</p> <p>By the bid closing date, the bidder must provide references as proof of the accumulated experience (name of company or government organization, telephone number and/or email address). CIC may contact references to confirm this experience.</p>			
<b>MC4</b>	<p>By the bid closing date, the bidder must submit a signed statement that he/she is able to provide the services described in the statement of work, and to meet the target dates identified in the Deliverables section of the statement of work.</p>			

### 1.1.2 Point Rated Technical Criteria

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

**Point Rated Criteria are applicable to all three (3) streams as identified in Appendix “D”, Statement of Work.**

ID	Description	Required Supporting Information	Points Breakdown	Maximum Points
<b>Relevance</b>				
<b>RC1</b>	The proposed research project is related to the research priorities identified in the statement of work.	<ol style="list-style-type: none"> <li>1. For Stream I, the proposed research project encompasses the 3 research priorities (groups of characteristics). For Stream II and III, the proposed research project is aligned with the 2 identified sub-streams.</li> <li>2. The proposal demonstrates a relevant connection between the proposed research project and the research priority/priorities.</li> <li>3. The proposal explains how the proposed research project will make it possible to respond to this priority or these priorities.</li> </ol>	<p><b>10 points = Excellent – the proposal focuses directly and precisely on one or more research priorities</b>  <b>8 points = Very good – the proposal is in line with one or more research priorities</b>  <b>6 points = Good – the proposal is partly in line with one or more research priorities</b>  <b>4 points = Fair – the proposal is indirectly related to one or more research priorities</b>  <b>2 points = Very poor – the proposal has very little to do with research priorities</b>  <b>0 points = The proposal has nothing to do with research priorities</b></p>	<p><b>(Pass mark: 6/10)</b></p> <p><b>/10</b></p>
<b>RC2</b>	The proposed research project responds to a	The proposed research project is more specifically in line with one or more of the following	<b>5 points = Excellent – the proposed research project is in line with one</b>	<b>/5</b>

ID	Description	Required Supporting Information	Points Breakdown	Maximum Points
	departmental priority or the need of a CIC branch.	objectives: 1. Encouraging the full participation of Anglophone immigrants of English-speaking communities of Quebec (ESCQ) in Canada's civic, social, economic and cultural life; 2. Supporting the selection, welcoming, settlement, retention and integration of Anglophone immigrants in ESCQ; 3. Supporting the development and vitality of ESCQ.	or more objectives that are priorities for CIC <b>4 points = Very good – the proposed research project is in line with one or more objectives that are relevant to CIC</b> <b>3 points = Good – the proposed research project is generally in line with one or more of CIC's objectives</b> <b>2 points = Fair – the proposed research project is only partly in line with one or more of CIC's objectives</b> <b>1 point = Very poor – the proposed research project has little to do with CIC's objectives</b> <b>0 point = The proposed research project has nothing to do with CIC's objectives</b>	
<b>Methodology</b>				
<b>RC3</b>	The proposed research project's methodology is appropriate, sound and clearly defined.	The research proposal describes the following elements: 1) The approach and method advocated to carry out the proposed research project (maximum 2 points); 2) The data or resources (primary, secondary, tertiary) to be used in the proposed research project (maximum 2 points); 3) How these data or resources will be obtained (maximum 2 points); 4) How the data or resources will be processed, developed or analyzed (maximum 2 points); 5) The process/conditions ensuring the validity and reliability of the proposed	<b>2 points = The methodological element is appropriate, sound and clearly defined</b> <b>1 point = The methodological element is lacking relevance, rigor and precision</b> <b>0 point = The methodological element is inappropriate or flawed</b>	<b>(Pass mark: 6/10)</b>  <b>/10</b>

ID	Description	Required Supporting Information	Points Breakdown	Maximum Points
		research project's findings, results or conclusions (maximum 2 points).		
<b>Feasibility</b>				
<b>RC4</b>	The proposed research project is feasible in terms of goals, available resources and scheduling.	<p>The research proposal describes:</p> <ol style="list-style-type: none"> <li>1) The proposed research project's main and secondary objectives (maximum 2 points);</li> <li>2) The human and material resources needed to carry out the proposed research project (maximum 2 points);</li> <li>3) The schedule for carrying out the proposed research project's principal phases and tasks, along with timelines for deliverables (maximum 2 points).</li> </ol>	<p><b>2 points = The feasibility element is entirely adequate and will allow the proposed research project to be implemented.</b>  <b>1 point = The feasibility element is partly adequate and will likely allow the proposed research project to be implemented.</b>  <b>0 point = The feasibility element is inadequate and will not allow the proposed research project to be implemented.</b></p>	<b>/6</b>
<b>Interest and knowledge</b>				
<b>RC5</b>	The researcher demonstrates good knowledge of the issue addressed by the proposed research project.	<p>The research proposal shows:</p> <ol style="list-style-type: none"> <li>1) The researcher's interest in the issue of the proposed research project (maximum 2 points);</li> <li>2) His or her research experience relating to the proposed research project (publications, fellowships, research projects and so on) (maximum 2 points);</li> <li>3) His or her professional or community-based</li> </ol>	<p><b>2 points = The researcher has interest/research experience/professional or community-based experience/knowledge of the issue addressed by the proposed research project.</b>  <b>1 point = The researcher has some interest/research experience/professional or community-based experience/knowledge of the issue addressed by the proposed research</b></p>	<p><b>(Pass mark: 5/8)</b></p> <p><b>/8</b></p>

ID	Description	Required Supporting Information	Points Breakdown	Maximum Points
		experience relating to the proposed research project (maximum 2 points); 4) His or her knowledge of the current status of research on this subject (maximum 2 points).	<b>project.</b> <b>0 point = The researcher has no interest/research experience/professional or community-based experience/knowledge of the issue addressed by the proposed research project.</b>	
<b>Total score</b> <b>(Pass mark: 23/39 each stream)</b>			<b>/39</b>	

## 1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive *firm* price for the services being proposed in accordance with the bid solicitation, for the contract period.

## 1.3 Formulas in Pricing Schedule

If the Pricing Schedule 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.

## 2.0 Basis of Selection

### 2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum points specified for criteria numbers RT1, RT3 and RT5 for the technical evaluation; and
- d. obtain the required minimum of 23 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 39 points.

2.1.3 Bids not meeting **(a) or (b) or (c) and (d)** will be declared non-responsive.

2.1.4 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 90 % for the technical merit and 10 % for the price.

2.1.5 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 90 %.

2.1.6 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 10 %.

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

2.1.8 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 90/10 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).**

**Basis of Selection - Highest Combined Rating of Technical Merit (90%) and Price (10%)**

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		55 000 \$	50 000 \$	45 000 \$
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 90 = 76.67	89/135 x 90 = 59.33	92/135 x 90 = 61.33
	<b>Pricing Score</b>	45/55 x 10 = 8,18	45/50 x 10 = 9,00	45/45 x 10 = 10,00
<b>Combined rating</b>		84.85	68.33	71.33
<b>Overall rating</b>		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

**3. Security Requirement**

There is no security requirement associated with this solicitation.

## 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 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.

### 1. Certifications Precedent to Contract Award

The certifications listed below must 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.

#### 1.1 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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.

#### 1.2 Former Public Servant Certification

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.

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.

## **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **1.3 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.

### **1.4 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.

## PART 6 - RESULTING CONTRACT CLAUSES

### APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

#### **A1. Standard Acquisition Clauses and Conditions Manual**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

**A1.1** An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

**A1.2** An electronic version of the Citizenship and Immigration Canada Contract Terms and Conditions is available on the Passport Canada Website: <http://passportcanada.gc.ca/publications/index.aspx?lang=eng#entreprise>

#### **A2. Terms and Conditions of the Contract**

**A2.1** The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

#### **A3. Standard Instructions and Conditions**

**A3.1** The conditions set out in the [PPTC-SI-001 \(2013-07-15\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

#### **A4. General Conditions**

**A4.1** General Conditions [PPTC-GC-001 \(2013-07-15\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.

## APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

### B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “B” – Supplemental Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment;
- g) Appendix “F” – Vendor Information and Authorization Form; and
- h) the Contractor's proposal dated \_\_\_\_\_(TBD)

### B2. CIC Clauses

The following Citizenship and Immigration Canada Terms and Conditions are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>PPTC-SC-001</i>	<i>2010-03-01</i>	<i>Contractor Owns Intellectual Property (IP) Rights in Foreground Information</i>

### B3. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

### B4. Security Requirement

There is no security requirement associated with the requirement.

### B5. Period of Contract

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

### B6. Termination on Thirty (30) Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## **B7. Certifications / Compliance**

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.

## **B8. Insurance Requirements**

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.

## **B9. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

## **B10. Authorities**

### **B10.1 Contracting Authority**

The Contracting Authority for the Contract is:

**<The Contracting Authority for the Contract is to be identified at Contract award>**

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.

### **B10.2 Project Authority**

The Project Authority for the Contract is:

**<The Project Authority for the Contract is to be identified at Contract award>**

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

### **B10.3 Technical Authority**

**<The Technical Authority for the Contract is to be identified at Contract award>**

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

## APPENDIX “C”, TERMS OF PAYMENT

### C1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex E, Basis of Payment "for a cost of \$ \_\_\_\_\_ insert the amount at contract award). Customs duties are included and applicable taxes are extra.

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.

### C2. Method of Payment

For each identified stream, payments will be made upon successful completion of each deliverable and acceptance as detailed in Appendix “D”, Statement of Work, by the Project Authority as detailed in the Schedule of Payments below:

Milestone #	Description of Deliverables	Delivery Date	Percentage of Bidder's Firm Price
1	Work plan	Within 30 days of Contract award	25% of bidder's firm lot price
2	Progress Report	Within 60 days of Contract award	40% of bidder's firm lot price
3	Final Report	On or before June 5, 2015	35% of bidder's firm lot price

### C3. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$\_\_\_\_\_ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

### C4. 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.

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.

## **C5. Travel and Living Expenses**

Should travel be required, as determined by the Bidder, the Bidder is responsible for all associated travel and living expenses and must be included in the Bidder's proposed all inclusive firm price.

## APPENDIX “D”, STATEMENT OF WORK

### 1. Title

Research projects on immigration in English speaking communities in Quebec (ESCQs).

### 2. Objective

Citizenship and Immigration Canada (CIC) is soliciting research projects on immigration in English speaking communities in Quebec (ESCQs).

### 3. Context

This research must enable CIC to enhance its expertise and knowledge in this area, pursuant to Part VII of the *Official Languages Act*, which stipulates that CIC has the duty to ensure that positive measures are taken to enhance the vitality of linguistic minority communities while considering that under the *Canada-Quebec Accord Relating to Immigration*, Quebec is responsible for delivering settlement and resettlement services in the province.<sup>1</sup> This research program is a contribution by CIC to the Government of Canada's *Roadmap for Canada's Linguistic Duality*.

### 4. Scope

It is important for CIC to better understanding the challenges facing immigrants, including the challenge of settling and living in a minority context. Drawing on sound, up-to-date evidence, expertise, and knowledge, and on a variety of innovative approaches, CIC will be better able to contribute to the success of new official language minority immigrants, and hence to foster the vitality of ESCQs.

### 5. Task

The research priorities that CIC wants to enhance through this 2014-2015 solicitation fall under three Streams:

Stream I: Profile of Anglophone immigrants in Quebec

Stream II: Profile of women Anglophone immigrants in Quebec

Stream III: Best practices and strategies

The research projects must address the question of minority Anglophone immigration in Quebec. Researchers must apply for a specific Stream for each proposed research project. Key questions are identified for each component.

#### 5.1 Streams and priority research themes

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<sup>1</sup> The parameters of this solicitation comply with the *Official Languages Act*, which defines the responsibility of CIC regarding Anglophone minority communities, and for this purpose only. Research activities being considered by this solicitation are not intended to interfere with Quebec's responsibilities according to the *Canada-Quebec Accord Relating to Immigration*.

## Stream I. Profile of Anglophone immigrants in Quebec

### 5.1.1 Description

Research on the first Stream must present a profile including demographic, socio-economic and geographic characteristics of minority Anglophone immigrants in Quebec. This Stream will help to analyze the profile of Anglophone immigrants in Quebec using different parameters, data types and comparative elements by census metropolitan areas (CMAs), and to study the 3 groups of characteristics (see 5.1.2). It will also be useful to identify various short- and long-term trends.

### 5.1.2 Priority research themes for Stream I:

- a) Demographic characteristics including at least the following variables:
  - Gender
  - Age
  - County of origin and immigration category
  - Official language fluency
  - Visible minority status
- b) Socio-economic characteristics including at least the following variables:
  - Education level
  - Income and employment
  - Percentage of immigrants below the Low Income Cut Off
- c) Geographic characteristics including at least the following variables:
  - CMA
  - Intra-/interprovincial mobility

### 5.1.3 Key questions

Research must allow for an analysis on the following key questions and identify short- and long-term trends, if possible:

- a) How do Anglophone immigrants fare with respect to employment and income?
- b) How do they fare in comparison with Francophone immigrants and the total Quebec population by CMA?
- c) How does their standard of living compare according to their place of settlement, language skills and immigrant category?

## Stream II. Women Anglophone immigrants in Quebec

### 5.2.1 Description

Research on the second Stream must address the settlement and integration issues and factors specific to women Anglophone immigrants in Quebec **with no knowledge of French**. This Stream must make it possible to analyze the demographic and socio-economic profile of women Anglophone immigrants in Quebec using different parameters, data types and comparative elements.

The Stream must include two parts:

- a) A profile illustrating the demographic and socio-economic characteristics of women Anglophone immigrants in Quebec who do not speak French. This first part must make it possible to analyze the demographic and socio-economic profile of women Anglophone immigrants in Quebec using different parameters, data types and comparative elements. Researchers must try to highlight specific opportunities or challenges for those immigrants.
- b) The second part must include a qualitative analysis of the issues and factors that have an influence on the settlement and integration processes for women Anglophone immigrants in Quebec with no knowledge of French for a community chosen by the researchers. The research must help to identify the factors for success and failure likely to have a significant impact on women Anglophone immigrants. The analysis must also examine available resources and services (and potential shortcomings thereof) for women Anglophone immigrants, and how they use them to meet their needs.

### **5.2.2 Key questions**

The research must provide an overview of women Anglophone immigrants with no knowledge of French and, if possible, allow for analysis on the following key questions:

- a) How do women Anglophone immigrants with no knowledge of French fare with respect to employment, income, and education? How do they fare compared with Francophone women immigrants and the Quebec female population?
- b) How does their standard of living compare according to their place of settlement and immigrant category?
- c) Do they have access to services and resources they need to facilitate a transition from settlement to integration, considering their special challenges?
- d) What are the promising welcoming strategies and best practices?

- e) In summary, what does the settlement and integration process consist of for a woman Anglophone immigrant with no knowledge of French? What is different about it?

### Stream III. Best practices and strategies

#### **5.3.1 Description**

Research on the third Stream must help to identify the best practices and strategies likely to have a significant impact on Anglophone immigrants who settle in a community (proposed by the researchers) where there is a concentration of Anglophones. Special attention will need to be given to the services and resources provided by one (or more) community organizations for English-speaking newcomers.

The project must include two parts:

- a) The analysis must first present a full descriptive portrait of all settlement services and resources provided by the organization(s) to Anglophone immigrants in the proposed community.
- b) The second part must provide an analysis of the impact of the services and resources provided to Anglophone immigrants by the organization(s). The project must identify promising welcoming strategies and best practices. It will be important to distinguish the practices and strategies that reflect the local reality of the community from those that could be transferred to other ESCQs.

#### **5.3.2 Key questions**

The research must address the following key questions:

- a) Do the resources and services provided to Anglophone immigrants (and their availability and accessibility) facilitate their labour market access and recruitment? Do they encourage immigrant retention? What is the impact on immigrants' families?
- b) What are the impacts of those practices and strategies on the community in general, on the Anglophone community in particular, on immigrants, and on employers?
- c) What are the promising practices and strategies?
- d) Could those practices be applied to other ESCQs?

## **6. Constraints**

- a) Given the nature of the services required, the lead researcher must participate in at least one launch meeting with the project authority, to be conducted via teleconference.
- b) CIC will not provide workspace for the research process.

## **7. Travel**

No travel costs will be reimbursed by CIC under this contract. All travel costs will be at the expense of the Contractor.

## **8. Support provided by the client**

The CIC Research and Evaluation Branch will have the responsibility and task of providing feedback on deliverables to ensure that the final product meets CIC expectations.

## **9. Meetings**

The CIC project authority may also request, on occasion, conference calls with the lead researcher to maintain good cooperation and facilitate the achievement of contract objectives.

## **10. Deliverables**

Deliverables required by CIC will mainly take the form of research reports. Researchers must also produce a work plan and one or more progress reports, according to the nature of the project, to ensure that final results meet CIC expectations and the terms of the agreement.

The researcher commits to producing the following products and delivering them to CIC according to the timetable indicated for delivery of these products:

1. A work plan (3 to 5 pages) setting out the main steps for the planning and conduct of the research and a timetable. This plan must be submitted no later than 30 days after the contract award (or January 19, 2015, at the latest).
2. A progress report (5 to 8 pages) detailing the progress of the research project, work completed and upcoming steps. This progress report must be submitted no later than 60 days after the contract award (or February 16, 2015, at the latest). Following receipt of the report, the researcher agrees to have, within the two weeks that follow, a conference call with the CIC authorities to provide an update on the status and forthcoming progress for the research project.
3. A second progress report on the project status (2 to 4 pages) may also be required, at CIC's discretion.
4. A draft of the final report (25 to 35 pages, excluding annexes and bibliography) must be submitted before April 20, 2015.
5. A final report (25 to 35 pages, excluding annexes and bibliography) with all analytical, documentary and methodological support required to carry out the project (e.g. primary and secondary data, survey, interview questions and grid, bibliography, statistical tables, etc.) must be submitted before June 5, 2015.

All deliverables must be approved by the CIC project authority.

**11. Language requirements**

The Contractor must provide the required services in either of the two official languages (English or French).

**12. Availability of personnel**

The Contractor certifies that the Contractor, its employees and subcontractors will be available to commence performance of the work as of the contract award date and will remain available to perform the work in accordance with contractual requirements.

## APPENDIX “E”, BASIS OF PAYMENT

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

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

Up to three (3) contracts may be awarded as a result of this solicitation. Suppliers are to clearly indicate which stream they are bidding on. Bidders may submit proposals on one stream or more streams.

Should travel be required, as determined by the Bidder, the Bidder is responsible for all associated travel and living expenses and must be included in the Bidder's proposed all inclusive firm price.

Canada's total liability to the Contractor under the Contract shall not exceed ***\$23,500.00 per stream up to a maximum of three (3) streams for a total potential maximum contract value of \$70,500.00, including all travel expenses and excluding applicable taxes***. All cost/price proposals exceeding \$23,500.00 per stream will render the bidder's cost/price proposal non-responsive, and eliminated from the competition.

Payment will be made upon successful completion of each deliverable and acceptance by the Project Authority as detailed in the Schedule of Payments in Appendix “C”, Terms of Payment, Article C2. Method of Payment.

The Contractor will be paid an all inclusive Firm Price as follows:

**Note: Text in RED denotes instructions to bidders and sections for completion.**

Stream I: Profile of Anglophone immigrants in Quebec

	<b>Period of Contract</b>	<b>Firm Price</b>
<u>Stream I - Profile of Anglophone immigrants in Quebec</u>	From Contract Award to June 30, 2015	<b>&lt;to be completed by the bidder&gt;</b>
<b>TOTAL CONTRACT VALUE (Excluding Taxes)</b>		<b>&lt;to be completed by the bidder&gt;</b>

Stream II: Profile of women Anglophone immigrants in Quebec

	<b>Period of Contract</b>	<b>Firm Lot Price</b>
<u>Stream II - Profile of women Anglophone immigrants in Quebec</u>	From Contract Award to June 30, 2015	<to be completed by the bidder>
<b>TOTAL CONTRACT VALUE (Excluding Taxes)</b>		<to be completed by the bidder>

Stream III: Best practices and strategies

	<b>Period of Contract</b>	<b>Firm Lot Price</b>
<u>Stream III - Best practices and strategies</u>	From Contract Award to June 30, 2015	<to be completed by the bidder>
<b>TOTAL CONTRACT VALUE (Excluding Taxes)</b>		<to be completed by the bidder>

# APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

## Vendor Name and Address

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## Legal Status (incorporated, registered, etc.)

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## GST or HST Registration Number and/or Procurement Business Number (Revenue Canada)

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## Name and Title of Person authorized to sign on behalf of Vendor

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Each proposal must include a copy of this page properly completed and signed.