



RETURN BIDS TO:

Attn: Greg Duret 819-934-1683

**Citizenship and Immigration Canada (CIC)
Passport Material Management Division
70 Crémazie, Bid Receiving Area/Mail Scanning
Room S-117
Gatineau, Québec
J8Y 3P2**

Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration 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 thereof.

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Passport Material Management Division
70 Crémazie
Gatineau, Québec K1A 0G3**

Title	
Research projects on immigration in Canada's Official Language Minority Communities (OLMCs)	
Solicitation No.	Date
CIC-144065	16 July 2015
Solicitation Closes	Time Zone
2:00PM on – September 8, 2015	Eastern Daylight Savings time (EDST)
F.O.B.	
Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to:	
BRU@cic.gc.ca	
Telephone No.	
819-934-1683	
Destination – of Goods, Services, and Construction:	
See Herein	
Delivery required	
See Herein	
Vendor/firm Name and address	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	

(type or print)	
_____	_____
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this solicitation.

2. Summary

Citizenship and Immigration Canada (CIC) is seeking proposals for research projects on the issue of immigration in Canada's Official language minority communities (OLMCs). OLMCs include Francophone Minority Communities (FMCs) and English-Speaking Communities in Quebec (ESCQs).

This research must enable CIC to broaden its expertise and knowledge in the field of immigration in OLMCs, in accordance with Part VII of the Official Languages Act, which states that CIC has an obligation to take positive measures to promote official languages and support the vitality of OLMCs. That research and the resulting knowledge are also intended to support CIC in its intention to achieve the objectives of the new Roadmap for Canada's Official Languages 2013-2018: Education, Immigration, Communities.

Multiple Contracts

Canada is seeking to establish up to four (4) contracts for Research Project Services as defined in Appendix "D", Statement of Work and Appendix "E", Basis of Payment.

3. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

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

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

The [CIC-SI-001 \(2015-02-16\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **5** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

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

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

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation; and
- (c) page numbering must be used on the bottom right of each page of the proposal

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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



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

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

Proposed firm prices must be in Canadian dollars.

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

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

1.1 SACC Manual Clauses

C3011T (2010-01-11) - Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the required certifications under Part 5 – Certifications.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

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

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



Mandatory Technical Criteria are applicable to all four (4) themes as identified in Appendix “D”, Statement of Work.

ID	Requirement	Met	Not Met	Point of Reference in Proposal (Page No.)
MC1	<p>The bidder must demonstrate that the proposed researcher has at least a master’s degree from a recognized university, or at least ten (10) years of experience working in a field or specialty related to the statement of work.</p>			
MC2	<p>The bidder must demonstrate that the proposed researcher has had at least one (1) year of research experience in the past seven (7) years, independently or as part of a team of researchers.</p> <p>By the bid closing date, the bidder must provide sample projects, with appropriate dates, attesting to this experience.</p> <p>All of the experience indicated in the resumé must total twelve (12) months or more.</p> <p>By the bid closing date, the bidder must provide references as proof of the accumulated experience (name of company or government organization, telephone number and/or email address). CIC may contact references to confirm this experience.</p>			



1.1.2 Point Rated Technical Criteria

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

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

Point Rated Criteria are applicable to all four (4) themes as identified in Appendix “D”, Statement of Work.

ID	Description	Required Supporting Information	Points Breakdown	Maximum Points
Relevance				
RC1	The proposed research project is related to one of the four research themes identified in the statement of work.	<ol style="list-style-type: none"> The proposal demonstrates a relevant connection between the research project and the research theme; The proposal explains how the research project will make it possible to respond to this research theme. 	<p>5 points = Excellent – The proposal focuses directly and precisely on the research theme.</p> <p>4 points = Very good – The proposal is in line with the research theme.</p> <p>3 points = Good – The proposal is partly in line with the research theme.</p> <p>2 points = Fair – The proposal is indirectly related to the research theme.</p> <p>1 point = Very poor – The proposal has very little to do with research theme.</p> <p>0 points = The proposal has nothing to do with the research theme.</p>	/5



Methodology				
RC2	The methodology of the research project appears appropriate.	<p>The research proposal describes the following elements:</p> <ol style="list-style-type: none"> 1) The approach or method advocated to carry out the research project (maximum 3 points); 2) The data or resources used, including the method of data collection and sample size (e.g., number of people interviewed, sites observed, etc.) [maximum 3 points]; 3) How the data or resources will be processed, developed or analyzed, and validated (maximum 3 points). 	<p>3 points = The methodological element is perfectly appropriate.</p> <p>2 points = The methodological element is somewhat appropriate.</p> <p>1 points = The methodological element is not very appropriate.</p> <p>0 points = The methodological element is inappropriate or absent.</p>	<p style="text-align: center;">/9</p> <p style="text-align: center;">(Pass mark : 6/9)</p>
Feasibility				
RC3	The research project is feasible in terms of goals and available resources.	<p>The research proposal describes:</p> <ol style="list-style-type: none"> 1) The objective of the research project and main execution stages, indicating the timelines for each (maximum 3 points); 2) The human and material resources needed to carry out the research project (maximum 3 points). 	<p>3 points = The feasibility element is perfectly adequate.</p> <p>2 points = The feasibility element is partly adequate.</p> <p>1 point = The feasibility element is not really adequate.</p> <p>0 points = The feasibility element is totally inadequate.</p>	<p style="text-align: center;">/6</p>



Knowledge and Experience			
RC4	The researcher demonstrates good knowledge and experience relating to the research topic.	The research proposal shows: 1) Knowledge related to the research theme (publications, research projects, conferences, teaching, etc.); 2) Experience and interest related to the research theme (academic, work, community and other experience)	<p>5 points = Excellent – The proposal shows an excellent match between knowledge and experience on the one hand and the research theme on the other.</p> <p>4 points = Very good – The proposal shows a very good match between knowledge and experience on the one hand and the research theme on the other.</p> <p>3 points = Good – The proposal shows a good match between knowledge and experience on the one hand and the research theme on the other.</p> <p>2 points = Fair – The proposal shows a partial match between knowledge and experience on the one hand and the research theme on the other.</p> <p>1 point = Very poor – The proposal shows a poor match between knowledge and experience on the one hand and the research theme on the other.</p> <p>0 points = The proposal shows an absence of any match between knowledge and experience on the one hand and the research theme on the other.</p>
TOTAL SCORE (Pass Mark: 15/25 for each theme)			/5 (Pass Mark : 3/5)
TOTAL SCORE (Pass Mark: 15/25 for each theme)			25

1.2 Financial Evaluation

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

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

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



1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

2.0 Basis of Selection

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

2.1.2 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum points specified for criteria numbers RC2 and RC4 for the technical evaluation; and
- d. Obtain the required minimum of 15 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 25 points.

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

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

2.1.5 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 90%

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

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

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 90/10 ratio of technical merit and price, respectively. The total available points equal's 135 and the lowest evaluated price is \$45,000 (45).



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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 90 = 76.67$	$89/135 \times 90 = 59.33$	$92/135 \times 90 = 61.33$
	Pricing Score	$45/55 \times 10 = 8.18$	$45/50 \times 10 = 9.00$	$45/45 \times 10 = 10.00$
Combined rating		84.85	68.33	71.33
Overall rating		1st	3rd	2nd

3. Security Requirement

There is no security requirement associated with this solicitation.



PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

1.2 Former Public Servant Certification

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

Definitions

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



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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()
If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

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

Certification

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

1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

1.4 Education and Experience

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



PART 6 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

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

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

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

A2. Terms and Conditions of the Contract

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

A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [CIC-SI-001 \(2015-02-16\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

A4. General Conditions

A4.1 General Conditions [CIC-GC-001 \(2015-02-16\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

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

B2. CIC Clauses

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

ID	Date	Title
<i>CIC-SC-001</i>	<i>2015-02-16</i>	<i><u>Contractor Owns Intellectual Property (IP) Rights in Foreground Information</u></i>

B3. SACC Manual Clauses

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

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

B4. Security Requirement

There is no security requirement associated with the requirement.

B5. Period of Contract

The period of the Contract is from date of contract award to December 31, 2016

B6. Termination on Thirty (30) Days Notice

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



B7. Certifications / Compliance

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

B8. Insurance Requirements

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

B9. Statement of Work

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

B10. Authorities

B10.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

B10.2 Project Authority

The Project Authority for the Contract is:

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

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



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

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

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

C2. Method of Payment

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

Theme I: Support and Integration Areas in English-Speaking Communities in Quebec (ESCQs) and

Theme II: Support and Integration Areas in Francophone Minority Communities (FMCs)

Milestone #	Description of Deliverables	Delivery Date	Percentage of Bidder's Firm Price
1	Work Plan	Within 30 days of Contract Award	15% of Bidder's Firm Price
2	Progress Report	120 days after contract award (March 4, 2016 at the latest)	35% of Bidder's Firm Price
3	Second Progress Report	210 days after contract award (June 6, 2016 at the latest)	10% of Bidder's Firm Price
4	Final Report Draft	On or before October 11, 2016	10% of Bidder's Firm Price
5	Final Report (Report, Summary, Executive Summary and Presentation)	On or before November 15, 2016	30% of Bidder's Firm Price



Theme III: School Choices and Educational Trajectories of Youth of French-Speaking Immigration Backgrounds

Milestone #	Description of Deliverables	Delivery Date	Percentage of Bidder's Firm Price
1	Work Plan	Within 30 days of Contract Award	10% of Bidder's Firm Price
2	Progress Report	120 days after contract award (March 4, 2016 at the latest)	23% of Bidder's Firm Price
3	Second Progress Report	210 days after contract award (June 6, 2016 at the latest)	15% of Bidder's Firm Price
4	Final Report Draft	On or before October 11, 2016	15% of Bidder's Firm Price
5	Final Report (Report, Summary, Executive Summary and Presentation)	On or before November 15, 2016	37% of Bidder's Firm Price

Theme IV: Attraction and Retention of English-Speaking Youth Attending English-language Universities in Quebec

Milestone #	Description of Deliverables	Delivery Date	Percentage of Bidder's Firm Price
1	Work Plan	Within 30 days of Contract Award	10% of Bidder's Firm Price
2	Progress Report	120 days after contract award (March 4, 2016 at the latest)	33% of Bidder's Firm Price
3	Second Progress Report	210 days after contract award (June 6, 2016 at the latest)	10% of Bidder's Firm Price



4	Final Report Draft	On or before October 11, 2016	10% of Bidder's Firm Price
5	Final Report (Report, Summary, Executive Summary and Presentation)	On or before November 15, 2016	37% of Bidder's Firm Price

C3. Applicable Taxes

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

C4. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

C5. Travel and Living Expenses

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



APPENDIX “D”, STATEMENT OF WORK

1. Title

Research projects on immigration in Canada’s Official Language Minority Communities (OLMCs).

2. Objective

Citizenship and Immigration Canada (CIC) is seeking proposals for research projects on the issue of immigration in Canada’s Official language minority communities (OLMCs). OLMCs include Francophone Minority Communities (FMCs) and English-Speaking Communities in Quebec (ESCQs).

3. Background

This research must enable CIC to broaden its expertise and knowledge in the field of immigration in OLMCs, in accordance with Part VII of the Official Languages Act, which states that CIC has an obligation to take positive measures to promote official languages and support the vitality of OLMCs. That research and the resulting knowledge are also intended to support CIC in its intention to achieve the objectives of the new *Roadmap for Canada’s Official Languages 2013-2018: Education, Immigration, Communities*.

4. Scope

It is important for CIC to gain a better understanding of the challenges that immigrants face, specifically that of settling and living in a minority context. By relying on thorough, up-to-date expertise, knowledge and data, diverse and innovative approaches pertaining to immigration to OLMCs, CIC will better be able to contribute to the success of immigrants in OLMCs and, thereby, support the vitality of OLMCs.¹

5. Task

The research projects must address one of the following four themes:

- Theme I: Support and Integration Areas in English-Speaking Communities in Quebec (ESCQs)
- Theme II: Support and Integration Areas in Francophone Minority Communities (FMCs)
- Theme III: School Choices and Educational Trajectories of Youth of French-Speaking Immigration Backgrounds
- Theme IV: Attraction and Retention of English-Speaking Youth Attending English-language Universities in Quebec

Researchers must apply for a specific theme for each research project they propose. The theme of their project must be clearly indicated in their application. Key issues are identified for each theme as examples.

1. The research activities to be considered by this call for proposals are in no way intended to infringe on Quebec’s responsibilities under the *Canada-Quebec Accord Relating to Immigration*. The parameters of this call for proposals comply with the *Official Languages Act*, which sets out CIC’s responsibility regarding Quebec’s Anglophone minorities, and solely for that purpose.



5.1 Research Themes :

Theme I: Support and Integration Areas in English-Speaking Communities in Quebec (ESCQs)

5.1.1 Description

This theme pertains to the support that certain areas, locations and settings offer to recent immigrants² in English-Speaking Communities in Quebec (ESCQs). The research must primarily allow for a better understanding of the role and operation of those areas, the interaction that takes place there and the reasons why or why not they contribute to integration and the increased social capital of recent immigrants. By “areas,” we mean locations as well as formal and informal networks or groups. Therefore, it can refer to a settlement service, community centre or organization, educational or extra-curricular setting, cultural or sports venture or association, place of worship, mutual support network, etc. The type of support sought or obtained at these places may differ (material, professional, psychological, symbolic, etc.).

5.1.2 Key Issues

The following issues are examples and suggest different analytical angles to address the theme:

- a) What locations, areas or settings do recent immigrants in ESCQs go to for support? Do they prefer some over others and, if so, why?
- b) What drives them to go there? Is it primarily to receive basic necessities, specialized services? To satisfy a recognition or affirmation need? To get involved and to help? To forge ties?
- c) What do recent immigrants derive from going to these places? Does it allow them to access a social or institutional support and integration network or is it limited to receiving services or support on an occasional basis, without helping to increase the social capital of immigrants?
- d) Is attending these places a means of integration into the minority community, majority community or community of origin?
- e) Do attendance and the benefits of that attendance differ by people’s socio-demographic characteristics (age, gender, languages spoken, religion, country of origin, etc.)?
- f) Other than providing access to support, does attendance also result in types of significant involvement by recent immigrants? For example, do they have the opportunity to take part in decision-making processes? How does the ability or inability to participate at those places impact their situation?

² This term refers to immigrants who arrived in Canada within the last five years.



Theme II: Support and Integration Areas in Francophone Minority Communities (FMCs)

5.2.1 Description

This theme addresses the support that certain areas, locations and settings offer to recent immigrants³ in Francophone Minority Communities (FMCs). The research must primarily allow for a better understanding of the role and operation of those areas, the interaction that takes place there and the reasons why or why not they contribute to integration and the increased social capital of recent immigrants. By “areas,” we mean locations as well as formal and informal networks or groups. Therefore, it can refer to a settlement service, community centre or organization, educational or extra-curricular setting, cultural or sports venture or association, place of worship, mutual support network, etc. The type of support sought or obtained at these places may differ (material, professional, psychological, symbolic, etc.).

5.2.2 Key Issues

The following issues are examples and suggest different analytical angles to address the theme:

- a) What locations, areas or settings do recent immigrants in FMCs go to for support? Do they prefer some over others and, if so, why?
- b) What drives them to go? Is it primarily to receive basic necessities, specialized services? To satisfy a recognition or affirmation need? To get involved and to help? To forge ties?
- c) What do recent immigrants derive from going to these places? Does it allow them to access a social or institutional support and integration network or is it limited to receiving services or support on an occasional basis, without helping to increase the social capital of immigrants?
- d) Is attending these places a means of integration into the minority community, majority community or community of origin?
- e) Do attendance and the benefits of that attendance differ by people’s socio-demographic characteristics (age, gender, languages spoken, religion, country of origin, etc.)?
- f) Other than providing access to support, does attendance also result in types of significant involvement by recent immigrants? For example, do they have the opportunity to take part in decision-making processes? How does the ability or inability to participate at those places impact their situation?

³ This term refers to immigrants who arrived in Canada within the past five years.



Theme III: School Choices and Educational Trajectories of Youth of French-Speaking Immigrant Backgrounds

5.3.1 Description

The study will examine the school choices and educational trajectories of youth of French-speaking immigrant backgrounds in at least one Francophone minority community (FMCs) outside of Quebec. This study will focus on first generation, 1.5, or second generation immigrant youth. This research project will focus on the school choices made by these youths and their families during their studies in French-language language schools and/or in English-language schools in FMCs offering various French-second-language (FSL) educational options, or no classes in French. This research will allow for a better understanding of why some French-speaking immigrant families residing in FMCs choose to send their children to French-language schools while others may instead choose English-language schools and their second-language educational options (or in some cases may chose to transfer from one educational system to another). The educational trajectories of youth of French-speaking immigrant backgrounds should be identified, including their overall perceptions about their learning experiences in their respective schooling options. The study should also shed light on how school choices and educational trajectories of French-speaking youth of immigrant backgrounds help inform their evolving identities and sense of belonging to *la francophonie*.

Note: The researcher(s) must identify the criteria used to define the target population of “youth of French-speaking immigrant backgrounds” for their study. One possible definition is youth (ages 14-18) with at least one parent who immigrated to Canada and who learned and speaks French as a mother tongue or as a first official language in Canada. While the target population of the study is youth of French-speaking immigrant backgrounds, it is recommended that the study also include interviews with a sample of parents of interviewed youth.

5.3.2 Key Questions

The following questions are examples that suggest different angles of analysis to examine this theme:

- a) What are the characteristics⁴ of youth of French-speaking immigrant backgrounds residing in FMCs who attend French-language schools, English-language schools offering various FSL educational options (French Immersion, Extended French, Core French, or no French), who not offer classes in French, or who may choose to transfer from one educational system to another.

⁴ The profile may include linguistic, ethnocultural, socio-economic or identity characteristics, for example.



- b) What factors contribute to the attraction of immigrant French-speaking families to French-language schools? To English-language schools?
- c) Why do families of French-speaking immigrant backgrounds who choose French-language schools not opt for English-language schools and why do those who choose English-language school not opt for French-language schools? What explains the transition of youth between educational systems?
- d) What are commonalities and differences among French-speaking families of immigrant backgrounds who use French- and English-language schools in FMCs?
- e) What are the learning experiences of youth of French-speaking immigrant backgrounds in different educational systems and how do their respective schooling choices and educational trajectories help inform their evolving identities and sense of belonging?

Theme IV: Attraction and Retention of English-Speaking Youth Attending English-language Universities in Quebec

5.4.1 Description

The project will examine the attraction and retention of English-speaking youth in English-speaking communities in Quebec (ESCQs). Specifically, the project will examine English-speaking youth attending English-language universities in at least two English-speaking communities in Quebec to identify and analyze the individual and socio-economic factors that attract and contribute to the retention of these youth in ESCQs. The analysis should also examine educational trajectories and career plans of these youth, as well as why they choose to live and study in Quebec, and whether they plan to remain in the ESCQs and province after their studies and why. The analysis will include immigrant and non-immigrant English-speaking youth for comparative purposes.

This research will allow for a better understanding of the relationship between and impact of factors on the attraction and retention of English-speaking youth attending English-language universities in Quebec.

Note: For the purposes of this project, English-speaking is defined as the usage of English as a mother tongue or first official language in Canada. Youth of immigrant backgrounds could include the first generation, the 1.5, and the second generation, whereas youth of non-immigrant backgrounds could include those whose two parents were born in Canada. It is recommended that at least two English-language universities in two different ESCQs should be studied.

5.4.2 Key Questions

The following questions are examples that suggest potential areas of analysis:

- a) What are the characteristics of English-speaking youth who attend English-language universities in Quebec (e.g. place of origin, immigrant versus non-immigrant background, linguistic profiles, race, ethno-cultural background, socio-economic background, identity, etc.)?



- b) What are commonalities and differences between English-speaking youth immigrant and non-immigrant origin who are studying at English-language universities in Quebec?
- c) What are the attraction factors that may explain why English-youth choose to study at English-language universities in Quebec?
- d) What are the retention factors of these youth during and after their studies, i.e. why do they stay in ESCQs/Quebec? What factors explain why English-speaking youth leave their ESCQ and/or Quebec during or after their studies?
- e) What are the educational trajectories and career plans of English-speaking youth of (immigrant and non-immigrant) who attend English-language universities in Quebec?
- f) What is the impact of the factors that contribute to attraction, retention, or loss of English-speaking youth on ESCQs?
- g) How do the schooling choices and educational trajectories of English-speaking youth of Anglophone backgrounds (immigrant and non-immigrant) in English-language universities in Quebec help inform their evolving identities and sense of belonging to their ESCQ? How do ESCQs with English-language universities contribute to the shaping of identities? What commonalities and differences exist in at least two ESCQs?

6. Limitations

- a) Given the nature of the services required, the senior researcher must attend at least one launch meeting with the Project Authority, to be held via conference call.
- b) CIC will not provide the premises for the research process.

7. Travel

All travel expenses are the responsibility of the bidder.

8. Support Provided by the Client

The Research and Evaluation Branch, CIC, has the responsibility and duty to provide feedback on the deliverables to ensure that the final product meets CIC's expectations.

9. Meetings

The Project Authority representing CIC may also, on occasion, request conference calls with the senior researcher to maintain strong collaboration and facilitate of the achievement of the objectives set out in the contract.

10. Deliverables

The deliverables required by CIC will primarily be in the form of research reports. The researchers will also have to produce a work plan and two progress reports to ensure that the final outcome meets CIC's expectations and the terms of the agreement.



The researcher undertakes to prepare the following products and deliver them to CIC in keeping with the schedule provided for delivering these products:

1. A work plan (3 to 5 pages) setting out the main steps for planning and conducting the research, as well as a schedule. That plan must be submitted no later than 30 days after the contract is signed. After receipt of the work plan, the researcher undertakes to hold a conference call with the people in charge at CIC within the four weeks that follow in order to provide updates on the upcoming phases of the research project.
2. A progress report (5 to 8 pages) reporting on the progress of the research project, the work completed and the upcoming phases. That progress report must be submitted no later than 120 days after the contract is signed (no later than March 4, 2016).
3. A second progress report on the project's progress (5 to 8 pages) must be submitted no later than 210 days after the contract is signed (no later than June 6, 2016).
4. A final report draft (25 to 35 pages, excluding appendices and bibliography) must be submitted before October 11, 2016.
5. A final report (30 to 40 pages, excluding appendices and bibliography) along with all the analytical, documentary and methodological support needed for the project's completion (e.g. primary and secondary data, survey, interview questions and interview grid, bibliography, statistical tables) must be submitted before November 15, 2016. In addition to the report itself and the appendices, that report must also include:
 - a. A summary of the research project (15 to 20 lines) in French and English.
 - b. A two-page executive summary in French and English that summarizes the research and findings and, if applicable, the submitted recommendations.
6. A PowerPoint presentation presenting the key aspects of the research (8 to 12 slides).

All deliverables must be approved by the CIC Project Authority.

11. Language Requirements

The Contractor must provide the required services in one of the official languages (English or French). However, we ask that the summary, executive summary and PowerPoint presentation be in both French and English to support the dissemination of the research.

12. Availability

The Contractor certifies that the Contractor, its employees and sub-contractors are prepared to start performing the work as of the contract award date and will remain available for completing the work in keeping with the contractual requirements.



APPENDIX “E”, BASIS OF PAYMENT

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

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

Up to four (4) contracts may be awarded as a result of this solicitation. Suppliers are to clearly indicate which theme they are bidding on. Bidders may submit proposals on one or more themes.

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

Canada's total liability to the Contractor under the Contract shall not exceed **\$40,000.00 for Theme 1, \$40,000.00 for Theme 2, \$30,000.00 for Theme 3, and \$35,000.00 for Theme 4, up to a maximum of four (4) themes for a total potential maximum contract value of \$145,000.00, including all travel expenses and excluding applicable taxes. All cost/price proposals exceeding the totals per theme indicated above will render the bidder's cost/price proposal non-responsive, and eliminated from the competition.**

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

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

Theme I: Support and Integration Areas in English-Speaking Communities in Quebec (ESCQs)

Maximum Budget : \$40,000.00

	Period of Contract	Firm Price
<u>Theme I: Support and Integration Areas in English-Speaking Communities in Quebec (ESCQs)</u>	From Contract Award to November 15, 2016	<to be completed by the bidder>
TOTAL CONTRACT VALUE (Excluding Taxes)		<to be completed by the bidder>



Theme II: Support and Integration Areas in Francophone Minority Communities (FMCs)

Maximum Budget : \$40,000.00

	Period of Contract	Firm Lot Price
Theme II: <u>Support and Integration Areas in Francophone Minority Communities (FMCs)</u>	From Contract Award to November 15, 2016	<to be completed by the bidder>
TOTAL CONTRACT VALUE (Excluding Taxes)		<to be completed by the bidder>

Theme III : School Choices and Educational Trajectories of Youth of French-Speaking Immigration Backgrounds

Maximum Budget : \$30,000.00

	Period of Contract	Firm Lot Price
Theme III: <u>School Choices and Educational Trajectories of Youth of French-Speaking Immigration Backgrounds</u>	From Contract Award to November 15, 2016	<to be completed by the bidder>
TOTAL CONTRACT VALUE (Excluding Taxes)		<to be completed by the bidder>

Theme IV: Attraction and Retention of English-Speaking Youth Attending English-language Universities in Quebec

Maximum Budget : \$35,000.00

	Period of Contract	Firm Lot Price
Theme IV: <u>Attraction and Retention of English-Speaking Youth Attending English-language Universities in Quebec</u>	From Contract Award to November 15, 2016	<to be completed by the bidder>
TOTAL CONTRACT VALUE (Excluding Taxes)		<to be completed by the bidder>



APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

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

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

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

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

Name and Title _____

Telephone _____ Fax _____

Email _____

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