



COMMISSARIAT AUX LANGUES OFFICIELLES • OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES  
30 rue Victoria / 30 Victoria Street, Gatineau, Quebec, Canada K1A 0T8 Tel: (877) 996-6368

## **REQUEST FOR PROPOSAL**

**Solicitation # 15-029**

**Title: Writer for the Office of the Commissioner of Official Languages 2015-2016 Annual Report**

**Solicitation closes at 2:00PM EDT on April 20, 2015.**

**Address inquiries to: [procurement-contracting@clo-ocol.gc.ca](mailto:procurement-contracting@clo-ocol.gc.ca)**

### **TABLE OF CONTENT**

PART 1 – INFORMATION AND INSTRUCTIONS

PART 2 – RESULTING CONTRACT CLAUSES

APPENDIX “A” – STATEMENT OF WORK

APPENDIX “B” – SECURITY REQUIREMENT CHECK LIST (SRCL)

APPENDIX “C” – CERTIFICATIONS



## **PART 1 - INFORMATION AND INSTRUCTIONS**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 6.4, Security Requirement, and Part 2 - Resulting Contract Clauses.

### **2. Statement of Work**

Canada is seeking to establish a contract for services of a writer for the Commissioner of Official Languages' 2015-2016 Annual Report

### **3. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **4. Submission of Bids**

Bids must be submitted electronically to [procurement-contracting@clo-ocol.gc.ca](mailto:procurement-contracting@clo-ocol.gc.ca), by April 20, 2015 at 2:00PM EDT.

Bids must be submitted in three separate sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications (Appendix "C")

### **5. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to [procurement-contracting@clo-ocol.gc.ca](mailto:procurement-contracting@clo-ocol.gc.ca) no later than seven (7) calendar days before the bid closing date. Enquiries received after that date may not be answered.

### **6. Evaluation Procedures**

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

#### **6.1 Technical Evaluation**



All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

### 6.1.1 Mandatory Technical Criteria

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

Mandatory Technical Criteria				
Requirement		Met	Not Met	Comments
M1	<b>Capacity and direct experience* writing reports in an academic style:</b> A minimum of two (2) years of direct experience. References are required.			
M2	<b>Direct experience** writing annual reports:</b> A minimum of one annual report over the past ten (10) years. References are required.			
M3	<b>Availability and flexibility to work during the day, evening and weekends based on the needs of the Office of the Commissioner of Official Languages</b>			
M4	<b>Ability to write analytical texts in both official languages in a clear style:</b> A minimum of two (2) written projects, at least one in French and one in English, must be provided with the bid. References are required.			
<i>*Direct experience refers to the level of autonomy of the bidder in their roles and responsibilities with respect to their experience.</i> <i>**Recent experience refers to experience acquired over the ten (10) years preceding the awarding of the contract.</i>				

### 6.1.2 Point Rated Technical Criteria

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



	Point rated requirement	Points	Comments
K1	<p><b>Knowledge of official languages within the government OR Canadian society</b></p> <p>The point rated requirement will be evaluated according to the following rating system:</p> <p><i>Rating scale is out of 10 points</i></p> <p>10: Excellent Five (5) or more written projects OR research projects OR work experiences in the past ten (10) years. References are required.</p> <p>8: Very good Four (4) written projects OR research projects OR work experiences in the past ten (10) years). References are required.</p> <p>6: Satisfactory Three (3) written projects OR research projects OR work experiences in the past ten (10) years. References are required.</p> <p>4: Fair Two (2) written projects OR research projects OR work experiences in the past ten (10) years. References are required.</p> <p>2: Poor One (1) writing project OR research project OR work experience in the past ten (10) years. References are required.</p> <p>0: Non-existent No written projects OR research projects OR work experience in the past ten (10) years.</p>	/10	
<b>Total</b>		<b>/10</b>	



**6.2 Financial Evaluation**

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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

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

**6.3 Basis of Selection**

**Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria.

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

The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50% for the technical merit and 50% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 50%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50%.

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

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

**The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equal's 10 and the lowest evaluated price is \$45,000 (45).**

**Basis of Selection - Highest Combined Rating of Technical Merit (50%) and Price (50%)**

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	6/10	8/10	4/10



Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$6/10 \times 70 = 59.63$	$8/10 \times 70 = 46.15$	$4/10 \times 70 = 47.70$
	Pricing Score	$45/55 \times 50 = 40.90$	$45/50 \times 50 = 45$	$45/45 \times 50 = 50$
Combined rating		70.90	85	70
Overall rating		2e	1 <sup>er</sup>	3e

#### 6.4 Security Requirement

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 2 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 2 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) document on the [Departmental Standard Procurement Documents](#) website.

#### 7. Debriefings

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

#### 8. Trade Agreements

Trade Agreements do not apply to this requirement.



## **PART 2 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

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

1. 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).
2. 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.
3. 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.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - b. *Industrial Security Manual* (Latest Edition).

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**

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

#### **3.1 General Conditions**

2010B (2014-03-01) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **3.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

The Office of the Commissioner of Official Languages has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: 6.4.1 - To generate information for public dissemination.



**4. Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of contract award to 2016-07-30.

**4.2 Option to extend the contract:**

The Contractor grants Canada the irrevocable option to extend the term of the Contract for four (4) additional periods of one (1) year each, 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 as set out in the Basis of Payment.

**5. Authorities**

**5.1 Contracting Authority**

**To be determined at contract award.**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: Office of the Commissioner of Official Languages  
Branch: \_\_\_\_\_  
Directorate: \_\_\_\_\_  
Address: 30 Victoria Street, Gatineau, QC K1A 0T8  
  
Telephone : (819) 420-\_\_\_\_\_  
E-mail address: \_\_\_\_\_@clo-ocol.gc.ca

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

**5.2 Project Authority**

**To be determined at contract award.**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: Office of the Commissioner of Official Languages  
Branch: \_\_\_\_\_  
Directorate: \_\_\_\_\_  
Address: 30 Victoria Street, Gatineau, QC K1A 0T8





Telephone : (819) 420-\_\_\_\_\_  
E-mail address: \_\_\_\_\_@clo-ocol.gc.ca

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

**5.3 Contractor's Representative**

**To be determined at contract award.**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : (\_\_\_\_) \_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ \_\_\_\_\_ **insert the amount at contract award**. Applicable taxes are extra.

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

**6.2 Applicable Taxes**

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

**6.3 Travel and Living Expenses**

Travel expenses associated with the writing of the annual report will be reimbursed up to a maximum of \$4,000, according to the applicable standards and rates established by the Treasury Board, as mentioned under A10.



## 6.4 Method of Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## 6.5 Invoicing Instructions

The Receiver General for Canada requires departments and agencies to pay supplier invoices by direct deposit. Before submitting your first invoice, please contact the following Finance employee who will inform you of the form and procedures to complete: [michel.pilon@clo-ocol.gc.ca](mailto:michel.pilon@clo-ocol.gc.ca) or [denis.lalande@clo-ocol.gc.ca](mailto:denis.lalande@clo-ocol.gc.ca).

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 7. Certifications

### 7.1 Compliance

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



## 8. Applicable Laws

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

## 9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) 2010B (2014-03-01) General Conditions - Professional Services (Medium Complexity);
- (d) Appendix A, Statement of Work;
- (e) Appendix B, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid) (If the bid was clarified or amended, insert at time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)).*



## APPENDIX “A”, STATEMENT OF WORK

### A1. Title

Writer for the 2015-2016 annual report for the Office of the Commissioner of Official Languages

### A2. Purpose

The services of a writer who knows both official languages are required to write an annual report of approximately 40 pages.

### A3. General information

As an officer of Parliament, the Commissioner of Official Languages must table an annual report, which informs and reports to Parliament and the public on the Office of the Commissioner's accomplishments over a given fiscal year, as well as the status of official languages in Canada. In addition to being the Office of the Commissioner's most important publication, it is also an essential communication tool.

### A4. Tasks

- The writer must be available between June 2015 and May 2016. The writer will be given a significant workload during this period, especially between September 2015 and February 2016.  
*Note:* A work and production schedule will be prepared in collaboration with the writer.
- The services of a writer who knows both official languages are required:
  - Ability to write in both official languages is essential.
  - Ability to write academic documents
  - In-depth knowledge of the Office of the Commissioner of Official Languages' mandate and activities
- Write a report of approximately 40 pages in either official language.
- The work plan for this report will be finalized and provided to the writer.
- The writer must participate in weekly meetings during the writing process.
- Draft texts will be provided to the writer for certain sections of the report. For other sections, the writer must develop the text based on various documents that will be provided, such as:
  - The Office of the Commissioner's progress reports on operational planning;
  - The Office of the Commissioner's Report on Plans and Priorities;
  - The documents on important files of the past year, which are prepared by those responsible for the files;
  - The different reports produced over the past year;
  - The environmental scan
  - Various documents will be provided to the writer at meetings with working group members.

### A5. Deliverables and schedule

Provide, in either official language, the text of the 2015-2016 annual report as follows:



Deliverable		Deadline
1.	First draft	Early October 2015
2.	Second draft	Early November 2015
3.	Third draft	Early January 2016
4.	Final draft	End of January 2016

#### **A6. Writing the reports**

The Contractor will be required to produce new versions of drafts taking into account the changes discussed with the working groups involved, based on the established deadlines. In addition, constant communication with the project lead is required throughout the process.

#### **A7. Limitations and constraints**

Copyright of all the deliverables prepared or created under the Contract will be the property of Her Majesty the Queen in Right of Canada, represented by the Office of the Commissioner of Official Languages. The writer will contractually commit to not reproducing or publishing the deliverables prepared or created under the Contract, without written consent of the Office of the Commissioner. The writer will contractually waive his or her right to the integrity of the deliverables so that the Office of the Commissioner may, at its discretion, make any modifications deemed necessary. The Office of the Commissioner reserves the right to refuse to publish the deliverables prepared or created under the Contract, including the final report.

The Contractor will be required to use the Office of the Commissioner's equipment and system. The annual report coordination team will ensure that the Contractor receives the required equipment and adequate training.

In collaboration with the project lead, the writer must attend weekly meetings (some by teleconference) throughout the production process.

Changes to the content may be requested during production within tight deadlines

The production plan that will be sent to the writer at the beginning of the Contract period must be followed. Changes to the production plan may be made during the writing process.

The writer must be the only person to write and attend the weekly meetings.

#### **A8. Official languages**

The Contractor must have strong official languages proficiency in oral communication, written comprehension and written communication, since the Contractor will be required to actively participate in meetings of different working groups, analyze documents in both official languages and write analytical texts in both official languages.



**A9. Workplace**

The Contractor is responsible for establishing its workplace without this choice incurring additional, unplanned costs for the project lead. However, the Contractor may be required to travel on occasion. Costs of planned travel are discussed under A10.

**A10. Travel**

Travel expenses associated with the writing of the annual report will be reimbursed up to a maximum of \$4,000, according to the applicable standards and rates established by the Treasury Board. Expenses will not be reimbursed until all deliverables are completed and accepted by the Project Authority.



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**APPENDIX "B", SECURITY REQUIREMENT CHECK LIST (SRCL)**

[www.tbs-sct.gc.ca/tbsf-fsct/350-103-eng.asp](http://www.tbs-sct.gc.ca/tbsf-fsct/350-103-eng.asp)



## APPENDIX "C", CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### Certifications Required Before Contract Award

#### C1. Code of Conduct and Certifications - Related documentation

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

#### C2. Education and Experience

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

#### C3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985,c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to





the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

#### **C4. Proactive Disclosure**

The Guidelines on the Proactive Disclosure of Contracts, which support the Contracting Policy requirement to proactively disclose all contracts and amendments over \$10,000.00, have been amended in Section 4.2.1g.ii to have service contracts with former public servants in receipt of a PSSA pension identified as such.

Any service contracts and amendments over \$10,000.00, including service contracts and amendments over \$10,000.00 with former public servants in receipt of a PSSA pension will be identified on the Office of the Commissioner of Official Languages website at [www.officiallanguages.gc.ca](http://www.officiallanguages.gc.ca).

#### **C5. Office of the Procurement Ombudsman**

##### **Contract Award**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-



866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### Dispute Resolution

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the **Department of Public Works and Government Services Act** will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

### C6. Certification Acknowledgment

The Contractor certifies that he or she has:

- read, understands and acknowledges the instructions, the clauses and conditions contained in all parts of this document and certifies that the information submitted is accurate and complete; and
- the authority to sign on behalf of the bidder.

---

Name of Authorized Company Official

---

Signature

---

Date



## APPENDIX D: FORMAT REQUIRED FOR TECHNICAL PROPOSALS

Technical proposals must include the following in the order indicated below:

### 1. General Information

- 1.1. Title page
- 1.2. Table of Contents
- 1.3. Name, contact information and HST number of the consultant or main consulting firm, and if applicable, the affiliated consultant who will provide advice/guidance on intervention mechanisms
- 1.4. Security clearance of firm with identification number and expiry date

### 2. Criteria

- 2.1. An executive summary
- 2.2. A description of how the consultant or team members meet the required rated criteria (RRC):
  - RRC1) Experience in discussion group-based consultation in person and/or on line based on the proposed methodology
  - RRC2) Experience in interview-based consultation
  - RRC3) Ability to work in both official languages
- 2.3. A description of how the consultant or team members meet the desirable rated criteria (DRC):
  - DRC1) Experience in consulting federal public servants, including executives
  - DRC2) Knowledge of the *Official Languages Act* and the context of its application
  - DRC3) Understanding of the study's context, mandate, objectives and challenges
  - DRC4) Ability to carry out the project
  - DRC5) Experience in designing action or intervention mechanisms with federal institutions

### 3. Proposed Team

- 3.1. The composition of the team with a short, targeted biography for each member
- 3.2. Organization chart of team structure
- 3.3. Description of the team members' roles and responsibilities

### 4. Detailed Work Plan

- 4.1. Description of how the project will be carried out
- 4.2. Presentation of a detailed work plan with the phases and tasks, including the meetings, presentations and deliverables, along with the team members in charge, the level of effort and work schedule

### 5. Appendices

- Appendix A: References and full contact information of two previous clients as well as a short description of projects completed for them that are relevant to this study
- Appendix B: Targeted resumes of the consultant and team members based on the required and desirable rated criteria set out in the call for tenders.