

REQUEST FOR PROPOSALS (RFP)
for
WEB MAINTENANCE AND ADMINISTRATION SERVICES
for the
OFFICE OF THE PUBLIC SECTOR INTEGRITY COMMISSIONER OF CANADA

Bid RFP Number: PSIC20150115

RFP Issue Date: January 15, 2015
Closing Date: February 25, 2015 Closing time: 2:00 p.m. EST

For Additional Information:

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PART I – STATEMENT OF WORK (PSIC20150115)

WEB MAINTENANCE AND ADMINISTRATION SERVICES FOR THE OFFICE OF THE PUBLIC SECTOR INTEGRITY COMMISSIONER (PSIC)

1. Introduction

The Office of the Public Sector Integrity Commissioner (the Office or PSIC) is conducting a Request for Proposal (RFP) to contract website maintenance and administration services for the PSIC web content management system. The system has been designed using the Government of Canada's Web Experience Toolkit open source framework (WET). A key aspect of the work required is significant customization of the WET to reflect the Office's independent status and standards while respecting Government of Canada (GoC) policies and directives.

Due to its small staff complement, PSIC does not employ the internal technical skills required to maintain and update the system. The objective of the RFP is to establish a contract with a service provider for a period of two years to provide the services required by PSIC. In addition, the service provider may also be granted additional contract option years with the possibility of extension for four (4) additional two-year periods, to be exercised at PSIC's sole discretion.

2. Background

The Office is an independent federal organization led by a Commissioner, who as an Agent of Parliament, reports directly to Parliament.

The Office of the Public Sector Integrity Commissioner investigates wrongdoing in the federal public sector and helps protect from reprisal whistleblowers and those who participate in investigations. PSIC has five main responsibility areas:

- to accept disclosures of wrongdoing in or relating to the federal public sector made by public servants and other Canadians;
- to investigate these disclosures and report findings to the concerned chief executive, which may also include recommendations for the chief executive on corrective measures to be taken;
- to enforce the prohibition against reprisal by receiving all reprisal complaints from public servants;
- to investigate complaints of reprisal, which may include conciliation attempts to remedy a complaint or, if unresolved, application to the Public Servants Disclosure Protection Tribunal to determine whether reprisal took place and to order appropriate remedial action; and,
- to report to Parliament.

2.1 Independent Status and Government of Canada Web-Related Policies

Given its independent status, PSIC respects the spirit of all [Web Standards for the Government of Canada](#) but is not bound to them.

3. The Requirement

This requirement is to provide PSIC with services that cannot be provided by staff internally for a range of tasks in support of the existing PSIC website. The core of the PSIC website and in keeping with the GoC recommended framework is a content management system (CMS) based on Drupal. Drupal is a tool which allows users to create and maintain many different types of websites without needing to know any coding languages.

The supporting framework has been endorsed and is led by the Treasury Board of Canada Secretariat and has been collaboratively developed and maintained by Government of Canada departments and external web communities.

The Web Experience Toolkit (WET) includes reusable components for building and maintaining innovative websites that are accessible, usable, and interoperable. These reusable components are open source software and free for use by departments and external Web communities.

WET conforms to the Web Content Accessibility Guidelines (WCAG 2.0) AA and leverages both HTML5 and Accessible Rich Internet Applications (WAI-ARIA) to further enhance accessibility.

WET eases compliance with the GoC Standard on Web Accessibility, the Standard on Web Usability and the Standard on Web Interoperability.

In keeping with the spirit of the GoC standards, PSIC uses this framework but incorporates modifications to the templates as per the Federal Identity Program Policy such as coat of arms instead of the Canada flag to reflect the independent status of PSIC.

WET updates are issued through the Drupal system from TBS on a regular basis (daily/weekly/monthly). These updates will need to be consolidated, assessed, and implemented on the PSIC CMS on a quarterly basis.

Finally, there is a requirement for HTML conversion of reports such as the Departmental Performance Report (DPR), the Report of Plans and Priorities (RPP), and Financial Statements. These must be converted into HTML5 format and respect the specifications required by the TBS, which will be provided along with the documents. Samples of previous versions of DPRs and RPPs are available at: <http://www.psic-ispcc.gc.ca/eng/content/publications#RPP>. The DPR and Financial Statements are typically converted in September-October, and the RPP and Future-Oriented Financial Statements in February-March each year.

To meet the above mentioned requirements, the selected Contractor will be required to provide the following range of services:

- Website and Web Application Development;
- Website and Web Application Maintenance and Administration; and
- HTML conversion of reports

3.1 Website and Web Application Development

The selected Contractor may be required to develop new modules to be integrated into the content management system. This could include blog, WCAG Validation tool, analytics tracking tool, wiki/intranet, online form, etc. The Contractor may also be required to enable and deploy the already developed secure application form components such as encryption to the database and integration with PSIC's internal Case Management System.

Similar to the traditional software development process, the website development life-cycle too can be divided into different steps. These steps will help align the different activities towards a progressive goal that ultimately culminates into a successful implementation. Following these steps will also help PSIC and the successful Contractor understand their respective roles in the context of a given task and extract maximum quality.

The following activities may be associated with this service but not limited to:

- Review, assess and analyze business requirements and needs;
- Develop specifications;
- Design solutions;
- Convert content;
- Develop Code;
- Test;
- Update/Create User documentation; and
- Deploy.

3.2 Website and Web Application Maintenance and Administration

In October 2013, PSIC moved to a Treasury Board Secretariat (TBS) recommended Drupal-based web content management system for the management of its website. The system uses the TBS Web Experience Toolkit framework (<http://wet-boew.github.io/wet-boew/index-en.html>), with PSIC-specific custom scripts. The custom scripts are in use due to exemptions applied given the independent status of the Office within the Government of Canada and require a significant amount of effort for testing and deployment.

The selected Contractor must install, test and deploy updates of the TBS Drupal WET framework releases on a quarterly basis. The Contractor must also ensure any critical updates/releases (i.e. security patches) are applied in a timely manner outside of the quarterly WET framework release schedule. These must be completed with minimal disruption to the user experience, and as such, the custom scripts must be tested within the WET before they are deployed to production. This will require the Contractor to ensure a backup of the current production site is available for restoring purposes and preclude the use of the automated TBS deployment scripts.

The following activities may be associated with this service but not limited to:

- Applying software and security patches as and when required;
- Update the WetKit quarterly;
- Keep informed on changing and evolving web standards from TBS;
- Ensures custom scripts function on the updated systems;

- Produce custom reports if and when required;
- Liaise with External Service providers as directed by the Client Authority;
- Transfer, if required, complete web application functionality between hosting service providers;
- Repair broken links and images;
- Repair software defects;
- Perform quarterly updates.

3.3 HTML conversion of reports

The following reports must be converted into HTML5 format respecting the specifications required by TBS:

- Departmental Performance Report (DPR);
- Report of Plans and Priorities (RPP); and
- Financial Statements and Future-Oriented Financial Statements

As previously stated older versions of DPRs and RPPs are available at: <http://www.psic-ispc.gc.ca/eng/content/publications#RPP>. These reports and statements will be re-issued on a yearly basis with minor format changes between years subject to changes in TBS reporting requirements. The DPR and Financial Statements are typically converted in September-October, and the RPP and Future-Oriented Financial Statements in February-March of every year.

The contractor may be tasked to complete specific Government of Canada Technical reports as and when required. An example of such a report would be the WCAG compliancy report.

4. Level of Effort

Based on a previous agreement, we are estimating a level of effort for all of the PSIC work to be completed per fiscal year is not to exceed 130 days per year.

5. Client Acceptance

The selected Contractor in conjunction with the Client Authority shall establish and agree upon a schedule for all requirements and changes to the website and web application. The selected Contractor shall deliver the services and changes by the deadlines established and agreed to by the PSIC Client Authority as per Task Authorizations. Upon acceptance of the task authorization, the Contractor will issue a tracking ticket number from their change management/client relationship system to allow the Client Authority to request status reports based on specific tickets. Should it be available, the Contractor may grant access to their change management system so the Client Authority may obtain status updates over the internet.

Prior to final deployment of changes to the PSIC website, they are subject to review by the PSIC Client Authority or a designated representative. Should any requirement not be to the satisfaction of the PSIC Client Authority, as submitted, the PSIC Client Authority reserves the right to reject it and require correction before proceeding to the deployment phase.

PART II – PROPOSAL SUBMISSION INSTRUCTIONS (PSIC20150115)

1. Communications, Solicitation Period

1.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the individual named on page one (1) of the bid solicitation. Enquiries and other communications are NOT to be directed to any other government official(s). Failure to comply with this paragraph can (for that reason alone) result in the disqualification of the bid.

1.2 Enquiries must be IN WRITING.

1.3 Enquiries must be received no less than two (2) business days prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after that time might not be answered prior to the bid closing date.

1.4 To ensure consistency and quality of information provided to Bidders with respect to significant enquiries received, and the replies to such enquiries, any information will be provided simultaneously to Bidders to which this solicitation has been sent, without revealing the sources of the enquiries.

2. Validity of Bids

It is requested that Proposals submitted in response to this RFP be:

- a) valid in all aspects, including price, for not less than one hundred and twenty (120) days from the closing date of this RFP; and,
- b) provide the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's Proposal.

Signature of Authorized Representative

Date

3. Format of Proposal

Bidders are invited to submit a written Proposal in either official language (English or French) of the Technical, and Cost Proposals, and Certification documents. The RFP Reference Number and the name of the Contracting Authority must be clearly marked on all documents, binders and respective envelopes. Proposals must be structured in the following manner:

- a) one (1) covering letter, signed by an authorized representative of your firm;
- b) three (3) hard copies and one (1) soft copy of the Technical Proposal;
- c) one (1) copy of the Cost/Price Proposal, contained in a *separate sealed envelope*; and,
- d) one (1) copy of the signed Certifications attached hereto as Appendix D, must be duly signed by an authorized representative of the supplier. Failure to complete any certification will result in the Proposal being deemed non-responsive and given no further consideration.

It is required that Proposals follow the response format/instructions as detailed herein.

The medium for all Proposal data is 8½ x 11 inch bond paper.

Costs shall not appear in any other area of the Proposal except in the Financial Proposal section.

4. Delivery Instructions for Bid / Proposal

Bid submission envelopes are to be delivered to the following address on or before the closing date and time identified on page one (1) of the RFP document:

Office of the Public Sector Integrity Commissioner
60 Queen Street, 7th Floor
Ottawa, Ontario, Canada
K1P 5Y7

Attention: Marie-Josée Michaud Bid RFP Number: PSIC20150115

All bids must be time stamped at the Bid Receiving Unit. Each bid submission envelope must include:

- a) the RFP reference number and
- b) the name of the Contracting Authority.

The onus for submitting bids on time at the specified location rests with the Bidder. It is the responsibility of the Bidder to ensure correct and timely delivery of the entire bid to the Crown, including all required information and Proposal pages.

5. Closing Date and Time

All Proposals must be received at the specified location by 2:00 p.m. on February 25, 2015. Proposals received after this time will be stamped with the date and time received and will be returned.

6. Non-Acceptance of Proposal by Facsimile or Electronic Means

Proposals sent by facsimile, telex, e-mail and telegraphic means will **not** be accepted.

7. Announcement of Successful Bidders

The name of the successful Bidder(s) will be announced by written notification by the PSIC Contracting Authority, upon Contract award.

PART III – EVALUATION PROCEDURES AND BASIS OF SELECTION (PSIC20150115)

1. Evaluation Procedures

- a Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical, financial and presentation 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 PSIC has proceeded to a later step does not mean that PSIC has conclusively determined that the Bidder has successfully passed all the previous steps. PSIC may conduct steps of the evaluation in parallel.
- b An evaluation team composed of representatives of PSIC and Third Party designates will evaluate the bids on behalf of PSIC. PSIC 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 PSIC 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 PSIC. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

2. Technical Evaluation

2.1 Mandatory Requirements

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.

2.2 Rated Requirements:

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.

Bids that do not meet the minimum score identified in the Rated Requirement section will be declared non-responsive and be disqualified.

3. Financial Evaluation

The financial evaluation will be conducted by the Contract Authority. Details of the financial is available in Appendix B, Financial Proposal.

4. Presentation Requirements

After the Technical and Financial requirements have been reviewed and evaluated, the top 3 bids will be invited to deliver a 1 hour presentation to PSIC. This presentation must not exceed 1 hour in duration. The basis for the presentation will focus on how the bidder will meet all the technical requirements and deliver value and integrity to PSIC.

The top 3 bidders will be contacted by the Contracting Authority and a presentation time will be established within 5 working days of being notified. The Presentation will be scored on a mark of 100. Failure to deliver the presentation within 5 working days will result in a score of zero (0).

Presentations may be delivered in person at the PSIC office at 60 Queen St. Ottawa or via web conferencing functionality. Presentations must be delivered to PSIC at the beginning of the presentation time slot.

The evaluation team will score each of the presentations and determine which presentation best meets the business requirements of PSIC. This will include but not be limited to: Understanding of the business requirements; how your bid meets the business requirements; how you respond to questions from the PSIC review team during the presentation (the same questions will be asked of each presenter); and quality and delivery of the presentation.

5. Reference Checks:

PSIC will conduct the reference checks in writing by email. For each mandatory and rated requirement, a client email address must be supplied as reference. PSIC will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email addresses provided in the bid. PSIC will not award any points and/or a bidder will not meet the mandatory experience requirement unless a response is received from the reference contact within five working days of the date that PSIC's email was sent.

On the third working day after sending out the reference check request, if PSIC has not received a response, PSIC will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to PSIC within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.

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.

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.

Whether or not to conduct reference checks is discretionary. However, if PSIC 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.

6. Basis of Selection

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 that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 40 while the greatest possible Total Financial Score is 40. The greatest possible Presentation Score is 20.

APPENDIX A – Mandatory and Rated Requirements (PSIC20150115)

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to Contractor proposal as applicable)
M1	<p>The Bidder must demonstrate that the proposed resource has 10 years experience, within the last 15 years prior to the solicitation closing date, in performing the following tasks:</p> <ol style="list-style-type: none"> 1. Website and Web Application Development; 2. Website and Web Application Maintenance and Administration; and 3. HTML conversion of reports 		
M2	<p>The bidder must demonstrate that the proposed resource has 2 years experience in the last 6 years customizing TBS internet page templates to meet other Government Department business requirements.</p>		
M3	<p>The bidder must demonstrate that the proposed resource has experience building a content management system with Drupal.</p>		
M4	<p>The bidder must demonstrate that the proposed resource has demonstrated experience developing websites that conform to the latest Government of Canada Standard on Web Accessibility, the Standard on Web Usability and the Standard on Web Interoperability.</p>		
M5	<p>The bidder must provide evidence they utilize a change management/client relationship tool to assist in the management of all Client Authority requests/changes/updates.</p>		

#	Rated Requirements	Point Scale	Demonstrate HOW the requirement is Met (Cross reference to Contractor proposal as applicable)	Bidder Self-Score																								
R1.	<p>The Bidder should demonstrate that the proposed resource has recent experience in work done for the Government of Canada in the last 4 years prior to solicitation closing date, performing the following tasks:</p> <ol style="list-style-type: none"> 1. Website and Web Application Development; 2. Website and Web Application Maintenance and Administration; and 3. HTML conversion of reports 	<p>(Max. 20 Points)</p> <table border="1" data-bbox="789 409 1040 793"> <thead> <tr> <th>Points</th> <th>Months</th> </tr> </thead> <tbody> <tr><td>0</td><td><6</td></tr> <tr><td>2</td><td>6-11</td></tr> <tr><td>4</td><td>12-15</td></tr> <tr><td>6</td><td>16-19</td></tr> <tr><td>8</td><td>20-23</td></tr> <tr><td>10</td><td>24-27</td></tr> <tr><td>12</td><td>28-31</td></tr> <tr><td>14</td><td>32-35</td></tr> <tr><td>16</td><td>36-39</td></tr> <tr><td>18</td><td>40-43</td></tr> <tr><td>20</td><td>44-48</td></tr> </tbody> </table>	Points	Months	0	<6	2	6-11	4	12-15	6	16-19	8	20-23	10	24-27	12	28-31	14	32-35	16	36-39	18	40-43	20	44-48		
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18	40-43																											
20	44-48																											
R2.	<p>The Bidder should demonstrate that the proposed resource has recent in the past 2 years prior to solicitation closing date, experience building a Content Management System using Drupal.</p>	<p>Points awarded to a maximum of 20 Points</p> <table border="1" data-bbox="789 932 1040 1318"> <thead> <tr> <th>Points</th> <th>Months</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td></tr> <tr><td>2</td><td>1-2</td></tr> <tr><td>4</td><td>3-4</td></tr> <tr><td>6</td><td>5-6</td></tr> <tr><td>8</td><td>7-8</td></tr> <tr><td>10</td><td>9-10</td></tr> <tr><td>12</td><td>11-12</td></tr> <tr><td>14</td><td>13-14</td></tr> <tr><td>16</td><td>15-16</td></tr> <tr><td>18</td><td>17-19</td></tr> <tr><td>20</td><td>20 +</td></tr> </tbody> </table>	Points	Months	0	0	2	1-2	4	3-4	6	5-6	8	7-8	10	9-10	12	11-12	14	13-14	16	15-16	18	17-19	20	20 +		
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R3.	<p>The Bidder should demonstrate that the proposed resource has experience, within the last 2 years prior to solicitation closing date, in working on developing Government of Canada websites and web applications which conform to the Government of Canada Standard on Web Accessibility, the Standard on Web Usability and the Standard on Web Interoperability.</p>	<p>(Max 10 points)</p> <table border="1" data-bbox="789 1381 1040 1608"> <thead> <tr> <th>Points</th> <th>Months</th> </tr> </thead> <tbody> <tr><td>0</td><td><4</td></tr> <tr><td>2</td><td>4-7</td></tr> <tr><td>4</td><td>8-11</td></tr> <tr><td>6</td><td>12-15</td></tr> <tr><td>8</td><td>16-19</td></tr> <tr><td>10</td><td>20+</td></tr> </tbody> </table>	Points	Months	0	<4	2	4-7	4	8-11	6	12-15	8	16-19	10	20+												
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#	Rated Requirements	Point Scale	Demonstrate HOW the requirement is Met (Cross reference to Contractor proposal as applicable)	Bidder Self-Score														
R4.	The Bidder should demonstrate that the proposed resource has experience, within the last 2 years prior to solicitation closing date, customizing existing TBS Web Experience Toolkit developed templates to meet other Government Departments' business requirements.	(Max 10 points) <table border="1" data-bbox="789 407 1040 632"> <thead> <tr> <th data-bbox="789 407 911 438">Points</th> <th data-bbox="911 407 1040 438">Months</th> </tr> </thead> <tbody> <tr> <td data-bbox="789 438 911 470">0</td> <td data-bbox="911 438 1040 470"><4</td> </tr> <tr> <td data-bbox="789 470 911 501">2</td> <td data-bbox="911 470 1040 501">4-7</td> </tr> <tr> <td data-bbox="789 501 911 533">4</td> <td data-bbox="911 501 1040 533">8-11</td> </tr> <tr> <td data-bbox="789 533 911 564">6</td> <td data-bbox="911 533 1040 564">12-15</td> </tr> <tr> <td data-bbox="789 564 911 596">8</td> <td data-bbox="911 564 1040 596">16-19</td> </tr> <tr> <td data-bbox="789 596 911 632">10</td> <td data-bbox="911 596 1040 632">20</td> </tr> </tbody> </table>	Points	Months	0	<4	2	4-7	4	8-11	6	12-15	8	16-19	10	20		
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10	20																	
		60 Total Points																
	Total Awarded Points (Minimum 42 points required)																	

APPENDIX B – FINANCIAL PROPOSAL (PSIC20150115)

1. The Bidder must complete this pricing schedule and include it in its financial bid.
2. The price specified below, when quoted by the Bidder, includes the total estimated cost of all travel and living expenses that may need to be incurred for:
 - a. travel between the successful bidder's place of business and the NCR; and
 - b. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Service required	Firm All Inclusive Per Diem Rates (in Cdn \$) Initial Contract Period - Contract Award to March 31, 2016 (A)	Firm All Inclusive Per Diem Rates (in Cdn \$) Option Period 1 - April 1, 2016 to March 31, 2018 (B)	Firm All Inclusive Per Diem Rates (in Cdn \$) Option Period 2 - April 1, 2018 to March 31, 2020 (C)	Firm All Inclusive Per Diem Rates (in Cdn \$) (Option) Period 3 – April 1, 2020 to March 31, 2022 (D)	Firm All Inclusive Per Diem Rates (in Cdn \$) (Option) Period 4 – April 1, 2022 to March 31, 2024 (E)	Averaged Firm All Inclusive Per Diem Rates (in Cdn \$) (F)= (A+B+C+D+E)/5	Weighted Averaged Per Diem (in Cdn \$) (G)= F(x) X W(x)
1. Website and Web Application Development						F1	G1
2. Website and Web Application Maintenance and Administration						F2	G2
3. HTML conversion of reports						F3	G3
4.	Total Evaluated Price (GST/HST excluded):					G1+G2+G3 / \$	
	\$ _____						

There will be no travel and living expenses.

The following weights will be used to evaluate the quoted firm all-inclusive per diem rates as per the required work that PSIC deems necessary

1. Website and Web Application Development (W1)= 40%
2. Website and Web Application Maintenance and Administration (W2)= 40%
3. HTML conversion of reports (W3)= 20%

Below is an example of the above calculation. All estimated daily costs provided below are samples only and may not be representative of current market rates for the resources typically required to conduct the specified work.

** If Column (G) has the following weighted averaged per diem rates breakdown, the Total Evaluated Price would be: \$ 640/day*

- | | |
|--|---|
| <i>1. Website and web application development</i> | <i>(F1) \$600 X (W1) 40% = (G1) \$240</i> |
| <i>2. Website and web application Maintenance and Administration</i> | <i>(F2) \$800 X (W2) 40% = (G2) \$320</i> |
| <i>3. HTML conversion of reports</i> | <i>(F3) \$400 X (W3) 20% = (G3) \$80</i> |

<i>Total Evaluated Price</i>	<i>\$640/ Day</i>
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APPENDIX C – SAMPLE TASK AUTHORIZATION FORM (PSIC20150115)

Contractor:	Contract No.:
Commitment No.:	Financial Code:
Task Authorization No.:	Date:
1.0 DESCRIPTION OF THE TASK / WORK TO BE PERFORMED	
<p><u>This amendment is raised to add XX days to the contract mentioned above. All other terms and conditions remain unchanged.</u></p> <p><u>Deliverables:</u> The following deliverable will be produced:</p>	
2.0 PERIOD OF SERVICES	
From:, YYYY.MM.DD	To: YYYY.MM.DD
3.0 SERVICES TO BE PERFORMED FOR: (LOCATION / ADDRESS)	
4.0 AUTHORITIES	
<p>Client Authority: Responsibility Centre:</p>	

5.0 COST			
Category and Level of Personnel	Per Diem Rate	No. of Days to Perform the Tasks/Work	Total
	\$		
	\$		\$
			ESTIMATED COST
			GST/HST
			TOTAL
			GRAND TOTAL
<p>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 on any attached sheets at the price set out therefore.</p>			
6.0 SIGNATURES			
Client Authority: Signature: _____		Contracting Authority: (Signature required for projects valued at \$10,000. or more, GST included.) Signature: _____	
Check either option <input type="checkbox"/> I accept this task authorization <input type="checkbox"/> I do not accept this task authorization because _____			
Ticket ID number: _____			
Name of Contractor authorized to sign (type or print): Title of Contractor authorized to sign (type or print): Signature: _____ Date: _____			

APPENDIX D – CERTIFICATIONS (PSIC20150115)

Availability and Status of Personnel

Availability of Personnel

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the person(s) proposed in its Proposal will be available to commence performance of the work within a reasonable time, or within the time specified therein, and will remain available to perform the work in relation to the fulfilment of this requirement.

Status of Personnel

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's curriculum vitae to the Contracting Authority.

During the Proposal evaluation, the Bidder **MUST** upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's Proposal from further consideration.

Signature

Date

Compliance with Terms and Conditions

The Bidder, by signing below hereby certifies that it has read the RFP in its entirety, including the Statement of Work, and signifies compliance with and acceptance of all the articles, clauses, terms and conditions contained or referenced in this RFP document.

Signature

Date

Certification of Education and Experience

1. To be considered responsive, bids must contain the following certification:

“The Bidder hereby certifies that any statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the work or part of the work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.”

2. PSIC reserves the right to verify the above certification and to declare the bid non-responsive for any of the following reasons:

- a. unverifiable or untrue statement;
- b. unavailability of any person proposed on whose statement of education and experience PSIC relied to evaluate the offer and award the contract.

Signature

Date

Certification of Language Capability

The Bidder hereby certifies that each of its Proposed Resource(s) has proficient capability in English or French as required to perform the work.

Signature

Date

Certification of Non-Conflict of Interest

Pursuant to the nature of services required by PSIC under any resulting contract, individual Resources through the Firm contractually engaged by PSIC are obliged to provide a complete list, to the best of their knowledge, of current and recent contracts or work undertaken with any entity that might constitute a conflict of Interest. Bidders to this RFP are expected to consider, and as appropriate, disclose potential conflicts of interest they may have for the engagement. The Bidder, if successfully awarded a contract or, in the event of a broader issue, may be ineligible for Contract Award, if there is a conflict of interest.

The Bidder hereby certifies that there is no conflict of interest relevant to the Proposal.

The Bidder further hereby declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract with respect to the work being completed, the Bidder shall declare it immediately to the PSIC Client Authority.

Signature

Date