

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

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet WADS SUPPLY ARRANGEMENT	
Solicitation No. - N° de l'invitation C1111-130637/A	Date 2014-12-17
Client Reference No. - N° de référence du client C1111-130637	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZM-613-28280	
File No. - N° de dossier 613zm.C1111-130637	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-12	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pierre, Anoule	Buyer Id - Id de l'acheteur 384zm
Telephone No. - N° de téléphone (819) 956-2137 ()	FAX No. - N° de FAX (819) 956-1207
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF CANADIAN HERITAGE 5TH FL.STN 77 15-5-D 15 EDDY ST ATT: SYLVIE BLAIS Gatineau Quebec K1A0M5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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

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C1111-130637/A

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File No. - N° du dossier

613zmC1111-130637

Buyer ID - Id de l'acheteur

613zm

CCC No./N° CCC - FMS No/ N° VME

C1111-130637

The solicitation documents follows in pdf format.

BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)
WEB APPLICATION DEVELOPMENT SERVICES
FOR CANADIAN HERITAGE

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BID SOLICITATION

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

WEB APPLICATION DEVELOPMENT SERVICES

FOR

CANADIAN HERITAGE

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation C1111-130637. It is divided into seven parts plus annexes and attachments as follows:

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

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

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of *the **Canadian Heritage (PCH)*** (the "Client") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of a contract, for Three years plus four, one-year irrevocable options allowing Canada to extend the term of the Contract.

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- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.
- (e) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/E series of SAs are eligible to compete. The TBIPS SA EN578-055605/E is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (f) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605/E as that joint venture at the time of bid closing in order to submit a bid.
- (g) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "B":

APPLICATIONS SERVICES SUB-CLASS		
RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
<i>Programmer S/W Developer, A.6</i>	3	2
<i>System Analyst, A.8</i>	2	1
<i>Test Coordinator, A.10</i>	2	1
<i>Tester, A.11</i>	2	1
<i>Technical Writer, B.14</i>	2	1

1.3 Debriefings

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

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

- 4 Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These Bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
- 5 Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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2.4 Applicable Laws

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

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

2.5 Improvement of Requirement During Solicitation Period

If 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 reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.6 Volumetric Data

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

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

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

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

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

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

(e) **Joint Venture Experience:**

Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture. A joint venture bidder may also rely on the experience of one of its members to meet any given mandatory requirement of this bid solicitation.

Unless specified otherwise, joint venture members cannot pool their abilities with other joint venture members to satisfy a single mandatory requirement of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a mandatory requirement is required, the Bidder must indicate which joint venture member satisfies the requirement.

Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

The following examples are provided to support the above statement.

Example 1: A bidder is a joint venture consisting of members X, Y and Z. If a bid solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot include that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

Example 2: A bidder is a joint venture consisting of members L and M. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and M), the bidder has previously done this work, through the experience of member M. As a JV, this bidder can use this experience to meet the requirement (even though only 1 of the members has the actual experience). As member L obtained this experience while in a joint venture with member M, member L cannot use the experience from the joint venture with member M under a new joint venture which does not include member M (new joint venture consists of members L and N).

Example 3: Related to example 2, neither member L nor M, from the joint venture comprised of members L and M, can submit a bid as a solopreneur based on the experience of the joint venture.

Example 4: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Experience gained by A only, or
- Experience gained by B only, or
- Experience gained by A and B in joint venture, or

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- Experience gained by A and experience gained by A and B in joint venture, or
- Experience gained by B and experience gained by A and B in joint venture.

That shows 100 billable days in total.

3.2 Section I: Technical Bid

The technical bid consists of the following:

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

- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

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

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

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment "4.1", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "4.1", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **For Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of the Resource Categories identified in Annex A. Work will be considered to "closely

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match” if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

- (v) **For Proposed Resources:** The technical bid must include résumés for the resources as identified in Attachment “A”. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
 - (B) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
 - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and contract period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity.
 - (D) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual’s position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual’s length of experience.
- (vi) **Customer Reference Contact Information:** The Bidder must provide customer references who must each confirm, if requested by Canada the information required. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

3.3 Section II: Financial Bid

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- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex "B" of this bid solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables. The Bidder's proposed firm per diem rates for the Initial Contract Period must not exceed those rates set out in Annex "C" to Part A Schedule of Per Diem Rates of the SA Holder's Supply Arrangement. SA Holders may offer a percentage discount on their per diem rates.
- (b) **Variation in Resource Rates By Time Period:** For any given Resource Category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
 - (i) the rate bid must not increase by more than 5% from one time period to the next and
 - (ii) the rate bid for the same Resource Category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different Levels of experience within the same Resource Category and time period, for any such Resource Category and time period
 - (i) the rate bid for Level three must be higher than that bid for Level two, and
 - (ii) the rate bid for Level two must be higher than the rate bid for Level one.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

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

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

(a) **Mandatory Technical Criteria:**

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

(b) **Point- Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex D - Bid Evaluation Criteria.

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(c) **Reference Checks:**

- (i) For reference checks, Canada may conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points unless the response is received within five working days of the date that Canada's email was sent.
- (ii) If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.
- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive

4.3 Financial Evaluation

- (a) **Calculation of Total Bid Price:** The financial evaluation will be conducted by calculating the Total Bid Price using the pricing tables completed by the Bidders.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
 - (i) **Financial Calculation:** The financial evaluation will be conducted using the pricing tables completed by the bidders and the Firm Per Diem Median Rate Evaluation explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) (or the median rate, whichever is higher) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.1 - Pricing Schedule. The sum of such rates will constitute the Financial Evaluated Price for that Bidder
 - (i) **Firm Per Diem Median Rate Evaluation**

(A) Use: The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the median as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.

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(B) Calculation for both the Initial Contract Period and the Option Period medians:
Using the per diem rate proposed for each individual resource category a median rate will be determined for each Resource Category. A median will be used to calculate each Bidder's per diem rate for the Initial Contract Period, and another median will be established for each of the option period(s). For each Resource Category, the median will be calculated using the median function in Microsoft Excel. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the median, that Bidder's financial evaluation will be conducted using a per diem rate equal to the median for that Resource Category.

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **Financial Calculation:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.1 - Pricing Schedule. The sum of such rates will constitute the Financial Evaluated Price for that Bidder.

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

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

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the National Capital Region in the relevant resource category, where those services were provided for at least three months within the twelve months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation;_
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

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

(f) **Formulae in Pricing Tables**

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

4.4 Basis of Selection

Selection Process: The following selection process will be conducted

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive. The responsive bid with the lowest Price-Per-Point will be recommended for award of a contract. To calculate the lowest Price-Per-Point, the following formula will be used:

$$\frac{\text{Total Bid Price}}{\text{Total points obtain by the Bidder}} = \text{Price-Per-Point obtained by the Bidder}$$

- (b) One contract may be awarded in total as a result of this bid solicitation.
- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract.
- Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (d) If more than one Bidder is ranked first because of identical overall scores, then the Bidder with the highest technical score will become the top-ranked bidder.

PART 5 - CERTIFICATIONS

5.1 INTEGRITY PROVISION - RELATED DOCUMENT

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

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

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

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

5.2 Federal Contractors Program for Employment Equity - Bid Certification

- (a) By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.
- (b) 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.
- (c) Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.
- (d) The Bidder must provide the Contracting Authority with a completed [annex Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

5.3 Former Public Servant - Competitive Requirements

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

(b) **Definitions**

For the purposes of this clause,

- (i) **"former public servant"** means a 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. and includes: 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.

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

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

(c) **Former Public Servant in Receipt of a Pension**

If the Bidder is an FPS in receipt of a pension as defined above, the Bidder must provide the following information:

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 applicalbe:

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

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

(d) **Work Force Adjustment Directive**

If Is the Bidder is an a FPS who received a lump sum payment pursuant to the terms of a the wWork Fforce reduction program Adjustment Directive? Yes () No ()

, If so, the Bidder must provide the following information:

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

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

5.4 Professional Services Resources

- (a) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (b) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

5.5 Certification of Language - [English] Essential

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

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

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

6.2 Financial Capability

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

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

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

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- (F) the start and completion dates;
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (M) any other constraints that might affect the completion of the task.
- (c) **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (d) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (a) To be validly issued, a TA must include the following signature(s):
 - (A) for any TA with a value less than or equal to \$200,000.00 (including GST/HST), the TA must be signed by the Project Authority; and
 - (B) for any TA with a value greater than this amount, a TA must be signed by the Project Authority and the Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.
- (e) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
 - (ii) The quarterly periods are defined as follows:

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

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

- (iii) Each report must contain the following information for each validly issued TA (as amended)
 - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
 - (B) a title or a brief description of the task;
 - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
 - (D) the total estimated cost specified in the TA (GST or HST Applicable Taxes extra);
 - (E) the total amount (GST or HST Applicable Taxes extra) expended to date;
 - (F) the start and completion date; and
 - (G) the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TAs (as amended)
 - (A) the amount (GST or HST Applicable Taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
 - (B) the total amount, GST or HST Applicable Taxes extra, expended to date against all validly issued TA's.

(f) Refusal of Task Authorizations: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex B. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

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

7.3 Minimum Work Guarantee

- (a) In this clause,

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- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding GST/HST Applicable Taxes); and
 - (ii) **"Minimum Contract Value"** means 5 % of the Maximum Contract Value on the date the contract is first issued.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

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

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

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

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(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4006 (2013-10-23), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

7.5 Security Requirement

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

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

7.6 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends 3 year(s) later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

- (b) **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Four (4) additional One (1) year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

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7.7 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Anoule Pierre
 Title: Supply Specialist
 Organization: Public Works and Government Services Canada, Acquisitions Branch
 Telephone: (819) 956-2137
 Facsimile: (819) 956-1207
 E-mail address: anoule.pierre@tpsgc-pwgsc.gc.ca

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

(b) **Technical Authority**

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

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

(c) **Contractor's Representative**

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

7.8 Payment

(a) **Basis of Payment**

(i) **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, GST/HST Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ _____

(ii) **Pre-Authorized Travel and Living Expenses**

Canada will reimburse the Contractor for its pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work in accordance with the clause titled "Travel and Living" of the Supply Arrangement which is also available at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rfdso-sotli-eng.html>

All payments are subject to government audit.

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Estimated Cost: \$ _____

(iii) **GST/HST Applicable Taxes:** Estimated Cost: \$ _____

(iv) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(vi) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(b) **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable Taxes GST or HST. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is applicable. Taxes are included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(i) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (A) it is 75 percent committed, or
- (B) 4 months before the Contract expiry date, or
- (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

(ii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment - Monthly Payment**

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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:

- (i) 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;
 - (ii) all such documents have been verified by Canada; and
 - (iii) the Work performed has been accepted by Canada.
- (d) **Time Verification**
- Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.
- (e) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
 - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.9 Invoicing Instructions

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

7.10 Certifications

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

7.11 Applicable Laws

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

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7.12 Priority of Documents

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

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

7.13 Foreign Nationals (Canadian Contractor)

7.14 Foreign Nationals (Foreign Contractor)

7.15 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the

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time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) Errors and Omissions Liability Insurance

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:

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

7.16 Limitation of Liability - Information Management/Information Technology

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

(b) First Party Liability:

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does

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not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

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

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

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

7.17 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members:

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

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

7.18 Professional Services - General

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

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual’s departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada’s notice of the requirement for a replacement) provide to the Contracting Authority:
 - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (B) security information on the proposed replacement as specified by Canada, if applicable.

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

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

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

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

7.19 Professional Services for Pre-Existing Software

- (a) **Pre-Existing Software:** The "Pre-Existing Software" consists of the computer programs that are either proprietary to Canada or licensed to Canada by a third party, in respect of which Canada requires certain professional services.
- (b) **Software Services:** During the Contract Period, the Contractor must provide the Client with the following "Services for Pre-Existing Software" as and when requested by Canada through a Task Authorization:
 - (i) accessing, downloading, storing, installing, loading, processing, configuring and implementing any additional software code related to the Pre-Existing Software (such as new releases, versions, patches, and bug fixes), as soon as it becomes available;
 - (ii) keeping track of the software publisher's software releases for the purpose of configuration control; and
- (c) **No Software Development:** The Contractor is not required to develop, program or provide additional software code related to the Pre-Existing Software as part of the Work performed under the Contract.
- (d) **Title:** Except as otherwise specifically provided in these Articles of Agreement, title to the Pre-Existing Software will be unaffected by the performance of the Services for Pre-Existing Software and, to the extent that the Pre-Existing Software is subject to a license for use from a third party, its use will remain subject to the conditions of Canada's license.

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- (e) **Access:** Canada will provide to the Contractor any information regarding any passwords, authorization codes or similar information that might be necessary to perform the Software Services, provided that in doing so Canada is not in default of any obligations regarding the use of the Pre-Existing Software. The Contractor agrees that it is a term of the Contract that it will not disclose or distribute any part of the Pre-Existing Software to any other person or entity or otherwise violate the proprietary rights of the owner of the Pre-Existing Software.

7.20 Safeguarding Electronic Media

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

7.21 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.22 Access to Canada's Property and Facilities

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

7.23 Government Property

Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

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ANNEX A

STATEMENT OF WORK

WEB APPLICATION DEVELOPMENT SERVICES

1. BACKGROUND

Canadian Heritage (PCH) is responsible for national policies and programs that promote Canadian content, foster cultural participation, active citizenship, and participation in Canada's civic life.

To guide Canadian Heritage in delivering on this mandate, the Department has a strategic framework and associated outcomes. To achieve results for Canadians, the departmental activities align with these outcomes to form a Program Activity Architecture (PAA).

With these outcomes in mind, PCH offers financial support programs. Through these programs, Canadian Heritage helps to promote culture, the arts, heritage, official languages, citizenship and participation, multiculturalism, youth, sport, and Aboriginal initiatives. Financial support for these programs includes grants and contributions (G&C's), bursaries, tax credits, and other.

For this solicitation, the Web Application Development Services (WADS) within the Chief Information Officer Branch (CIOB) at Canadian Heritage is soliciting responses and intends to contract with a single vendor for the resources identified under this TBIPS Request for Proposal.

WADS is the group within CIOB that is responsible for application development and support of all client server and web based information systems deployed within the department.

The Categories of Personnel as identified in this solicitation are to assist Canadian Heritage in the design, implementation and closing of information systems projects that support the work of the department. The resources will be assigned to various tasks on projects outlined in the SOW of this solicitation.

The following TBIPS resources are required:

Applications Services Class

- (2) A.6 Programmer S/W Developer
- (1) A.8 System Analyst
- (1) A.10 Test Coordinator
- (1) A.11 Tester

Business Services Class

- (1) B.14 Technical Writer

All proposed resources will be qualified, and all resource categories will be contracted during the Initial Contract Period.

2. Task Authorization Approach

The contractor will supply, on an as when required basis professional services resources required to support CIOB. Specific responsibilities, accountabilities and deliverables will be described in each Task Authorization (TA) as per TBIPS SA requirements.

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3. Statement of Work

There are a number of information system projects planned or in progress within PCH and managed by the WADS group.

These include custom built desktop and web based systems which are designed, developed and deployed to support the activities of the department. Many, but not all, of these systems are used to support departmental transfer payment programs, Grant and Contribution (G&C) or tax credit programs.

Some are projects planned to augment enterprise scale legacy client/server systems, while others are new systems developed and based upon web services.

The department has developed and deployed an online portal using custom built technology using the PWGSC Government of Canada Credential Federation (GCCF) services which will allow PCH clients to apply for program support directly online.

The following descriptions are brief outlines of the major initiatives underway and applicable to this RFP. Any or all of the identified Category of Personnel may be assigned tasks within these projects, or on other information system projects as directed by the PCH Project Authority.

In the spring of 2008, the CIOB presented and received approval against a *Grants & Contributions Modernization Initiative* (GCMI).

Through the Grants and Contributions Modernization Initiative, Canadian Heritage is simplifying, standardizing and automating the delivery of grants and contributions to its clients.

The growing use of technology and Canadians' expectations for fast, reliable and transparent service are drivers for this change. Equally important, Canadian Heritage needs an affordable and appropriately accountable service delivery model for the future.

A new streamlined, risk-based approach to assessing applications is being piloted under the Canada Arts Presentation Fund, the Community Life component under the Development of Official-Languages Communities Program in the Ontario and Quebec Regions, and Celebrate Canada. This initiative will be progressively rolled out to other programs across the Department.

By 2015, clients will be able to apply on-line, receive clear instructions to help them submit applications and report on progress. Program staff will also be better equipped with newer tools and technology to process requests more quickly.

This initiative will allow for a number of sub-projects which are described below:

1. GCIMS:

The Grant and Contribution Information System (GCIMS) is a nationally deployed, custom developed client server business system. GCIMS is used by approximately 500 program management staff at PCH to track the approximate 60 G&C programs at PCH. GCIMS supports all departmental program delivery from a case or file management perspective as well as the tracking of the financial disbursements per project and program.

The resources identified in this RFP may be assigned to complete software design and development, testing, technical writing or even further business analysis for this project.

2.

Grants and Contributions Business Online (GCBO):

GCBO software product is a web based information system that allows Tax Credit (TC) processing.

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At a high level, the product is comprised of a Case Tracking system as well as an online portal. The product also incorporates GC Key to provide for the secure online availability for PCH clients.

Currently three programs have been configured in GCBO:

- 1) Canadian Audiovisual Certification Office (CAVCO) Canadian Film or Video Production Tax Credit (CPTC) program.

The objective of the CPTC is to encourage Canadian programming and to develop an active domestic production sector. This fully refundable tax credit is available at a rate of 25 percent of the qualified labor expenditure of an eligible production. The CPTC is jointly administered by the Canadian Audio-Visual Certification Office (CAVCO) and the Canada Revenue Agency.

- 2) Canadian Audiovisual Certification Office (CAVCO) Film or Video Production Services Tax Credit (PSTC) Program.

The Film or Video Production Services Tax Credit (PSTC) is designed to enhance Canada as a location of choice for film and video productions employing Canadians, as well as to strengthen the industry and secure investment. The PSTC is available at a rate of 16 percent of the qualified Canadian labour expenditures incurred in respect of an accredited production. The Canadian Audio-Visual Certification Office co-administers the PSTC program with the Canada Revenue Agency.

- 3) Movable Cultural Property (MCP) Program.

The Movable Cultural Property Program supports the preservation of Canada's artistic, historic and scientific heritage through the *Cultural Property Export and Import Act*.

3. Others:

Note that there are other related information system projects underway at PCH which may require the services of the resources solicited under this RFP. They will be assigned in accordance with strategic priorities and as per the WADS project authority.

4. Technical Environment

The following is a list of the tools and products used in the development and production environments at PCH.

Note that not all tools and products will necessarily be used by the contract resources.

Development Environment

- Microsoft Visual Studio 2008 (ASP.NET & VB.NET)
- Microsoft .NET Framework 3.5
- Microsoft Communication Foundation (WCF)
- CSLA .NET 3.5
- Developer Express .NET 8.2
- Business Objects Crystal Reports XI
- Adobe ColdFusion MX 6
- Microsoft Visual Basic 6
- Microsoft Visual SourceSafe 2005
- Sparx Systems Enterprise Architect 7.5
- Microsoft Visio 2003
- Microsoft Dynamic CRM

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Innovasys Document! X 2008
 Adobe RoboHelp 8
 Acreso InstallShield 12

Production Environment

Microsoft Windows Server 2003
 Microsoft SQL Server 2008
 Microsoft SSRS 2008
 Microsoft Dynamic CRM
 IBM Lotus Notes 7
 OpenText/Hummingbird DM 5.1.0.5 (RDIMS)
 Freedom Scientific JAWS Screen Reader 10

5. Deliverables

Typical to most system development efforts, some of the deliverables the resources will be expected to complete, or, assist in the completion of, will be the following:

Typical activities may include (but are not limited to):

(2) A.6 Programmer S/W Developer

- Screen and Report Design
- GUI Mockups
- Flow charts
- Coded machine Instruction
- Conversion Plan and Conversion Scripts

(1) A.8 System Analyst

- System Design and Specification Document
- System Analysis Document
- Interface Design Specifications

(1)A.10 Test Coordinator

- Test plan
- Test Strategy
- Plan, organize, and schedule testing

(1) A.11 Tester

- Test Scenario and Scripts
- Status Report
- Testing procedure
- Verification and validation document

Business Services Class

(1) B.14 Technical Writer

- Installation Guide
- User Documentation
- Training Documentation

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TASK AUTHORIZATION (TA) FORM

CONTRACTOR		CONTRACT NUMBER:	
COMMITMENT #		FINANCIAL CODING:	
TASK NUMBER (AMENDMENT):		ISSUE DATE:	RESPONSE REQUIRED BY:

7. APPROVAL - SIGNING AUTHORITY

Signatures (Client)	Signatures (PWGSC)
Name, Title and Signature of Individual Authorized to sign:	
Technical Authority: _____	Contracting Authority ¹ : _____
Date: _____	Date: _____

¹ Signature required for projects valued at \$200,000. or more, GSTApplicable Taxes included.

You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out there of.

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ANNEX B

BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract to three years later)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer/Software Developer, A.6	Level 3	\$
System Analyst, A.8	Level 2	\$
Test Coordinator, A.10	Level 2	\$
Tester, A.11	Level 2	\$
Technical Writer, B.14	Level 2	\$
Total Price Initial Contract Period :		\$ TBD

Total Expenditure: \$ TBD

OPTION PERIODS

Option Period 1 TBD		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer/Software Developer, A.6	Level 3	\$
System Analyst, A.8	Level 2	\$
Test Coordinator, A.10	Level 2	\$
Tester, A.11	Level 2	\$
Technical Writer, B.14	Level 2	\$
Total Price Option Period 1 :		\$ TBD

\$ Unfunded

Option Period 2 TBD		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer/Software Developer, A.6	Level 3	\$
System Analyst, A.8	Level 2	\$
Test Coordinator, A.10	Level 2	\$
Tester, A.11	Level 2	\$
Technical Writer, B.14	Level 2	\$
Total Price Option Period 2 :		\$ TBD

\$ Unfunded

Option Period 3 TBD		
Resource Category	Level of Expertise	Firm Per Diem Rate
Programmer/Software Developer, A.6	Level 3	\$
System Analyst, A.8	Level 2	\$
Test Coordinator, A.10	Level 2	\$

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Tester, A.11	Level 2	\$
Technical Writer, B.14	Level 2	\$
Total Price Option Period 3 :		\$ TBD

\$ Unfunded

		Option Period 4 TBD	
Resource Category	Level of Expertise	Firm Per Diem Rate	
Programmer/Software Developer, A.6	Level 3	\$	
System Analyst, A.8	Level 2	\$	
Test Coordinator, A.10	Level 2	\$	
Tester, A.11	Level 2	\$	
Technical Writer, B.14	Level 2	\$	
Total Price Option Period 4 :		\$ TBD	
Total Bid Price: Contract Period + Option Periods 1,2,3 &4			

\$ Unfunded

Total Expenditure: \$ Unfunded

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ANNEX C
SECURITY REQUIREMENTS CHECK LIST

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

See attachment (Annex C).

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ANNEX D

EVALUATION CRITERIA & RESPONSE TABLE

1.0 MANDATORY REQUIREMENTS:

Only proposals that meet all of the mandatory requirements for all of the resources proposed herein will be considered for evaluation under the point rated requirements.

Should any of the requirements under this section be omitted from the proposal, it will be deemed as non-responsive and will be given no further consideration for any phase of this solicitation.

The following information should be included for each project (Project is defined as: A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the duration of time required to complete its stated objectives.)

- Project description
- Relevance of the project to the requirements outlined in this statement of work
- Name and description of client organization
- Name and phone number of client reference
- Project timeframe
- Contribution of the individual to the project
- Objective and outcome of the project

2. RATED REQUIREMENTS:

To be considered valid, a bid must have met all Mandatory Requirements for each proposed resource and achieve the minimum overall required for each proposed resource for Rated Requirements. Bidders must provide detailed information addressing each of the evaluation criteria subject to a point rating. Criteria not addressed will be given a score of 0.

In this section, details should be provided regarding the qualifications, relevant experience and expertise of the proposed resource. The experience of the proposed resource must be clearly identified by providing a summary/description of the previous projects worked on, and indicating when the work was carried out and the client.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. The bidder should provide complete details as to where, when (month and year) and how (through which activities/responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are also advised that 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.

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It is requested that for each of the criteria, bidder statements in this section make direct reference, project identifier, page number, to the supporting section(s) in the proposed resource's resume.

Bidders are reminded that the evaluation team will look for the following details in the demonstrated projects when evaluating this section:

- Project descriptions and deliverables;
- Start and end time, year and month, of the project;
- The role and responsibilities of the proposed resource(s);
- Identify the client organization;
- Identify the client contact name for which the work was directly performed and contact information. Contact information provided should include contact name, title and current telephone number. The evaluation team reserves the right to contact any reference provided.

Redaction of Document Content:

In some cases, the proposed resource may need to redact a document to remove company names, private information, etc. If the document has been redacted too much (so as to render the portions of the document provided unreadable), the example cannot be considered as "enough" for evaluation purposes.

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A.6 Programmer S/W Developer Level 3 (.Net)

Mandatory Requirement	Qualification	Response	Reference
A.6 (M1)	<p>The bidder must demonstrate that the proposed resource has graduated from a two (2) year (or longer) computer science program from an accredited educational institution*</p> <p>OR obtained a University Degree in a Science Related Discipline from an accredited educational institution*</p> <p>A photocopy of the diploma must be available upon request.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.6 (M2)	<p>The bidder must demonstrate that the proposed resource has an overall ten (10) years industry experience as a senior programmer software developer with enterprise level information system development projects.</p> <p>Specifically, the bidder must demonstrate how the resource has gained experience in</p> <ul style="list-style-type: none"> ▪ the design phases of system development projects ▪ the construction phases of system development projects 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.6 (M3)	<p>The bidder must demonstrate that the proposed resource has experience as a lead software developer or designer on two (2) information system development projects within the past five (5) years.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.6 (M4)	<p>The bidder must provide a document (maximum one page, minimum of 400</p>	<p>Meets Requirement</p>	

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A.6 Programmer S/W Developer Level 3 (.Net)			
	character) solely authored by the proposed resource that interprets a business requirements document and transition them to system and software design. The summary description must clearly explain how one or multiple methodologies and tools are used to derive a relevant and proper design.	Does Not Meet Requirement	

* A6 (M1) description of: *accredited educational institution.*

Each individual proposed with a university or college degree, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: [The Canadian Information Centre for International Credentials \(CICIC\)](#)

It is the Bidder's responsibility to provide proof that the Certificate/Diploma is recognized by a Canadian academic credentials assessment service if the institution no longer exists.

Rated Requirement	Qualification and Criteria	Max Points	Points Awarded	Response	Reference
A.6 (R1)	<p>The bidder demonstrates how the projects referenced in (M3) relate to the SOW in this solicitation.</p> <p>Scale:</p> <p>Both project are related to Grants & Contributions or Transfer Payment system development = 4 points</p> <p>One project is related to Grants & Contributions or Transfer Payment system development and the other Is Related to other Case or File Management system development = 3 points</p> <p>Both project are related to other Case or File Management system development =2 points</p> <p>Only one project is related to other Case or File Management system development =1 points</p> <p>Not related to either =0 point</p>	4pts	/4		

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A.6 (R2)	<p>The bidder demonstrates that the proposed resource has experience working with Microsoft SQL Server.</p> <p>Scale:</p> <p><= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points</p>	3pts	/3		
A.6 (R3)	<p>The bidder demonstrates that the proposed resource has experience developing database driven desktop applications using Visual Basic and based on .NET framework (Visual Studio 2003+)</p> <p>Scale:</p> <p><= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points</p>	3pts	/3		
A.6 (R4)	<p>Using a summary description (one page M4) the bidder demonstrates how the resource interprets formal artifacts such as business and functional requirements and transitions them through to system and software design.</p> <p>The summary description must be congruent with the resource CV.</p> <p>Scale:</p> <p>Based upon past project outcomes, modelling and use of a defined methodology, the bidder explains the structured step by step the process followed. 1 points</p> <p>Clear description of the methodology and modelling technique used (i.e. CASE Tool, Use Case Modelling, Diagramming techniques, etc.). 1 points</p> <p>Clear description of the tools to apply the methodology used (i.e.</p>	3pts	/3		

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	Enterprise Architect, Visio, Eclipse, etc.). 1 points				
MAX POINTS		13 (minimum overall 9)			

A.6 Programmer S/W Developer Level 3 (CRM)

Mandatory Requirement	Qualification	Response	Reference
A.6 (M1)	<p>The bidder must demonstrate that the proposed resource has graduated from a two (2) year (or longer) computer science program from an accredited educational institution*</p> <p>OR obtained a University Degree in a Science Related Discipline from an accredited educational institution*</p> <p>A photocopy of the diploma must be available upon request.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.6 (M2)	<p>The bidder must demonstrate that the proposed resource has an overall ten (10) years industry experience as a senior programmer software developer with enterprise level information system development projects.</p> <p>Specifically, the bidder must demonstrate how the resource has gained experience in</p> <ul style="list-style-type: none"> ▪ the design phases of system development projects ▪ the construction phases of system development projects . 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.6 (M3)	<p>The bidder must demonstrate that the proposed resource has experience as a lead software developer or designer on two (2) CRM development projects with an estimated value that</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	

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A.6 Programmer S/W Developer Level 3 (CRM)			
	exceeds \$500,000.00 in project value within the past five (5) years.		
A.6 (M4)	The bidder must demonstrate that the resource has a Microsoft Dynamic CRM 2011 or 2013 Certifications.	Meets Requirement Does Not Meet Requirement	
A.6 (M5)	The bidder must provide a document (maximum one page, minimum of 400 characters) solely authored by the proposed resource that articulate the technical infrastructure of Microsoft CRM as well the interaction with Microsoft products such as SQL Server 2005/2008, BizTalk, SharePoint, Office, Active Directory.		

A.6 Programmer S/W Developer Level 3 (CRM)					
Rated Requirement	Qualification and Criteria	Max Points	Points Awarded	Response	Reference
A.6 (R1)	The bidder demonstrates that the proposed resource has experience working with Microsoft CRM Dynamics doing Custom workflow assembly development. Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		
A.6 (R2)	The bidder demonstrates that the proposed resource has experience working with Microsoft CRM Dynamics doing Custom page integration (embedding custom ASP.NET pages into CRM and using JavaScript to integrate with CRM forms) Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points	3pts	/3		

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A.6 Programmer S/W Developer Level 3 (CRM)					
	> 24 months <= 36 months = 3 points				
A.6 (R3)	The bidder demonstrates that the proposed resource has experience working with Microsoft CRM Dynamics doing CRM customization and extensions Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		

A.6 (R4)	The bidder demonstrates that the proposed resource has experience working with Microsoft SQL Server. Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		
A.6 (R5)	The bidder demonstrates that the proposed resource has experience developing database driven desktop applications using Visual Basic and based on .NET framework (Visual Studio 2003+) Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		

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A.6 (R6)	<p>Using a summary description (one page M5) the bidder demonstrates how the resource articulate the technical infrastructure of Microsoft CRM as well the interaction with Microsoft products such as SQL Server 2005/2008, BizTalk, SharePoint, Office, Active Directory.</p> <p>The summary description must be congruent with the resource CV.</p> <p>Scale:</p> <p>Based upon past project outcomes, modelling and use of a defined methodology, the bidder explains the structured step by step the process followed. 1 points</p> <p>Clear description of the methodology and modelling technique used (i.e. CASE Tool, Use Case Modelling, Diagramming techniques, etc.). 1 points</p> <p>Clear description of the tools to apply the methodology used (i.e. Enterprise Architect, Visio, Eclipse, etc.). 1 points</p>	3pts	/3		
MAX POINTS		18 (minimum overall 13)			

A.8 System Analyst Level 2			
Mandatory Item	Qualification	Response	Reference

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A.8 System Analyst Level 2			
A.8 (M1)	<p>The bidder must demonstrate that the proposed resource has an overall five (5) years industry experience in the analysis phase on information systems development projects with an estimated value that exceeds \$500,000.00 in project value</p> <p>Specifically, the bidder must demonstrate that the proposed resource has experience with</p> <ul style="list-style-type: none"> ▪ a variety of requirements analysis techniques ▪ translating business requirements into systems specifications. ▪ formalizing systems specifications ▪ authoring of systems specifications documents. 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.8 (M2)	<p>The bidder must demonstrate that the proposed resource has experience as a system analyst on two (2) information system development projects within the past five (5) years.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.8 (M3)	<p>The bidder must provide a document (maximum one page, minimum of 400 characters) solely authored by the proposed resource that interprets a business requirements document and transition them to system and software design. The summary description must clearly explain how one or multiple methodologies and tools are used to derive a relevant and proper design.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	

A.8 System Analyst Level 2					
Rated Requirement	Qualification and Criteria	MAX Points	Points Awarded	Response	Reference

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A.8 System Analyst Level 2

<p>A.8 (R1)</p>	<p>The bidder demonstrates how the projects referenced in (M3) relate to the SOW in this solicitation.</p> <p>Scale:</p> <p>Both project are related to Grants & Contributions or Transfer Payment system development = 4 points</p> <p>One project is related to Grants & Contributions or Transfer Payment system development and the other Is Related to other Case or File Management system development = 3 points</p> <p>Both project are related to other Case or File Management system development =2 points</p> <p>Only one project is related to other Case or File Management system development =1 points</p> <p>Not related to either =0 point</p>	<p>4pts</p>	<p>/4</p>		
<p>A.8 (R2)</p>	<p>Using a summary description (one page M3) the bidder demonstrates how the proposed resource approaches the requirements process and transitions this phase through to design. The summary description must be congruent with the resource CV.</p> <p>Scale:</p> <p>Based upon past project outcomes, modeling and use of a defined methodology, the bidder explains the structured step by step the process followed. 1 points</p>	<p>3pts</p>	<p>/3</p>		

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A.8 System Analyst Level 2					
	<p>Clear description of the methodology and modelling technique used (i.e. CASE Tool, Use Case Modelling, Diagramming techniques, etc.). 1 points</p> <p>Clear description of the tools to apply the methodology used (i.e. Enterprise Architect, Visio, Eclipse, etc.). 1 points</p>				
A.8 (R3)	<p>The bidder demonstrates that the proposed resource has experience in liaising with stakeholders and working with Business Analyst and developers in the last ten (10) years.</p> <p>Scale:</p> <p><= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points</p>	3pts	/3		
MAX POINTS		10 (minimum overall 7)			

A.10 Test Coordinator Level 2			
Mandatory Requirement	Qualification	Response	Reference

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A.10 Test Coordinator Level 2		
A.10 (M1)	<p>The bidder must demonstrate that the proposed resource has an overall five (5) years industry experience as a Test Coordinator resource on information systems development project(s) with an estimated value that exceeds \$500,000.00 in project value</p> <p>Specifically, the bidder must demonstrate that the proposed resource has experience with</p> <ul style="list-style-type: none"> ▪ developing project team test plans and standardized procedures ▪ organizing test teams for large development projects ▪ reporting test team progress to the project manager ▪ testing of development projects ▪ developing end user test scripts ▪ developing regression tests ▪ writing system test scenarios 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>
A.10 (M2)	<p>The bidder must demonstrate that the proposed resource has performed the role of Test Coordinator on two (2) (with an estimated value that exceeds \$500,000.00 in project value) information systems development projects.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>
A.10 (M3)	<p>The bidder must provide a test plan <u>solely</u> authored by the resource.</p> <p>Test plan:</p> <ul style="list-style-type: none"> ▪ Cover Page ▪ Page indicating <u>sole or majority authorship</u> (cover page, document editing history or other) ▪ Table of Contents ▪ UML Diagram 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>

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A.10 Test Coordinator Level 2			
	<ul style="list-style-type: none"> Minimum of one (1) test Case related to the UML Diagram 		

A.10 Test Coordinator Level 2					
Rated Requirement	Qualification and Criteria	Max Points	Points Awarded	Response	Reference
A.10 (R1)	<p>The bidder must describe and demonstrate that the proposed resource has uniquely contributed to either of the projects referenced in (M2)</p> <p>Scale:</p> <p>Ability to recognize and test product features and functions with minimal reliance on development team: 1 points</p> <p>Ability to identify, track and update development team on bugs, defects and other quality issues : 1 points</p> <p><i>* Please indicate clearly which project from (M2) you are submitting for evaluation.</i></p>	2pts	/2		
A.10 (R2)	<p>The bidder demonstrate how the artifact (or part thereof) provided in (M3) fosters knowledge transfer (e.g. approach to test planning; feature and functionality documentation, usability of test scripts).</p> <p>Note: bidders must supply enough of the artifact for evaluation purposes.</p> <p>Scale:</p> <p>Document structure:</p> <ul style="list-style-type: none"> Very Good – e.g. good use of Table of Contents (TOC), annexes or appendices, consistent headings, good labelling of tables and figures, logical flow (2 points) 	6pts	/6		

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A.10 Test Coordinator Level 2

	<ul style="list-style-type: none"> • Good – e.g. adequate use of Table of Contents, annexes or appendices, consistency in major headings, adequate labelling of tables and figures, some logic to flow (1 points) • Weak – e.g. No Table of Contents, annexes or appendices, inconsistent headings, missing or inadequate labelling of tables and figures, incomprehensible flow (0 point) <p>Clarity (written expression):</p> <ul style="list-style-type: none"> • Very Good – e.g. correct grammar, error free spelling, clearly written in a style appropriate to the audience, no difficulty understanding document (2 points) • Good – e.g. very few grammar or spelling errors, clearly written in a style appropriate to the audience, only small parts require a second reading for comprehension (1 points) • Weak – e.g. sentence fragments, frequent grammar or spelling errors, significant difficulty understanding large parts of writing, vague explanations, writing style not suitable for target audience (0 point) <p>Comprehensive (details):</p> <ul style="list-style-type: none"> • Very Good – e.g. more than sufficient level of detail of business needs and analysis , great depth of explanation, includes extra-text functions to explore further details,(2 points) • Good – e.g. adequate details to understand 				
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A.10 Test Coordinator Level 2					
	business requirements, may include extra-text explanations (charts, screen shots, etc.) to support details (1 point0) <ul style="list-style-type: none"> Weak – e.g. inadequate details – unable to understand business needs or provide or inadequate analysis, questions raised and unanswered (0 point) 				
A.10 (R3)	The bidder demonstrates that the proposed resource has experience developing test plans and scripts Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		
MAX POINTS		11 (minimum overall 8)			

A.11 Tester Level 2			
Mandatory Requirement	Qualification	Response	Reference

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A.11 Tester Level 2			
A.11 (M1)	<p>The bidder must demonstrate that the proposed resource has an overall five (5) years industry experience as a tester or QA resource on an information systems development projects with an estimated value that exceeds \$500,000.00 in project value</p> <p>Specifically, the bidder must demonstrate that the proposed resource has experience with</p> <ul style="list-style-type: none"> ▪ testing a development projects ▪ developing end user test scripts ▪ developing regression testing ▪ writing system test scenarios.. 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.11 (M2)	<p>The bidder must demonstrate that the proposed resource has performed the role of a tester or QA resource on two (2) information system development projects within the past five (5) years.</p>	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	
A.11 (M3)	<p>The bidder must provide a test plan template or an example test scripts <u>solely</u> authored by the resource.</p> <p>Test plan:</p> <ul style="list-style-type: none"> ▪ Cover Page ▪ Page indicating <u>sole</u> or <u>majority authorship</u> (cover page, document editing history or other) ▪ Table of Contents ▪ UML Diagram ▪ Minimum of one (1) test Case related to the UML Diagram 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>	

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A.11 Tester Level 2

Rated Requirement	Qualification and Criteria	Max Points	Points Awarded	Response	Reference
A.11 (R1)	<p>The bidder must describe and demonstrate that the proposed resource has uniquely contributed to either of the projects referenced in (M2)</p> <p>Scale:</p> <p>Ability to recognize and test product features and functions with minimal reliance on development team: 1 points</p> <p>Ability to identify, track and update development team on bugs, defects and other quality issues : 1 points</p> <p><i>* Please indicate clearly which project from (M2) you are submitting for evaluation.</i></p>	2pts	/2		
A.11 (R2)	<p>The bidder demonstrate how the artifact (or part thereof) provided in (M3) fosters knowledge transfer (e.g. approach to test planning; feature and functionality documentation, usability of test scripts).</p> <p>Note: bidders must supply enough of the artifact for evaluation purposes.</p> <p>Scale:</p> <p>Document structure:</p> <ul style="list-style-type: none"> • Very Good – e.g. good use of Table of Contents (TOC), annexes or appendices, consistent headings, good labelling of tables and figures, logical flow (2 points) • Good – e.g. adequate use of Table of Contents, annexes or appendices, consistency in major headings, adequate labelling of tables and figures, some logic to flow (1 points) 	6pts	/6		

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A.11 Tester Level 2

	<ul style="list-style-type: none"> • Weak – e.g. No Table of Contents, annexes or appendices, inconsistent headings, missing or inadequate labelling of tables and figures, incomprehensible flow (0 point) <p>Clarity (written expression):</p> <ul style="list-style-type: none"> • Very Good – e.g. correct grammar, error free spelling, clearly written in a style appropriate to the audience, no difficulty understanding document (2 points) • Good – e.g. very few grammar or spelling errors, clearly written in a style appropriate to the audience, only small parts require a second reading for comprehension (1 points) • Weak – e.g. sentence fragments, frequent grammar or spelling errors, significant difficulty understanding large parts of writing, vague explanations, writing style not suitable for target audience (0 point) <p>Comprehensive (details):</p> <ul style="list-style-type: none"> • Very Good – e.g. more than sufficient level of detail of business needs and analysis , great depth of explanation, includes extra-text functions to explore further details,(2 points) • Good – e.g. adequate details to understand business requirements, may include extra-text explanations (charts, screen shots, etc.) to support details (1 point) • Weak – e.g. inadequate details – unable to understand business needs or provide or inadequate analysis, questions raised and unanswered (0 point) 				
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A.11 Tester Level 2					
A.11 (R3)	The bidder demonstrates that the proposed resource has experience developing test plans and scripts Scale: <= 6 months = 0 point > 6 months <= 12 months = 1 points > 12 months <= 24 months = 2 points > 24 months <= 36 months = 3 points	3pts	/3		
MAX POINTS		11 (minimum overall 8)			

B.14 Technical Writer Level 2			
Mandatory Requirement	Qualification	Response	Reference
B.14 (M1)	The bidder must demonstrate that the proposed resource has an overall five (5) years of industry experience as a technical writer on an information systems development projects with an estimated value that exceeds \$500,000.00 in project value Specifically the bidder must demonstrate how the proposed resource has the experience in <ul style="list-style-type: none"> ▪ gathering information from various subject-matter experts such as analysts; Information Architects, software developers, testers, etc.) ▪ writing user help files ▪ writing operations manuals; ▪ technical documentation 	Meets Requirement Does Not Meet Requirement	
B.14 (M2)	The bidder must demonstrate that the proposed resource has performed the role of a Technical Writer on two (2) information system development projects within the past five (5) years.	Meets Requirement Does Not Meet Requirement	

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B.14 Technical Writer Level 2		
B.14 (M3)	<p>The bidder must provide an example User Guide template solely authored by the resource. The template must include</p> <ul style="list-style-type: none"> ▪ Cover Page ▪ Page indicating <u>sole or majority authorship</u> (cover page, document editing history or other) ▪ Table of Contents 	<p>Meets Requirement</p> <p>Does Not Meet Requirement</p>

B.14 Technical Writer Level 2					
Rated Requirement	Qualification	Max Points	Points Awarded	Response	Reference
B. 14 (R1)	<p>The bidder describe and demonstrate how the proposed resource uniquely contributed to either of the projects referenced in (M2)</p> <p>Scale:</p> <p>Ability to interpret features and functionality of software with minimal reliance on development team or QA team: 1 points</p> <p>Ability to communicate with the development team any usability issues as a result of help file or other information product development : 1 points</p> <p><i>* Please indicate clearly which project from (M2) you are submitting for evaluation.</i></p>	2pts	/2		
B.14 (R2)	<p>The bidder demonstrate how the artifact (or part thereof) provided in (M3) fosters knowledge transfer (e.g. document structure and format; use of plain language; usability of documentation).</p> <p>Note: bidders must supply enough of the artifact for evaluation purposes.</p> <p>Scale:</p>	6pts	/6		

B.14 Technical Writer Level 2

	<p>Document structure:</p> <ul style="list-style-type: none"> • Very Good – e.g. good use of Table of Contents (TOC), annexes or appendices, consistent headings, good labelling of tables and figures, logical flow (2 points) • Good – e.g. adequate use of Table of Contents, annexes or appendices, consistency in major headings, adequate labelling of tables and figures, some logic to flow (1 points) • Weak – e.g. No Table of Contents, annexes or appendices, inconsistent headings, missing or inadequate labelling of tables and figures, incomprehensible flow (0 point) <p>Clarity (written expression):</p> <ul style="list-style-type: none"> • Very Good – e.g. correct grammar, error free spelling, clearly written in a style appropriate to the audience, no difficulty understanding document (2 points) • Good – e.g. very few grammar or spelling errors, clearly written in a style appropriate to the audience, only small parts require a second reading for comprehension (1 points) • Weak – e.g. sentence fragments, frequent grammar or spelling errors, significant difficulty understanding large parts of writing, vague explanations, 				
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B.14 Technical Writer Level 2					
	<p>writing style not suitable for target audience (i.e. technical jargon if the audience is business, lack of detail if audience is technical) (0 point)</p> <p>Comprehensive (details):</p> <ul style="list-style-type: none"> • Very Good – e.g. more than sufficient level of detail of business needs and analysis , great depth of explanation, includes extra-text functions to explore further details, summation or recommendation fully supported (2 points) • Good – e.g. adequate details to understand business requirements, may include extra-text explanations (charts, screen shots, etc.) to support details, summation or recommendation adequately supported (1 points) • Weak – e.g. inadequate details – unable to understand business needs or provide or inadequate analysis, questions raised and unanswered, vague explanations, summation or recommendation missing or not supported (0 point) 				
B.14 (R3)	The bidder demonstrates that the proposed resource has experience developing User Help Files and operations Manuals with some of the following software tools: RoboHelp; Microsoft Word; Adobe	3pts	3		

Solicitation No. - N° de l'invitation C1111-130637/A	Amd. No. - N° de la modif. File No. - N° du dossier 384zmC1111-130637	Buyer ID - Id de l'acheteur 384zm CCC No./N° CCC - FMS No./N° VME
Client Ref. No. - N° de réf. du client C1111-130637		

B.14 Technical Writer Level 2

	<p>FrameMaker, and Adobe Photoshop.</p> <p>Scale: <= 6 months = 0 point; > 6 months <= 12 months = 1 points; > 12 months <= 24 months = 2 points; > 24 months <= 36 months = 3 points.</p>				
--	--	--	--	--	--

MAX POINTS	11 (minimum overall 8)
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Solicitation No. - N° de l'invitation C1111-130637/A	Amd. No. - N° de la modif. File No. - N° du dossier 384zmC1111-130637	Buyer ID - Id de l'acheteur 384zm CCC No./N° CCC - FMS No./N° VME
Client Ref. No. - N° de réf. du client C1111-130637		

**ATTACHMENT 3.1
BIDDER CERTIFICATION FORM**

BID SUBMISSION FORM	
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Canadian Content Certification As described in the solicitation, bids with at least 80% Canadian content are being given a preference. [For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T]	On behalf of the bidder, by signing below, I confirm that <i>[check the box that applies]</i> :

Solicitation No. - N° de l'invitation C1111-130637/A	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur 384zm
Client Ref. No. - N° de réf. du client C1111-130637	File No. - N° du dossier 384zmC1111-130637	CCC No./N° CCC - FMS No./N° VME

	At least 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
	Less than 80 percent of the bid price consists of Canadian goods and services (as defined in the solicitation)	
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]		
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 		
Signature of Authorized Representative of Bidder		

Solicitation No. - N° de l'invitation C1111-130637/A	Amd. No. - N° de la modif. File No. - N° du dossier 384zmC1111-130637	Buyer ID - Id de l'acheteur 384zm CCC No./N° CCC - FMS No./N° VME
Client Ref. No. - N° de réf. du client C1111-130637		

ATTACHMENT 4.1

PRICING SCHEDULE

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

INITIAL CONTRACT PERIOD:

Initial Contract Period 2015-2018				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
Programmer S/W Developer, A 6	3	1320		
System Analyst, A.8	2	660		
Test Coordinator, A 10	2	660		
Tester, A.11	2	660		
Technical Writer, B.14	2	660		
Total Price Contract Period :				\$ <TBD>

OPTION PERIODS

OPTION PERIOD1 TBD				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
Programmer S/W Developer, A 6	3	440		
System Analyst, A.8	2	220		
Test Coordinator, A 10	2	220		
Tester, A.11	2	220		
Technical Writer, B.14	2	220		
Total Price Option Period 1 :				\$ <TBD>

Solicitation No. - N° de l'invitation C1111-130637/A	Amd. No. - N° de la modif. File No. - N° du dossier 384zmC1111-130637	Buyer ID - Id de l'acheteur 384zm CCC No./N° CCC - FMS No./N° VME
Client Ref. No. - N° de réf. du client C1111-130637		

OPTION PERIOD 2 TBD				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
Programmer S/W Developer, A 6	3	440		
System Analyst, A.8	2	220		
Test Coordinator, A 10	2	220		
Tester, A.11	2	220		
Technical Writer, B.14	2	220		
Total Price Option Period 2 :				\$ <TBD>

OPTION PERIOD 3 TBD				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
Programmer S/W Developer, A 6	3	440		
System Analyst, A.8	2	220		
Test Coordinator, A 10	2	220		
Tester, A.11	2	220		
Technical Writer, B.14	2	220		
Total Price Option Period 3:				\$ <TBD>

OPTION PERIOD 4 TBD				
	(B)	(C*)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate whichever is higher	Total Cost (Cx D)
Programmer S/W Developer, A 6	3	440		
System Analyst, A.8	2	220		
Test Coordinator, A 10	2	220		
Tester, A.11	2	220		
Technical Writer, B.14	2	220		
Total Price Option Period 4 :				\$ <TBD>
Total Bid Price: Initial Contract Period + Option Periods				<TBD>



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada
 2. Branch or Directorate / Direction générale ou Direction Acquisitions

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
 Standing Offer for the provision of Task Based Informatics Professional Services to the Government of Canada

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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? No / Non Yes / Oui
 (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)

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. No / Non 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? No / Non 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 checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 EMBLEMES | | | |

Special comments:

Commentaires spéciaux : _____

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

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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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.

Dans le cas des 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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



Contract Number / Numéro du contrat EN578-055205
Security Classification / Classification de sécurité UNCLASSIFIED

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Charbonneau, Tamara		Title - Titre ASupply Team Leader	
Telephone No. - N° de téléphone 819-825-1442		Facsimile No. - N° de télécopieur 819-825-2990	
E-mail address - Adresse courriel tamara.charbonneau@pwsc.gc.ca		Date 2006/06/12	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) Gauthier, Simone		Title - Titre Security Officer	
Telephone No. - N° de téléphone 819-834-0313		Facsimile No. - N° de télécopieur 819-834-4315	
E-mail address - Adresse courriel simone.gauthier@pwsc.gc.ca		Date 12/6/2006	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)		Title - Titre	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
E-mail address - Adresse courriel		Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres imprimées) JACQUES SAMUR		Title - Titre CONTRACT SECURITY OFFICER	
Telephone No. - N° de téléphone 613-948-1732		Facsimile No. - N° de télécopieur 613-948-1762	
E-mail address - Adresse courriel JACQUES.SAMUR@PWSC.GC.CA		Date 16-06-06	

PWSC.GC.CA

TBS/SCF 368-103(200412)

Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEXE D –

CRITÈRES D'ÉVALUATION ET TABLE DE REPONSES

1. EXIGENCES OBLIGATOIRES

Seules les propositions qui satisfont à toutes les conditions obligatoires, pour toutes les ressources proposées, seront retenues aux fins de l'évaluation des critères cotés numériquement.

Si une des exigences figurant dans cette section était omise dans la proposition, celle-ci serait jugée non recevable et rejetée d'emblée.

Les renseignements suivants doivent être fournis pour chaque projet (un projet étant ainsi défini : ensemble d'activités à accomplir en vue d'obtenir des résultats précis ou d'atteindre des objectifs précis tout en respectant le calendrier et le budget établis. Le projet n'existe que pour le temps requis pour l'atteinte des objectifs fixés).

- Description du projet
- Pertinence du projet par rapport aux exigences décrites dans l'énoncé des travaux
- Nom et description de l'organisation cliente
- Nom et numéro de téléphone du client donné en référence
- Échéancier du projet
- Contribution de la personne au projet
- Objectif et résultats du projet

2. EXIGENCES COTÉES

Pour être considérée comme valide, une soumission doit satisfaire à toutes les exigences obligatoires décrites au point 1 pour chaque ressource proposée et obtenir une note minimum globale de 70 % pour les exigences cotées applicables à chaque ressource proposée. Le soumissionnaire doit fournir des renseignements détaillés sur chacun des critères d'évaluation cotés numériquement. La note 0 sera accordée pour les critères non abordés.

Dans cette section, il faut donner des renseignements au sujet des qualifications, de l'expérience pertinente et de l'expertise des ressources proposées. Le soumissionnaire doit clairement indiquer l'expérience de la ressource proposée en fournissant un sommaire/une description des projets auxquels elle a déjà collaboré, et en précisant à quel moment le travail a été exécuté et pour quel client.

Le soumissionnaire doit savoir que le fait de mentionner l'expérience de son personnel sans fournir les justificatifs faisant état des responsabilités assumées, des tâches accomplies et de la conformité aux exigences n'aura pas de force probante aux fins de cette évaluation. Il doit décrire en détail où, quand (mois et année) et comment (activités, responsabilités) ont été obtenues les qualifications ou l'expérience exigées. L'expérience acquise pendant les études n'est pas considérée comme de l'expérience de travail. Toutes les exigences en matière d'expérience de travail doivent avoir été satisfaites en milieu de travail, et non dans un contexte de formation. Les stages des programmes coopératifs font partie de l'expérience professionnelle, à la condition qu'ils se rapportent aux services exigés.

Le soumissionnaire doit également savoir que les mois d'expérience indiqués pour deux projets qui se chevauchent ne seront comptabilisés qu'une seule fois. **Par exemple**, l'échéancier du projet 1 est de juillet 2001 à décembre 2001 et l'échéancier du projet 2 est d'octobre 2001 à janvier 2002; le nombre total de mois d'expérience pour ces deux projets est de sept (7).

On demande que pour chacun des critères, les réponses du soumissionnaire dans cette section fassent directement référence (identificateur de projet, numéro de page) à la section (aux sections) pertinente(s) du curriculum vitae de la ressource proposée.

Il est rappelé au soumissionnaire que l'équipe d'évaluation cherchera les détails suivants dans les projets de référence, lors de l'évaluation de cette section :

- Descriptions et livrables du projet
- Dates (année et mois) de début et de fin du projet
- Rôle et responsabilités des ressources proposées
- Identité de l'organisation cliente
- Inscire les coordonnées (nom, titre et numéro de téléphone actuel) de la personne pour laquelle le travail a été directement exécuté chez le client. L'équipe d'évaluation se réserve le droit de communiquer avec toute personne donnée comme référence.

Rédaction du contenu du document :

Dans certains cas, la ressource proposée peut avoir besoin de biffer un document pour supprimer le nom de la société, de l'information privée, etc. Si le document a été trop biffé (de manière à rendre une partie du document fourni illisible), l'exemple ne peut pas être considéré comme valide à fin d'évaluation du document.

A.6 Programmeur/réalisateur de logiciel, niveau 3 (.Net)			
Exigence obligatoire	Qualification	Réponse	Référence
A.6 (O1)	Le soumissionnaire doit démontrer que la ressource proposée détient un diplôme d'un programme de sciences informatiques d'une durée de deux (2) ans, suivi dans un établissement d'enseignement accrédité* ou avoir obtenu un diplôme universitaire dans un domaine scientifique connexe d'un établissement d'enseignement reconnu Une photocopie du diplôme doit être fournie sur demande.	Répond à l'exigence Ne répond pas à l'exigence	
A.6 (O2)	Le soumissionnaire doit démontrer que la ressource proposée a acquis dans l'industrie une expérience globale de dix (10) ans comme programmeur/réalisateur de logiciel de niveau supérieur, à l'égard de projets de développement de systèmes d'information de niveau entreprise. Plus précisément, le soumissionnaire doit démontrer comment la ressource a acquis de	Répond à l'exigence Ne répond pas à l'exigence	

A.6 Programmeur/réalisateur de logiciel, niveau 3 (.Net)			
Exigence obligatoire	Qualification	Réponse	Référence
	l'expérience dans : <ul style="list-style-type: none"> ▪ les phases de conception des projets de développement de systèmes ▪ les phases de construction des projets de développement de systèmes. 		
A.6 (O3)	Le soumissionnaire doit démontrer que la ressource proposée a acquis au cours des cinq (5) dernières années une expérience comme réalisateur ou concepteur de logiciels en chef pour deux (2) projets de développement de systèmes d'information.	Répond à l'exigence Ne répond pas à l'exigence	
A.6 (O4)	Le soumissionnaire doit produire un document (maximum d'une page, au moins 400 caractères), rédigé exclusivement par la ressource proposée, qui interprète un document d'exigences opérationnelles en vue de la conception de systèmes et de logiciels. Cette description sommaire doit expliquer clairement comment la ressource utilise un ou plusieurs outils ou méthodologies afin de concevoir des produits pertinents et adéquats.	Répond à l'exigence Ne répond pas à l'exigence	

*** A6 (O1) Signification d'établissement d'enseignement accrédité**

Chaque personne proposée qui est titulaire d'un diplôme universitaire ou collégial doit posséder, à tout le moins, un diplôme d'une université ou d'un collège canadien reconnu, ou l'équivalent selon ce qui a été établi par un service canadien reconnu d'évaluation des diplômes si le diplôme a été obtenu à l'extérieur du Canada. La liste des organisations reconnues est affichée sur le site Web du Centre d'information canadien sur les diplômes internationaux, à l'adresse suivante : [Centre d'information canadien sur les diplômes internationaux \(CICDI\)](#).

Il est de la responsabilité du soumissionnaire de fournir la preuve que le certificat / diplôme est reconnu par un service d'évaluation des titres de compétences universitaires canadiens si l'institution n'existe plus.

A.6 Programmeur/réalisateur de logiciel, niveau 3 (.Net)					
Exigence cotée	Qualifications et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
A.6 (C1)	<p>Le soumissionnaire doit démontrer comment les projets mentionnés en O3 se rapportent à l'ET de la présente demande de soumissions.</p> <p>Échelle :</p> <p>Les deux projets sont liés au développement d'un système de subventions et contributions ou de paiements de transfert. = 4 points</p> <p>Un projet est lié au développement d'un système de subventions et contributions ou de paiements de transfert, et l'autre concerne le développement d'un autre système de gestion de cas ou de dossiers. = 3 points</p> <p>Les deux projets sont liés au développement d'autres systèmes de gestion de cas ou de dossiers. = 2 points</p> <p>Un seul projet est lié au développement d'un autre système de gestion de cas ou de dossiers. = 1 point</p> <p>Liés ni à l'un ni à l'autre. = 0 point</p>	4 points	/4		

A.6 (C2)	<p>Le soumissionnaire doit démontrer que la ressource proposée a une expérience de travail avec Microsoft SQL Server.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
A.6 (C3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a l'expérience du développement d'applications de bureau propulsées par bases de données avec Visual Basic et basées sur le cadre .NET (Visual Studio 2003+).</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
A.6 (C4)	<p>À l'aide d'une description sommaire (une page, voir O4), le soumissionnaire doit démontrer comment la ressource interprète des produits formels, comme des exigences opérationnelles et fonctionnelles, et les convertit pour concevoir des systèmes et des logiciels.</p> <p>La description sommaire doit cadrer avec le CV de la ressource.</p> <p>Échelle</p> <p>En se basant sur les résultats de projets antérieurs, des modèles et une méthodologie définie, le soumissionnaire doit expliquer le processus systématique et structuré qui est suivi. 1 point</p> <p>Description claire de la méthodologie et de la technique de modélisation employées (c.-à-d. outil de génie logiciel assisté par ordinateur, modélisation de cas d'utilisation, techniques de traçage de diagrammes, etc.). 1 point</p> <p>Description claire des outils employés pour appliquer la méthodologie utilisée (Enterprise Architect, Visio, Eclipse, etc.). 1 point</p>	3 points	/3		

NOMBRE MAXIMUM DE POINTS	13 (minimum global : 9)
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A.6 Programmeur/réalisateur de logiciel, niveau 3 (CRM)			
Exigence obligatoire	Qualification	Réponse	Référence
A.6 (O1)	<p>Le soumissionnaire doit démontrer que la ressource proposée détient un diplôme d'un programme de sciences informatiques d'une durée de deux (2) ans, suivi dans un établissement d'enseignement accrédité*.ou avoir obtenue un diplôme universitaire dans un domaine scientifique connexe d'un établissement d'enseignement reconnu</p> <p>Une photocopie du diplôme doit être fournie sur demande.</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.6 (O2)	<p>Le soumissionnaire doit démontrer que la ressource proposée a acquis dans l'industrie une expérience globale de dix (10) ans comme programmeur/réalisateur de logiciel de niveau supérieur, à l'égard de projets de développement de systèmes d'information de niveau entreprise.</p> <p>Plus précisément, le soumissionnaire doit démontrer comment la ressource a acquis de l'expérience dans :</p> <ul style="list-style-type: none"> ▪ les phases de conception des projets de développement de systèmes ▪ les phases de construction des projets de développement de systèmes. 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.6 (O3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a acquis au cours des cinq (5) dernières années une expérience comme réalisateur ou concepteur de logiciels en chef pour</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.6 Programmeur/réalisateur de logiciel, niveau 3 (CRM)			
Exigence obligatoire	Qualification	Réponse	Référence
	deux (2) projets de développement CRM d'une valeur estimative de plus de 500 000 \$.		
A.6 (O4)	Le soumissionnaire doit démontrer que la ressource détient une certification Microsoft Dynamic CRM 2011 ou 2013.	Répond à l'exigence Ne répond pas à l'exigence	
A.6 (O5)	Le soumissionnaire doit produire un document (maximum d'une page, minimum de 400 caractères), exclusivement rédigé par la ressource proposée, qui expose l'infrastructure technique de Microsoft CRM et l'interaction avec des produits Microsoft tels que SQL Server 2005/2008, BizTalk, SharePoint, Office, Active Directory.		

A.6 Programmeur/réalisateur de logiciel, niveau 3 (CRM)					
Exigence cotée	Qualifications et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
A.6 (C1)	Le soumissionnaire doit démontrer que la ressource proposée a une expérience du développement personnalisé de flux de travail avec Microsoft CRM Dynamics Échelle <= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points	3 points	/3		
A.6 (C2)	Le soumissionnaire doit démontrer que la ressource proposée a une expérience du travail avec Microsoft CRM Dynamics pour l'intégration de pages personnalisée (insertion de pages ASP.NET personnalisées dans CRM et utilisation de JavaScript pour les intégrer à des formulaires CRM). Échelle	3 points	/3		

A.6 Programmeur/réalisateur de logiciel, niveau 3 (CRM)					
Exigence cotée	Qualifications et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
	<= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points				
A.6 (C3)	Le soumissionnaire doit démontrer que la ressource proposée a une expérience de travail avec Microsoft CRM Dynamics pour la personnalisation et la production d'extensions avec CRM. Échelle <= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points	3 points	/3		

A.6 (C4)	<p>Le soumissionnaire doit démontrer que la ressource proposée a une expérience de travail avec Microsoft SQL Server.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
A.6 (C5)	<p>Le soumissionnaire doit démontrer que la ressource proposée a l'expérience du développement d'applications de bureau propulsées par bases de données avec Visual Basic et basées sur le cadre .NET (Visual Studio 2003+).</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
A.6 (C6)	<p>À l'aide d'une description sommaire (une page, voir O5), le soumissionnaire doit démontrer comment la ressource est en mesure d'utiliser l'infrastructure de Microsoft CRM et d'interagir avec les produits Microsoft comme SQL Server 2005/2008, BizTalk, SharePoint, Office, Active Directory.</p> <p>La description sommaire doit cadrer avec le CV de la ressource.</p> <p>Échelle</p> <p>En se basant sur les résultats de projets antérieurs, des modèles et une méthodologie définie, le soumissionnaire doit expliquer le processus systématique et structuré qui est suivi. 1 point</p> <p>Description claire de la méthodologie et de la technique de modélisation employées (c.-à-d. outil de génie logiciel assisté par ordinateur, modélisation de cas d'utilisation, techniques de traçage de diagrammes, etc.). 1 point</p> <p>Description claire des outils utilisés pour appliquer la méthodologie employée (p. ex. Enterprise Architect,</p>	3 points	/3		

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	Visio, Eclipse, etc.). 1 point				
NOMBRE MAXIMUM DE POINTS			18 (minimum global : 13)		

A.8 Analyste de systèmes – Niveau 2			
Article obligatoire	Qualification	Réponse	Référence
A.8 (O1)	<p>Le soumissionnaire doit démontrer que la ressource proposée a une expérience globale de cinq (5) ans dans l'industrie dans la phase d'analyse de projets de développement de systèmes d'information d'une valeur estimative supérieure à 500 000,00 \$.</p> <p>Plus précisément, le soumissionnaire doit démontrer que la ressource proposée a l'expérience :</p> <ul style="list-style-type: none"> ▪ de diverses techniques d'analyse des besoins; ▪ de la transformation des exigences opérationnelles en spécifications de systèmes; ▪ de la formalisation des spécifications de systèmes; ▪ de la rédaction de documents sur les spécifications de systèmes. 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.8 (O2)	<p>Le soumissionnaire doit démontrer que la ressource proposée a acquis au cours des cinq (5) dernières années une expérience, comme analyste de systèmes, dans deux (2) projets de développement de systèmes d'information.</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.8 (O3)	<p>Le soumissionnaire doit fournir un document (une page au maximum, au moins 400 caractères), rédigé exclusivement par la ressource proposée, qui interprète un document d'exigences opérationnelles et le convertit en devis de systèmes et de logiciels. Cette description sommaire doit expliquer clairement comment la ressource utilise un ou plusieurs outils ou méthodologies afin de concevoir des produits pertinents et adéquats.</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.8 Analyste de systèmes – Niveau 2					
Exigence cotée	Qualification et critères	Nombre maximum de points	Nombre de points attribués	Réponse	Référence
A.8 (C1)	<p>Le soumissionnaire doit démontrer comment les projets mentionnés en O3 se rapportent à l'ET de la présente demande de soumissions.</p> <p>Échelle :</p> <p>Les deux projets sont liés au développement d'un système de subventions et contributions ou de paiements de transfert. = 4 points</p> <p>Un projet est lié au développement d'un système de subventions et contributions ou de paiements de transfert, et l'autre concerne le développement d'un autre système de gestion de cas ou de dossiers. = 3 points</p> <p>Les deux projets sont liés au développement d'autres systèmes de gestion de cas ou de dossiers. = 2 points</p> <p>Un seul projet est lié au développement d'un autre système de gestion de cas ou de dossiers. = 1 point</p> <p>Liés ni à l'un ni à l'autre. = 0 point</p>	4 points	/4		
A.8 (C2)	<p>À l'aide d'une description sommaire (une page, voir O3), le soumissionnaire doit démontrer comment la ressource conçoit des produits à partir des exigences qui lui sont présentées. La description sommaire doit cadrer avec le CV de la ressource.</p> <p>Échelle</p> <p>En se basant sur les résultats de projets antérieurs, des modèles</p>	3 points	/3		

A.8 Analyste de systèmes – Niveau 2					
Exigence cotée	Qualification et critères	Nombre maximum de points	Nombre de points attribués	Réponse	Référence
	<p>et une méthodologie définie, le soumissionnaire doit expliquer le processus systématique et structuré qui est suivi. 1 points</p> <p>Description claire de la méthodologie et de la technique de modélisation employées (c.-à-d. outil de génie logiciel assisté par ordinateur, modélisation de cas d'utilisation, techniques de traçage de diagrammes, etc.). 1 points</p> <p>Description claire des outils employés pour appliquer la méthodologie utilisée (Enterprise Architect, Visio, Eclipse, etc.). 1 points</p>				
A.8 (C3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a acquis au cours des dix (10) dernières années une expérience dans l'interaction avec des intervenants et une expérience du travail avec des analystes opérationnels et des développeurs.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
NOMBRE MAXIMUM DE POINTS			10 (minimum global : 7)		

A.10 Testeur principal, niveau 2			
Exigence obligatoire	Qualification	Réponse	Référence
A.10 (O1)	Le soumissionnaire doit démontrer que la ressource proposée a une expérience globale de cinq (5) ans dans l'industrie comme testeur principal pour des projets de développement de systèmes d'information d'une valeur estimative supérieure à 500 000,00 \$.	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.10 Testeur principal, niveau 2			
Exigence obligatoire	Qualification	Réponse	Référence
	<p>Plus précisément, le soumissionnaire doit démontrer que la ressource proposée a les expériences suivantes :</p> <ul style="list-style-type: none"> ▪ concevoir des plans d'essai et des procédures standardisées pour les équipes de projet ▪ organiser des équipes d'essai pour des projets de développement de grande envergure ▪ faire rapport au chargé de projet de l'avancement des travaux de l'équipe d'essai ▪ tester les produits de projets de développement ▪ établir des scripts d'essai pour les usagers ultimes ▪ concevoir des tests de régression ▪ rédiger des scénarios d'essai de systèmes. 		
A.10 (O2)	Le soumissionnaire doit démontrer que la ressource proposée a joué le rôle de testeur principal dans deux (2) (avec une valeur estimée supérieure à 500,000.00 \$) projets de développement de systèmes d'information.	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.10 (O3)	<p>Le soumissionnaire doit présenter un plan d'essai rédigé <u>exclusivement</u> par la ressource.</p> <p>Plan d'essai:</p> <ul style="list-style-type: none"> - Page couverture - Page indiquant que le document a été écrit exclusivement ou en majorité par la ressource (la page de couverture, l'histoire d'édition du document ou autre) - table des matières - diagramme UML - Minimum d'un (1) cas de test lié au schéma UML 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.10 Testeur principal, niveau 2

Exigence cotée	Qualification et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
A.10 (C1)	<p>Le soumissionnaire doit décrire et démontrer comment la ressource proposée a contribué de façon particulière à l'un des projets cités en O2.</p> <p>Échelle</p> <p>Capacité de reconnaître et de tester les caractéristiques et les fonctions des produits en recourant le moins possible aux services de l'équipe de développement : 1 point</p> <p>Capacité de détecter les bogues, les défaillances et les autres problèmes de qualité, d'en faire le suivi et d'en tenir informée l'équipe de développement : 1 point</p> <p><i>* Indiquer clairement quel projet cité en O2 vous soumettez pour l'évaluation.</i></p>	2 points	/2		
A.10 (C2)	<p>Le soumissionnaire doit démontrer comment le produit (ou une partie du produit) fourni en O3 favorise le transfert de savoir (approche de planification des essais; documentation des caractéristiques et des fonctionnalités; convivialité des scripts d'essai).</p> <p>Note : Le soumissionnaire doit fournir une quantité suffisante du produit pour en permettre l'évaluation.</p> <p>Échelle</p> <p>La structure du document:</p> <ul style="list-style-type: none"> • Très bon - par exemple bon usage de la table des matières (TDM), des annexes ou des appendices, les entêtes sont uniformes, bon étiquetage des tableaux et figures, les flux logique (2 points) • Bon - par exemple utilisation adéquate de Table des matières, annexes ou des appendices, la cohérence dans les grands entêtes, un étiquetage adéquat des tableaux et figures, une certaine flux Logique • 	6 points	/6		

A.10 Testeur principal, niveau 2					
Exigence cotée	Qualification et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
	<p>Faible - par exemple Pas de table des matières, annexes ou des appendices, entêtes incompatibles, l'étiquetage manquant ou inadéquat des tableaux et figures, flux incompréhensible (0 points)</p> <p>Clarté (expression écrite):</p> <ul style="list-style-type: none"> • Très bon - par exemple les règles de grammaire, l'orthographe sans erreur, écrit clairement dans un style adapté à l'auditoire, aucune la difficulté à comprendre le document (2 points) • Bon - par exemple très peu d'erreur de grammaire ou d'orthographe, écriture claire dans un style adapté à l'auditoire, seules de petites parties nécessitent une deuxième lecture pour bien comprendre (1 points) <p>Faible - par exemple des phrase fragmentées, des erreurs de grammaire ou d'orthographe fréquentes, des difficultés importantes à comprendre une grande partie de l'écriture, des explications vagues, le style d'écriture qui ne conviennent pas à l'auditoire cible (0 points)</p> <p>Compréhension (détails):</p> <ul style="list-style-type: none"> • Très bon - par exemple le niveau de détail est plus que suffisant , une grande profondeur d'explication, inclut des fonctions extra-texte à explorer de plus amples détails (2 points) • Bon - par exemple détails suffisant, peuvent inclure des explications extra-texte (tableaux, des captures d'écran, etc.) pour soutenir plus de détails (1 points) • Faible - par exemple - l'insuffisance des détails, questions soulevées et sans réponse, des explications vagues (0 point) 				

A.10 Testeur principal, niveau 2					
Exigence cotée	Qualification et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
A.10 (C3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a l'expérience de la conception de plans et de scripts d'essai.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
NOMBRE MAXIMUM DE POINTS			11 (minimum global : 8)		

A.11 Testeur, niveau 2			
Exigence obligatoire	Qualification	Réponse	Référence
A.11 (O1)	<p>Le soumissionnaire doit démontrer que la ressource proposée a une expérience globale de cinq (5) ans dans l'industrie comme testeur ou comme ressource d'assurance de la qualité pour des projets de développement de systèmes d'information d'une valeur estimative supérieure à 500 000,00 \$.</p> <p>Plus précisément, le soumissionnaire doit démontrer que la ressource proposée a les expériences suivantes :</p> <ul style="list-style-type: none"> ▪ mettre à l'essai les produits d'un projet de développement ▪ concevoir des scripts d'essai pour les usagers ultimes ▪ concevoir des tests de régression ▪ rédiger des scénarios d'essai de systèmes. 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
A.11 (O2)	<p>Le soumissionnaire doit démontrer que la ressource proposée a joué au cours des cinq (5) dernières années le rôle de testeur ou de ressource d'assurance de la</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.11 Testeur, niveau 2			
Exigence obligatoire	Qualification	Réponse	Référence
	qualité pour deux (2) projets de développement de systèmes d'information.		
A.11 (O3)	<p>Le soumissionnaire doit fournir un gabarit de plan d'essai ou un exemple de scripts d'essai rédigés <u>exclusivement</u> par la ressource.</p> <ul style="list-style-type: none"> • Plan d'essai: • Page couverture • Page indiquant que le document a été écrit exclusivement ou en majorité par la ressource (la page de couverture, l'histoire d'édition du document ou autre) • table des matières • diagramme UML • minimum d'un (1) cas de test lié au schéma UML 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

A.11 Testeur, niveau 2					
Exigence cotée	Qualification et critères	Nombre maximum de points	Points obtenus	Réponse	Référence
A.11 (C1)	<p>Le soumissionnaire doit décrire et démontrer comment la ressource proposée a contribué de façon particulière à l'un des projets cités en O2.</p> <p>Échelle</p> <p>Capacité de reconnaître et de tester les caractéristiques et les fonctions des produits en recourant le moins possible aux services de l'équipe de développement : 1 point</p> <p>Capacité de détecter les bogues, les défaillances et les autres problèmes de qualité, d'en faire le suivi et d'en tenir informée l'équipe de développement : 1 point</p> <p><i>* Indiquer clairement quel projet cité en O2 vous soumettez pour l'évaluation.</i></p>	2 points	/2		

A.11 (C2)	<p>Le soumissionnaire doit démontrer comment le produit (ou une partie du produit) fourni en O3 favorise le transfert de savoir (approche de planification des essais; documentation des caractéristiques et des fonctionnalités; convivialité des scripts d'essai).</p> <p>Note : Le soumissionnaire doit fournir une quantité suffisante du produit pour en permettre l'évaluation.</p> <p>Échelle</p> <p>La structure du document:</p> <ul style="list-style-type: none"> • Très bon - par exemple bon usage de la table des matières (TDM), des annexes ou des appendices, les entêtes sont uniformes, bon étiquetage des tableaux et figures, les flux logique (2 points) • Bon - par exemple utilisation adéquate de Table des matières, annexes ou des appendices, la cohérence dans les grands entêtes, un étiquetage adéquat des tableaux et figures, une certaine flux Logique • Faible - par exemple Pas de table des matières, annexes ou des appendices, entêtes incompatibles, l'étiquetage manquant ou inadéquat des tableaux et figures, flux incompréhensible (0 points) <p>Clarté (expression écrite):</p> <ul style="list-style-type: none"> • Très bon - par exemple les règles de grammaire, l'orthographe sans erreur, écrit clairement dans un style adapté à l'auditoire, aucune la difficulté à comprendre le document (2 points) • Bon - par exemple très peu d'erreur de grammaire ou d'orthographe, écriture claire dans un style adapté à l'auditoire, seules de petites parties nécessitent une deuxième lecture pour bien comprendre (1 points) 	6 points	/6		
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	<p>Faible - par exemple des phrase fragmentées, des erreurs de grammaire ou d'orthographe fréquentes, des difficultés importantes à comprendre une grande partie de l'écriture, des explications vagues, le style d'écriture qui ne conviennent pas à l'auditoire cible (0 points)</p> <p>Compréhension (détails):</p> <ul style="list-style-type: none"> • Très bon - par exemple le niveau de détail est plus que suffisant , une grande profondeur d'explication, inclut des fonctions extra-texte à explorer de plus amples détails (2 points) • Bon - par exemple détails suffisant, peuvent inclure des explications extra-texte (tableaux, des captures d'écran, etc.) pour soutenir plus de détails (1 points) • Faible - par exemple - l'insuffisance des détails, questions soulevées et sans réponse, des explications vagues (0 point) 				
A.11 (C3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a l'expérience de la conception de plans et de scripts d'essai.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
NOMBRE MAXIMUM DE POINTS		11 (minimum global : 8)			

B.14 Rédacteur technique (Niveau 2)			
Exigence obligatoire	Qualification	Réponse	Référence
B.14 (O1)	<p>Le soumissionnaire doit démontrer que la ressource proposée a une expérience globale de cinq (5) ans dans l'industrie comme rédacteur technique pour des projets de développement de systèmes d'information d'une valeur estimative supérieure à 500 000,00 \$.</p> <p>Plus précisément, le soumissionnaire doit démontrer que la ressource proposée a les expériences suivantes :</p> <ul style="list-style-type: none"> ▪ recueillir des renseignements auprès de divers experts (analystes, architectes de l'information, réalisateurs de logiciels, testeurs, etc.) ▪ rédiger des fichiers d'aide aux usagers ▪ rédiger des guides d'utilisation ▪ rédiger de la documentation technique. 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
B.14 (O2)	<p>Le soumissionnaire doit démontrer que la ressource proposée a joué au cours des cinq (5) dernières années le rôle de rédacteur technique pour deux (2) projets de développement de systèmes d'information.</p>	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	
B.14 (O3)	<p>Le soumissionnaire doit fournir un exemple de gabarit de guide d'utilisateur exclusivement rédigé par la ressource. Le gabarit doit comprendre:</p> <ul style="list-style-type: none"> • Page couverture • Page indiquant que le document a été écrit exclusivement ou en majorité par la ressource (la page de couverture, l'histoire d'édition du document ou autre) • table des matières 	<p>Répond à l'exigence</p> <p>Ne répond pas à l'exigence</p>	

B.14 Rédacteur technique (Niveau 2)					
Exigence cotée	Qualification	Nombre maximum de points	Points obtenus	Réponse	Référence
B. 14 (C1)	<p>Le soumissionnaire doit décrire et démontrer comment la ressource proposée a contribué de façon particulière à l'un des projets cités en O2.</p> <p>Échelle</p> <p>Capacité d'interpréter les caractéristiques et les fonctions des logiciels en recourant le moins possible aux services de l'équipe de développement ou d'assurance de la qualité : 1 point</p> <p>Capacité de signaler à l'équipe de développement tous les problèmes de convivialité associés aux fichiers d'aide ou à d'autres produits d'information : 1 point</p> <p><i>* Indiquer clairement quel projet cité en O2 vous soumettez pour l'évaluation.</i></p>	2 points	/2		
B.14 (C2)	<p>Le soumissionnaire doit démontrer comment le produit (ou une partie du produit) fourni en O3 favorise le transfert de savoir (p. ex. structure et présentation du document; vulgarisation; convivialité de la documentation).</p> <p>Note : Le soumissionnaire doit fournir une quantité suffisante du produit pour en permettre l'évaluation.</p> <p>Échelle</p> <p>La structure du document:</p> <ul style="list-style-type: none"> • Très bon - par exemple bon usage de la table des matières (TDM), des annexes ou des appendices, les entêtes sont uniformes, bon étiquetage 	6 points	/6		

B.14 Rédacteur technique (Niveau 2)					
Exigence cotée	Qualification	Nombre maximum de points	Points obtenus	Réponse	Référence
	<p>des tableaux et figures, les flux logique (2 points)</p> <ul style="list-style-type: none"> • Bon - par exemple utilisation adéquate de Table des matières, annexes ou des appendices, la cohérence dans les grands entêtes, un étiquetage adéquat des tableaux et figures, une certaine flux Logique • <p>Faible - par exemple Pas de table des matières, annexes ou des appendices, entêtes incompatibles, l'étiquetage manquant ou inadéquat des tableaux et figures, flux incompréhensible (0 points)</p> <p>Clarté (expression écrite):</p> <ul style="list-style-type: none"> • Très bon - par exemple les règles de grammaire, l'orthographe sans erreur, écrit clairement dans un style adapté à l'auditoire, aucune la difficulté à comprendre le document (2 points) • Bon - par exemple très peu d'erreur de grammaire ou d'orthographe, écriture claire dans un style adapté à l'auditoire, seules de petites parties nécessitent une deuxième lecture pour bien comprendre (1 points) <p>Faible - par exemple des phrase fragmentées, des erreurs de grammaire ou d'orthographe fréquentes, des difficultés importantes à comprendre une grande partie de l'écriture, des explications vagues, le style d'écriture qui ne conviennent pas à l'auditoire cible (0 points)</p>				

B.14 Rédacteur technique (Niveau 2)					
Exigence cotée	Qualification	Nombre maximum de points	Points obtenus	Réponse	Référence
	<p>Compréhension (détails):</p> <ul style="list-style-type: none"> • Très bon - par exemple le niveau de détail est plus que suffisant , une grande profondeur d'explication, inclut des fonctions extra-texte à explorer de plus amples détails (2 points) • Bon - par exemple détails suffisant, peuvent inclure des explications extra-texte (tableaux, des captures d'écran, etc.) pour soutenir plus de détails (1 points) • Faible - par exemple - l'insuffisance des détails, questions soulevées et sans réponse, des explications vagues (0 point) 				

B.14 (C3)	<p>Le soumissionnaire doit démontrer que la ressource proposée a l'expérience de la création de fichiers d'aide pour les usagers et de manuels des opérations avec certains des outils logiciels suivants : RoboHelp; Microsoft Word; Adobe FrameMaker, et Adobe Photoshop.</p> <p>Échelle</p> <p><= 6 mois = 0 point > 6 mois <= 12 mois = 1 point > 12 mois <= 24 mois = 2 points > 24 mois <= 36 mois = 3 points</p>	3 points	/3		
NOMBRE MAXIMUM DE POINTS			11 (minimum global : 8)		

Appendice A de l'annexe A FORMULAIRE D'AUTORISATION DE TÂCHE (AT)				
Entrepreneur		Numéro de contrat :		
No d'engagement		Code financier :		
No d'autorisation de tâche (modification):		Date démission :	Réponse au plus tard le :	
1. Énoncé des travaux (activités, attestations et livrables)				
Voir ci-joint l'énoncé des travaux et les attestations requises.				
2. Période des services :	De (DATE) :		À (DATE) :	
3. Emplacement des travaux :				
4. Exigences de déplacement :				
5. Exigences linguistiques :				
6. Autres conditions/contraintes :				
7. Niveau d'attestation de sécurité exigé pour le personnel de l'entrepreneur :				
8. Réponse de l'entrepreneur :				
CATÉGORIE ET NOM DE LA RESSOURCE PROPOSÉE	NUMÉRO DE DOSSIER DE SÉCURITÉ DE TPSGC	TAUX QUOTIDIEN	NOMBRE ESTIMATIF DE JOURS	COÛT TOTAL
Coût estimatif				
Taxes applicables				
Total du coût de main-d'oeuvre				
Total des frais de déplacement et de subsistance				
Prix ferme ou prix maximum de l'AT				
Signature de l'entrepreneur				

Appendice A de l' annexe A FORMULAIRE D'AUTORISATION DE TÂCHE (AT)												
Nom, titre et signature de la personne autorisée à signer au nom de l' entrepreneur (en caractères d'imprimerie) _____	Signature: _____ Date: _____											
Approval – Signing Authority Approbation - Pouvoir de signature												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Signatures (client)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Nom, titre et signature de la personne autorisée à signer :</td> </tr> <tr> <td style="padding: 5px;">Responsable technique :</td> </tr> <tr> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Date:</td> </tr> <tr> <td style="padding: 5px;">_____</td> </tr> </tbody> </table>	Signatures (client)	Nom, titre et signature de la personne autorisée à signer :	Responsable technique :	_____	Date:	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Signatures (TPSGC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Autorité contractante ¹:</td> </tr> <tr> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Date:</td> </tr> <tr> <td style="padding: 5px;">_____</td> </tr> </tbody> </table>	Signatures (TPSGC)	Autorité contractante ¹ :	_____	Date:	_____
Signatures (client)												
Nom, titre et signature de la personne autorisée à signer :												
Responsable technique :												

Date:												

Signatures (TPSGC)												
Autorité contractante ¹ :												

Date:												

¹ Signature requise pour les projets d'une valeur de 200 000 \$ ou plus, taxes applicables comprises.												
Vous êtes tenu de vendre à sa Majesté la Reine du Chef du Canada, conformément aux modalités établies ou mentionnées dans la présente ou si-jointes, les services énumérés dans les présente et dans les documents ci-joints, aux prix établis.												