

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 Laurier St., / 11, rue Laurier
Place du Portage, Phase III**

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet IN-SERVICE SUPPORT OF MCOIN III	
Solicitation No. - N° de l'invitation W8482-134994/A	Date 2015-07-28
Client Reference No. - N° de référence du client W8482-134994	
GETS Reference No. - N° de référence de SEAG PW-\$\$EL-634-29382	
File No. - N° de dossier 634el.W8482-134994	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Durigan, Angela	Buyer Id - Id de l'acheteur 634el
Telephone No. - N° de téléphone (819) 956-5879 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

**Informatics Professional Services - EL Division/Services
professionnels en informatique - division EL**

4C2, Place du Portage

Gatineau

Québec

K1A 0S5

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

Solicitation No. - N° de l'invitation

W8482-134994/A

Amd. No. - N° de la modif.

File No. - N° du dossier

634eIW8482-134994

Buyer ID - Id de l'acheteur

634eI

Client Ref. No. - N° de réf. du client

W8482-134994

CCC No./N° CCC - FMS No/ N° VME

See Attached Document

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

CORE RESOURCES:

**PROJECT MANAGER LEVEL 2
DATABASE ADMINISTRATOR LEVEL 2
BUSINESS SYSTEM ANALYST LEVEL 2
PROGRAMMER/ANALYST LEVEL 2**

NON-CORE RESOURCES:

**TEST COORDINATOR LEVEL 1
TESTER LEVEL 1
WEB DESIGNER LEVEL 1
WEB DEVELOPER LEVEL 1
BUSINESS SYSTEM ANALYST LEVEL 1
TECHNICAL WRITER LEVEL 1
DATABASE ANALYST/IM ADMINISTRATOR LEVEL 2
DATABASE MODELLER/IM MODELLER LEVEL 2
QUALITY ASSURANCE SPECIALIST/ANALYST LEVEL 2**

**FOR
THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

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**BID SOLICITATION
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
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QUALITY ASSURANCE SPECIALIST/ANALYST LEVEL 2**

**FOR
THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation #W8482-134994/A. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment and the Security Requirement Check List. The attachments include the Bid Submission Form, the Bid Evaluation Criteria, the Pricing Schedule and the Federal Contractors Program for Employment Equity Certification.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (DND) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of 1 contract, for 3 years *plus 2 one-year* irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (d) For services requirements, Bidders in receipt of a pension or a lump sum payment are to provide the required information as detailed in article 2.4 of Part 2 of the bid solicitation. Bidders are requested to include this information in the Bid Submission Form.
- (e) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).

- (f) There is a Federal Contractor's Program (FCP) for employment equity requirement associated with this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the annex named "Federal Contractor's Program for Employment Equity – Certification."
- (g) Bidders are to provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003, whichever is applicable to this bid solicitation.
- (h) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all the Resource Categories listed in (j) below and in the Atlantic Region under the EN578-055605 series of SAs are eligible to compete. The TBIPS SA EN578-055605 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605 as that joint venture at the time of bid closing in order to submit a bid.
- (j) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

CORE RESOURCES:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED LEVEL OF EFFORT PER RESOURCE PER YEAR (IN DAYS)	ESTIMATED NUMBER OF RESOURCES REQUIRED
Project Manager	Level 2	240	1
Database Administrator	Level 2	240	1
Business System Analyst	Level 2	240	1
Programmer/Analyst	Level 2	240	2

NON-CORE RESOURCES:

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED LEVEL OF EFFORT PER RESOURCE PER YEAR (IN DAYS)	ESTIMATED NUMBER OF RESOURCES REQUIRED
Test Coordinator	Level 1	60	1
Tester	Level 1	60	1
Web Designer	Level 1	90	1
Web Developer	Level 1	90	1
Business System Analyst	Level 1	90	1
Technical Writer	Level 1	60	1
Database Analyst/IM Administrator	Level 2	90	1
Database Modeller/IM Modeller	Level 2	90	1
Quality Assurance Specialist/Analyst	Level 2	90	1

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) "Subsections 3 of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
 - b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- (e) Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
 - (i) Delete: sixty (60) days
 - (ii) Insert: 180 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies

to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

(a) Information Required

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 FPSs, bidders must provide the information required below before contract award.

(b) 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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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.

(c) 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:

name of former public servant;

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 web sites 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](#).

(d) 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:

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

- (a) The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under any resulting contract will vest in Canada.

2.8 Volumetric Data

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- (i) Section I: Technical Bid (4 hard copies and 1 soft copy on a USB key)
- (ii) Section II: Financial Bid (2 hard copies)
- (iii) Section III: Certifications not included in the Technical Bid (2 hard copies)

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

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

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

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

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

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

- (d) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);

-
- (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e) Joint Venture Experience:

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and M. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and M), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

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

- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or

- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

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

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment 1 with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

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

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

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment "2", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "2", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **For Proposed Resources:** The technical bid must include résumés for the number of résumés, per Resource Category, as identified in Attachment "2". The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and

professional designation or membership requirements). With respect to the proposed resources:

- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
 - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programmes that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
 - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
 - (D) For work experience, PWGSC will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (v) **Customer Reference Contact Information:**
- (A) In conducting its evaluation of the bids, Canada may, but will have no obligation to request that a bidder provide customer references. If Canada sends such a written request, the bidder will have 2 working days to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive. These customer references must each confirm if

requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 2.

- (B) The form of question to be used to request confirmation from customer references is as follows:

"Has the bidder provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

☐ *Yes, the bidder has provided my organization with the services described above.*

☐ *No, the bidder has not provided my organization with the services described above.*

☐ *I am unwilling or unable to provide any information about the services described above.*

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and e-mail address for a contact person.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment "3". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications identified under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:**
 - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
 - (ii) The mandatory technical criteria are described in Attachment 2.
- (b) **Point-Rated Technical Criteria:**
 - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
 - (ii) The rated requirements are described in Attachment 2.
- (c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 2. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix B of Annex A.

(d) **Reference Checks:**

- (i) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

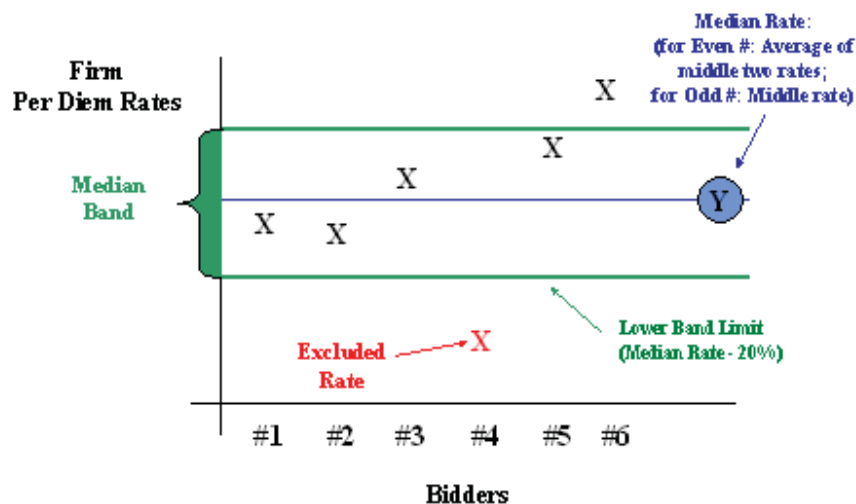
4.3 Financial Evaluation

- (a) **Calculation of Total Bid Price:** The financial evaluation will be conducted by calculating the Total Bid Price using the pricing tables completed by the Bidders. The Total Bid Price will be determined for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) (or the Lower Median Band Limit, whichever is higher) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 3 – Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
- (b) **Firm Per Diem Median Rate Evaluation Method**

In conducting the financial evaluation, with respect to the professional services rates proposed, a firm per diem rate median evaluation method will be used, as follows:

- (i) **Use of Method:** The firm per diem rate median calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource that is lower than the Lower Median Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.
- (ii) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual resource a median rate will be determined for each Resource Category. A median will be used to calculate a median band against which each Bidder's per diem rate will be established for the Initial Contract Period, and another median will be established for each of the option period(s). For each Resource Category, the median band will be calculated using the median function in Microsoft Excel and will represent a range that encompasses the median rate to a value of minus (-) 20% of the median. The Lower Median Band Limit for each Resource Category is set at 80% of the median. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Median Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Lower Median Band Limit for that Resource Category.
- (iii) **Example:** The following diagram is a representation of the calculation of the median band for a single Resource Category. This diagram identifies the median band and the included and excluded resource per diem rates.

Resource Category Median Band Determination (Even Number of Bidders)



In this example Resource Category using the firm per diem median rate calculation approach, if the median rate identified as (Y) is \$591.50, then the median band limit would be minus (-) 20% of \$591.50, or \$473.20. The figure \$473.20 would be the Lower Median Band Limit for this Resource Category.

If a Bidder quotes a firm per diem rate for this Resource Category that is lower than \$473.20, the per diem rate of \$473.20 will be used to evaluate that Bidder's bid for this Resource Category.

If that Bidder quoted a firm per diem rate of \$400.00 for that Resource Category, and it is determined to be the winning Contractor, the firm per diem rate of \$400.00 which was quoted originally by the Bidder will be included in the resulting contract.

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

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

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

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

(d) **Formulae in Pricing Tables**

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

4.4 Basis of Selection

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

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

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

PART 5 – CERTIFICATIONS

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless stated otherwise, 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 made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with Bid

Bidders must submit the following duly completed certifications as part of their bid.

I. Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (5.1), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

I. Integrity Provisions - List of names

- (a) Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.
- (b) Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the names of the owner(s).
- (c) Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

II. Federal Contractors Program for Employment Equity - Bid Certification

- (a) By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.
- (b) Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.
- (c) Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

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- (d) The Bidder must provide the Contracting Authority with a completed Attachment 5.2, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

III. Professional Services Resources

- (a) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (b) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (c) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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. Failure to comply with the request may result in the bid being declared non-responsive.

IV. Certification of Language - English Essential

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- (b) Kindly be advised this contract involves unclassified military data subject to the provisions of the Technical Data Control Regulations indicated by the client at Block 5b of the SRCL. It is required that the chosen Canadian or American suppliers become certified contractors in the U.S./Canada Joint Certification Program (JCP). The suppliers may obtain information on how to become certified in the JCP by reviewing the information at: www.logisticsinformationservice.dla.mil/jcp/ or by calling the Joint Certification Office at 1-800-352.3572.
- (c) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (d) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (e) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

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

6.3 Controlled Goods Program – Bid

1. As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
- b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
- c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.

2. Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the details of any financial coding to be used;
 - (D) the categories of resources and the number required;

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- (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (M) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA, inclusive of revisions, with a value less than or equal to **\$250,000.00** (including Applicable Taxes), the TA must be signed by:
 - (1) the Technical Authority; and
 - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
 - (1) the Technical Authority; and
 - (2) the Contracting Authority.
- Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.
- (f) **Administration of Task Authorization Process for DND:** The administration of the Task Authorization process will be carried out by D MAR P 3-3-6. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.
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(g) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

- (ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
(B) 2nd quarter: July 1 to September 30;
(C) 3rd quarter: October 1 to December 31; and
(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
(B) a title or a brief description of each authorized task;
(C) the name, Resource category and level and level of each resource involved in performing the TA, as applicable;
(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
(F) the start and completion date for each authorized task; and
(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

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

7.3 Minimum Work Guarantee

- (a) In this clause,

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- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding Applicable Taxes); and
 - (ii) **"Minimum Contract Value"** means 3% of the Maximum Contract Value on the date the contract is first issued.
 - (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with subarticle (c), subject to subarticle (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
 - (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
 - (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

- (i) 2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

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

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

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

7.5 Security Requirement

The following security requirement (SRCL and related clauses), applies to and forms part of the Contract.

(a) **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
FILE # W8482-134994**

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Facility Security Clearance at the level of NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **controlled goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
3. The Contractor personnel requiring access to **CANADIAN PROTECTED** information, assets or sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
4. The Contractor personnel requiring access to **CANADIAN CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of Canada or US** and must **EACH** hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD, PWGSC.
5. The Contractor personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be citizens of Canada or US** and **EACH** hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
7. The Contractor **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
8. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
9. The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI)** Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **CLASSIFIED** NATO information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is *"Not Under FOCI"* or *"Under FOCI"*. When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation

measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

10. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
11. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
12. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition).

7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 [year\(s\)](#) later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
 - (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Angela Durigan
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: (819) 956-5879
E-mail address: angela.durigan@pwgsc-tpsgc.gc.ca

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

(b) Technical Authority

The Technical Authority for the Contract is: ***(To be completed at contract award)***

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

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

(c) Contractor's Representative

(To be completed at contract award)

7.8 Proactive Disclosure of Contracts with Former Public Servants

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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) Basis of Payment

- (i) Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iii) Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before

doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are excluded, as applicable and Applicable Taxes are extra.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- (A) when it is 75 percent committed, or
- (B) 4 months before the contract expiry date, or
- (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(e) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed,

Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

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

7.11 Certifications

- (a) The continuous compliance with the certifications provided by the Contractor in its bid, any TA quotation and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification, or fails to provide the associated information, 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.

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

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- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
 - (c) General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity – Services;
 - (d) Annex A, Statement of Work – Annex A including its Appendices as follows;
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Security Requirements Check List;
 - (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any);
 - (h) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
 - (i) the Contractor's bid dated _____, as clarified on "or" as amended _____.

7.15 Defence Contract

The Contract is a defence contract within the meaning of the [Defence Production Act](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [Defence Production Act](#).

7.16 Foreign Nationals (Canadian Contractor)

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

7.16 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.17 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

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

- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

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

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

7.18 Controlled Goods

The Contract involves controlled goods as defined in the Schedule to the [Defence Production Act](#). The Contractor must identify those controlled goods to the Department of National Defence.

7.19 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

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- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
- (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
- (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.
- In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death;
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damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.20 Joint Venture Contractor

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

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

7.21 Professional Services - General

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

Replacement of Specific Individuals

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- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

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

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
- (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub article (c).

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

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

7.22 Safeguarding Electronic Media

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

7.23 Representations and Warranties

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

7.24 Access to Canada's Property and Facilities

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

7.25 Implementation

- (a) **Implementation of Professional Services:** If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition must be complete by no later than 15 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.26 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
634el

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W8482-134994

File No. - N° du dossier
634elW8482-134994

CCC No./N° CCC - FMS No./N° VME

measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A STATEMENT OF WORK

1. Scope

1.1 Purpose

The purpose of this Statement of Work is to define the Royal Canadian Navy's requirement for professional services to support its Maritime Command Operational Information Systems Mark III (MCOIN III).

1.2 Background

MCOIN III is the Royal Canadian Navy's shore based Command and Control Information System (C2IS) primarily situated in Halifax, Nova Scotia and Esquimalt, British Columbia, but with additional sites across Canada.

MCOIN III provides Maritime Forces Pacific Headquarters (MARPAF), Maritime Forces Atlantic Headquarters (MARLANT), secondary sites and future sites with a modern automated command and control facility. MCOIN III provides:

- a. Decision support aids and automated tools supporting crisis management teams in peacekeeping, littoral, joint and combined operations;
- b. Assured transport military messaging systems;
- c. Provisioning, data amplification and warehousing of Recognized Maritime Picture (RMP) vessel data; and
- d. Other software arising from operational requirements.

MCOIN III exploits modern development tools and techniques, building solutions from a collection of commercial and open-source products. MARPAF and MARLANT offer full GCCS-M (Global Command and Control System – Maritime) capability, and the full complement of MCOIN III custom applications. The GCCS-M application and development environment resides on SPARC Solaris 10 and MCOIN III Intel-based network servers which support office and network applications (Windows XP/7 and current MS Office product suite on 32 and 64 bit platforms.)

A large component of the MCOIN III is the custom application software suite developed by industry. The tools used to develop the custom MCOIN III application software suite, developed in three releases, consists of the following:

- a. .NET, SharePoint, and Microsoft Visual Studio set;
- b. C/C++/C#, Python, Perl and Java are used extensively to support the Intelligence, Messaging and Air/Sea Operational applications;
- c. Open Source software, such as Subversion, Tomcat 7, Apache 2.2 and various third party libraries;
- d. COTS (Commercial Off the Shelf) software such as Web Logic and GOTS (Government Off The Shelf) software such as SMSS integration;
- e. J2EE development technologies such as Java and Eclipse; and
- f. Custom MCOIN III application software was developed in three releases.

In addition to supporting classified office applications, each site offers web publishing services in support of local and national requirements.

1.3 Portfolio

The current software and data product portfolio covered by the current MCOIN III contract includes:

- a. **Military Messaging-** an Oracle-backed ACP 128 Military message authoring, delivery and storage suite with a global user community in three security domains:
 - i. **Components include:** Oracle Forms, Domino, Web and Email; and
 - ii. **Clients include:** MARLANT, MARPAC, Deployed Operations, and other alternate sites;
- b. **OPDef-** an Oracle-backed Operational Deficiencies management information tool;
- c. **Fleet Status System (FSS)-** an Oracle-backed Readiness, OPSCHED and State-of-the-Navy information management system;
- d. **Stand Alone Message Drafter-** Stand-alone running on PCs and networked PCs supporting the drafting of freeform and formatted messages;
- e. **National Acoustic Library-** an Oracle-backed acoustic data management storage and retrieval tool;
- f. **Vessel Position Collection Framework-** a collection of tools and infrastructure to create a common picture of vessel positions from multiple feeds and formats;
- g. **Global Positioning Warehouse Suite (GPW)-** A collection of web applications that archive, manipulate, search and report on current and historical vessel position reports;
- h. **Components include:** Arrival Analysis Report- (mechanism to verify 96 hour report against vessel reports), Boundary Crossing (facility to search on ships in defined areas), GPW Search UI (ability to search on and generate reports on vessel search criteria); and
- i. **National Maritime Picture-** a correlated and federated data feed providing unclassified vessel positions from more than a dozen sources provided to the MSOC System via a Web Feature Service Interface.

1.4 Emerging Requirements

Organisational and technology changes, expanding customer base and new requirements from users have created a full development schedule for MCOIN III applications.

The number of positional reports collected by DND for the RMP has increased over five years from 500,000 reports a day in 2008 to 12 million reports a day in 2013, putting scalability pressures on custom RMP components.

1.5 Stakeholders

The Contract's primary customer with respect to MCOIN III is the Royal Canadian Navy. However there are common requirements and mutual interests among other stakeholders that may satisfy their requirements through this Contract. Current stakeholders include:

- a. **Directorate Space Development** coordinates and oversees the DND Space Program on behalf of the MND. D Space D conceives of, designs and builds assured and responsive space capabilities and exercises Cod's Space Functional Authority related to Capability Development, policy, doctrine and education. D Space D manages the relationship with the

Canadian Space Agency and OGDs as well as space-related international engagements. D Space D provides advice to the CDS/DM and ensures coherence across DND and compliance with Federal Government objectives in the use of space systems; and

- b. The **Marine Security Operations Centres (MSOC)** five core partners: the Canada Border Services Agency (CBSA), Department of Fisheries and Oceans (DFO) / Canadian Coast Guard (CCG), Royal Canadian Mounted Police (RCMP), Transport Canada (TC), and the Department of National Defence (DND) / Canadian Forces (CF). The Royal Canadian Navy has been presently been designated the lead department for MSOC CMO.

1.6 MCOIN III Custom Software Support Centres

The MCOIN III Custom Software Support Centre (MCSSC), a subsection of MARLANT N6 staff performs software development, maintenance and integration of the MCOIN III Custom Applications.

The MCSSC supports changes to the MCOIN III custom applications as the software evolves over its life cycle. The MCSSC is under the direction of the Royal Canadian Navy staff and the MCOIN III Configuration Management Board. The MCSSC Program Manager is responsible for the day-to-day operations of the MCSSC.

2. System Description

2.1 General

The MCOIN III suite of applications run on networks consisting of a wide variety of hardware and software, which comprise the development, testing/staging and operational environments. This section describes the hardware and software that make up the MCOIN III environment.

2.2 Development Environment

The MCOIN III development environment consists of a network mirroring production infrastructure with development support features including compilation, code evaluation, code versioning and other support tools. The location for this work is on site at MARLANT N6 in Halifax located in Building D201.

2.3 Integrated Testing or Staging Environment

The MCOIN III integrated testing environment attempts to mirror production as much as possible and may use live data or interface with production systems. The location for this work is on site at MARLANT N6 in Halifax located in Building D201.

2.4 Operational Environment

The operational environment is the target environment for the MCOIN III applications. As requirements change so will the size of the network and configuration of the network.

2.5 Platform Descriptions

In this section, reference will be made to several different types of platforms, which are used within the MCOIN III environment.

MCOIN III platform types are described below:

- a. **SPARC Solaris 10-** This server class will maintain the GCCS-M Track Database functions. Communication and presentation functions are shared with a Windows-based client;
- b. **VMWare ESX servers-** The RCN virtualises workstations and servers to create greater hardware efficiencies;
- c. **Messaging Database Servers** - This server class will store and manage the Relational Database Management System (Oracle 10g with Row Label Security) on a Secure Sun Solaris O/S. It may also run other applications that require the security features inherent in this platform. Other database servers will run regular Oracle on a Linux O/S;
- d. **Linux Servers (CentOS/RedHat & Suse)** – This server class will store and manage the Oracle 10g RDBMS for the Global Positioning Warehouse (GPW) and the Ops applications;
- e. **Windows Servers** - This server class will run a number of miscellaneous server functions including web server, print server, and OA (Office automation) file server functions; and
- f. **Windows Workstation** - This managed workstation class will run client applications.

GCCS-M

- a. The GCCS-M software is currently running on a SPARC Solaris 10 and Windows environment. It is a Command and Control product provided by the US government and comes fully equipped with a development environment.

Relational Database Management System (RDBMS)

- a. Oracle 10g with Row Label Security is the RDBMS supporting messaging functionality. The database resides on a Secure Sun Solaris O/S. Other Database applications using Oracle 10g reside on SUSE Linux.
- b. MARLANT is transitioning to Microsoft SQL Server for some applications, including GCCS-M interfacing applications. MARLANT is transitioning to VMWare hosted RedHat Advanced Server environment for Messaging 11g with Row Label Security and the OPS databases.

MCOIN III Development/Miscellaneous Software is described below:

- Networker - Software to provide the backup solution;
- Windows XP (32 bit)/7 (64 bit) workstation;
- Apache Web Server, Microsoft Internet Information Server and SharePoint;
- Microsoft Visual Studio;
- Eclipse;
- Subversion;
- SQL Developer;
- Putty;
- Jenkins;
- Bugzilla;
- Internet Explorer - Web browser software for all workstations;

- Xming - X-terminal emulation software for Pentium Workstations;
- MS-Office Office Automation (OS) Suite;
- Geoserver;
- JasperReports Server; and
- Google Earth Enterprise for representation of geographic data.

3. Requirements

3.1 General

This section describes in detail the type of tasks required by the Contractor to support the MCOIN III custom software applications during the Contract Period.

3.2 Operations and Support

DND has a requirement for one core team and one additional support team.

Core MCOIN III Team, Halifax, Nova Scotia (NS):

The Contractor must provide resources in accordance with the following table:

TBIPS CATEGORIES AND LEVELS	ESTIMATED NUMBER OF RESOURCES	ESTIMATED LEVEL OF EFFORT (LOE) IN DAYS PER RESOURCE				
		INITIAL CONTRACT PERIOD			OPTION PERIOD 1	OPTION PERIOD 2
		YEAR 1	YEAR 2	YEAR 3		
Project Manager (P. 9 Level 2)	1	240	240	240	240	240
Database Administrator (I.2 Level 2)	1	240	240	240	240	240
Business System Analyst (B.6 Level 2)	1	240	240	240	240	240
Programmer Analyst (A.7) (Level 2)	2	240	240	240	240	240

An on-site DND representative in Halifax will monitor and liaise with the core team Project Manager for site meetings, managing tasks and adjusting priorities.

The MCOIN III Project Manager must be stationed on-site in Halifax and will be the main point of contact for the Technical Authority, the Contracting Authority and the on-site DND representative.

As such, the MCOIN III Project Manager will be responsible for all work performed under this Contract and will have full authority to make decisions on behalf of the Contractor.

MCOIN III Support Team, Halifax, Nova Scotia (NS):

The Contractor must provide resources in accordance with the following table:

TBIPS CATEGORIES AND LEVELS	ESTIMATED NUMBER OF RESOURCES	ESTIMATED LEVEL OF EFFORT (LOE) IN DAYS PER RESOURCE		
		INITIAL CONTRACT PERIOD	OPTION	OPTION

		YEAR 1	YEAR 2	YEAR 3	PERIOD 1	PERIOD 2
Test Coordinator (A.10 Level 1)	1	60	60	60	60	60
Tester (A.11 Level 1)	1	60	60	60	60	60
WEB Designer (A.13 Level 1)	1	90	90	90	90	90
WEB Developer (A.14 Level 1)	1	90	90	90	90	90
Business System Analyst (B.6 Level 1)	1	90	90	90	90	90
Technical Writer (B.14 Level 1)	1	60	60	60	60	60
Database Analyst/IM Administrator (I.3 Level 2)	1	90	90	90	90	90
Database Modeller/IM Modeller (I.4 Level 2)	1	90	90	90	90	90
Quality Assurance Specialist / Analyst (P.11 Level 2)	1	90	90	90	90	90

Support team members must report to the MCOIN III Project Manager.

3.3 SCOPE OF WORK

MCOIN III Core Team

The following detailed tasks must be performed by the Contractor in the primary work site (Halifax) to support MCOIN III software applications:

- a. The Contractor must remain up-to-date and current of MCOIN III changing operational requirements in a naval and joint operational environment;
- b. The Contractor must perform and assist with requirements analysis with respect to MCOIN III functionality;
- c. The Contractor must perform Initial Impact Analysis on MCOIN III Software Change Requests;
- d. The Contractor must:
 - i. Analyze and design proposed system changes;
 - ii. Make appropriate design changes to custom MCOIN III functionality by utilizing the list of Development Software specified in Section 2.5;
 - iii. Develop and maintain Java, C++, and C# software in support of all custom application functionality;
 - iv. Develop and maintain GCCS applications;
 - v. Develop Java, SharePoint, and .NET Web applications; and
 - vi. Create, design and maintain database schema and packages.
- e. As instructed, the Contractor must evaluate suitability of Commercial-off-the-Shelf (COTS) products to meet stated MCOIN III requirements and desired functionality;

- f. The Contractor must install operational software;
- g. The Contractor must create deployment executables (install packages) and installation documentation as directed by DND representative;
- h. The Contractor must create and execute software tests against the new software changes;
- i. The Contractor must create and maintain support documentation as directed by DND representative;
- j. The Contractor must also troubleshoot unexpected or unexplained system behaviour of the test results; and
- k. The Contractor must maintain and release the MCOIN III version description documents.

MCOIN III SUPORT TEAM

Other tasks may emerge under this contract as DND groups with C2 application requirements similar to those within the scope of this contract, fund projects of interest to accelerate current, or create new, developments. Tasking assignments are on an "as and when requested" basis at the discretion of the Technical Authority.

3.4 Tasks

MCOIN III Core Team Resources

Project Manager

The MCOIN III Project Manager will be responsible for all activities related to the management and delivery of projects undertaken by both MCOIN and MSOC teams. The MCOIN III Project manager must perform, without being limited to, the following tasks:

- Manage the project during the development, implementation and operations start-up by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
- Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved; and
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.

Database Administrator

The Database Administrator will be responsible for all activities related to the design, development, security, backup, recovery, performance tuning, testing and delivery of databases for MCOIN III. The Database Administrator must perform, without being limited to, the following tasks:

- Customize database conversion routines;

-
- Generate new database with the client;
 - Maintain data dictionaries;
 - Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
 - Develop and implement security procedures for the database, including access and user account management;
 - Advise programmers, analysts, and users about the efficient use of data;
 - Maintain configuration control of the database;
 - Perform and coordinate updates to the database design;
 - Control and coordinate changes to the database, including the deletion of records, changes to the existing records, and additions to the database; and
 - Develop and coordinate back-up, disaster recovery and virus protection procedures.

Business System Analyst

The Business System Analyst will be responsible for all activities related to examining processes and workflows and designing workflows for integration into MCOIN III. The Business System Analyst must perform, without being limited to, the following tasks:

- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information, suggest a recommended course of action and identify the modifications to the automated processes; and
- Support and use the selected departmental methodologies.

Programmer Analysts (Two)

The Programmer/Analyst is responsible for all activities related to the design, development, testing, delivery and support of the overall applications for the MCOIN III system. The Programmer Analysts must perform, without being limited to, the following tasks:

- Create and modify code and software;
- Create and modify screens and reports;
- Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications;
- Design methods and procedures for small computer systems, and sub-system of larger systems;
- Develop, test and implement small computer systems, and sub-systems of larger systems; and
- Produce forms, manuals, programs, data files, and procedures for systems and applications.

MCOIN III Support Team Resources

Test Coordinator

The Test Coordinator will be responsible for developing and planning testing strategies for the MCOIN III system. The Test Coordinator must perform, without being limited to, the following tasks:

-
- Provide advice, guidance and coordination efforts for test strategies and plans, selection of automated testing tools, and identification of resources required for testing; and
 - Plan, organize, and schedule testing efforts for large systems, including the execution of systems integration tests, specialized tests, and user acceptance testing (e.g., stress tests).

Tester

The Tester is responsible for conducting and reporting on prescribed tests. The Tester must perform, without being limited to, the following tasks:

- Plan and coordinate tests ;
- Supervise testing in accordance with the test plans;
- Manage and monitor test plans for all levels of testing;
- Manage walkthroughs and reviews related to testing and implementation readiness;
- Provide status reporting;
- Develop test scenarios and test scripts;
- Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment;
- Establish software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- Establish and operate "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. for performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure; and
- Establish a validation and verification capability which assumes functional and performance compliance.

Web Designer

The Web Designer will be responsible to design and develop the overall architecture for web-based interfaces and database connectivity for the MCOIN III system. The Web Designer must perform, without being limited to, the following tasks:

- Define architecture to be used in the web-based projects;
- Create and apply designs that maximize usability of existing objects;
- Perform architectural modeling to ensure consistency of the design with existing work;
- Select the development language to be used for the project;
- Assess the impact of the new requirements on existing web applications;
- Develop code based upon design and requirements documents;
- Write code to write to and read from the database;
- Unit test the code prior to releasing it for integration testing;
- Monitor the need for design changes as the project progresses;
- Develop test plans for testing the system;
- Ensure functionalities have been implemented according to specifications;
- Define assumptions and constraints of architecture with regard to physical structure and data collection; and
- Develop post-implementation plan for monitoring and tracking design stability.

Web Developer

The Web Developer will be responsible for aspects of design, development and testing of web sites/pages in support of the MCOIN III system. The Web Developer must perform, without being limited

to, the following tasks:

- Develop and prepare diagrammatic plans for web based service delivery;
- Analyze the problems outlined by systems analysts and designers in terms of such factors as style and extent of information to be transferred across the internet;
- Select and use the best available web development tools for linking the internet based client to the departmental "back end" information delivery programs and databases;
- Design high-usability web pages to meet the requirement;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations; and
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

Business System Analyst

The Business System Analyst will be responsible for examining processes and workflows and designing workflows for integration into MCOIN III The Business System Analyst must perform, without being limited to, the following tasks:

- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action and identify the modifications to the automated processes; and
- Support and use the selected departmental methodologies.

Technical Writer

The Technical Writer is responsible for all activities related to the development of MCOIN III system documentation for inclusion in manuals, web pages and "help text". The Technical Writer must perform, without being limited to, the following tasks:

- Document "help" text, user manuals, technical documentation, web page content, etc;
- Review documentation standards and the existing project documentation;
- Determine documentation requirements and makes plans for meeting them;
- Gather information concerning the features and functions provided by the developers;
- Assess the audience for the documents and manuals which are required and prepare a statement of purpose and scope for each;
- Develop a table of content for each document and manual and write or edit the required content;
- Investigate the accuracy of the information collected by making direct use of the material being documented;
- Prepare or coordinate the preparation of any required illustrations and diagrams;
- Design the layout of the documents and manuals; and
- Use word-processing, desk-top publishing and graphics software packages to produce final camera-ready copy.

Database Analyst / IM Administrator

The Database Analyst will be responsible for the design and development of database structures and procedures required to migrate data between databases/models. The Database Analyst / IM Administrator must perform, without being limited to, the following tasks:

- Define new database structures;
- Define data conversion strategy;
- Define database conversion specifications;
- Finalize Conversion Strategy;
- Work very closely with the users in order to maintain and safeguard the database;
- Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements;
- Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
- Mediates and resolves conflicts among users' needs for data and
- Advise programmers, analysts, and users about the efficient use of data.

Database Modeller / IM Modeller

The Database Modeller will participate in the development of database models and structures, ensuring they are consistent with corporate requirements. The Database Modeller / IM Modeller must perform, without being limited to, the following tasks:

- Design, develop and maintain Logical Data Models;
- Analyze proposed changes to databases from the context of the Logical Data Model;
- Provide technical expertise in the use and optimization of data modeling techniques to team members;
- Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members;
- Provide assistance to project team and business users relating to data issues and data analysis concepts;
- Participate in the development of data modeling and metadata policies and procedures;
- Participate in data analysis as a result of new and updated requirements;
- Apply approved changes to logical data models;
- Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities;
- Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture;
- Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them;
- Improve modeling efficiency through recommendations on how to better utilize current metadata repositories;
- Comply with corporate repository metadata directions;
- Provide input to refinement of data architectures;
- Participate in data architecture refinement;
- Define access strategies; and
- Construct, monitor and report on work plans and schedules.

Quality Assurance Specialist / Analyst

The QA Specialist will be responsible for developing and planning testing strategies and completing tests for the MCOIN III system with an emphasis on resolving software defects. The Quality Assurance Specialist / Analyst must perform, without being limited to, the following tasks:

- Lead development of test plans, test scripts and test data;
- Participate in functional and technical design reviews, perform integration/functional and system testing, and verify test results;
- Identify and document software defects;
- Participate with other project resources to resolve defects; and
- Perform regression testing of software applications.

4. Deliverables

4.1 Progress Reports

The Contractor must submit monthly Progress Reports to the Technical Authority with each monthly invoice in an electronic format compatible with MS Office 2003 or higher, acceptable to the Technical Authority.

Each Progress Report must provide the following information:

- a. A description of progress as measured against the version schedule;
- b. An updated target completion date for each validly issued task authorization;
- c. Notification or explanation of any real or potential problems with possible impacts on time, cost or functionality deviations and user impact; and
- d. Time (hours) spent by each team member of the Contractor.

The Technical Authority will review these Progress Reports at the Progress Review Meeting (PRM) which will be held at the DND facility in Halifax.

4.2 Progress Review Meetings

The Contractor must hold Progress Review Meetings (PRM) bi-annually in Halifax, attended at a minimum by the Technical Authority, MCOIN III Project Manager, the on-site DND representatives and any other persons needed by any parties to discuss issues pertaining to the Contract and Task Authorizations.

The Contractor must provide an agenda for all meetings at least one week prior to the meeting for review and approval by the Technical Authority. The progress of each validly issued task authorization will be discussed at each meeting.

The Contractor must provide minutes of all meetings no later than five working days after the meeting. The minutes must be provided electronically, in a format compatible with MS Office 2003 or higher, to the Technical Authority. Action items will be assigned and accepted through separate correspondence between the involved parties. All discussions of a formal nature will be addressed as described above. It may be necessary to call an extraordinary meeting to address special issues.

No travel expenses or any other expenses will be paid to the Contractor to attend the PRMs.

4.3 Other Reports

Additional verbal status reports must be provided as deemed appropriate by the Contractor or as requested by the Technical Authority.

4.4 Documentation

All submitted documentation (e.g. reports, minutes, report, diagrams, and charts) must be fully compatible with the MS Office 2003 suite product line.

5. Work Location

5.1 Primary Site

MCOIN III Core and Support Team resources are required at MARLANT N6 in Halifax, located in Building D201.

5.2 Constraints and Administration

Software Support

All development tools required in performance of the Work, and administrative COTS products will be provided by DND.

Language of Work

All work performed by the Contractor and its resources must be carried out in English. All deliverables must be produced in English.

Acronyms

The following acronyms are used in this document:

ACP	Allied Communications Publication
C2	Command and Control
C2IS	Command and Control Information System
CBSA	Canada Border Services Agency
CCG	Canadian Coast Guard
CDR	Critical Design Reviews
CDS	Chief of Defence
CF	Canadian Forces
CFB	Canadian Forces Base
CFD	Chief of Force Development
CMO	Capability Management Organisation
COTS	Commercial off the shelf
D Space D	Directorate Space Development
DBA	Database Administrator
DBM	Database Modeller
DFO	Department of Fisheries and Oceans
DM	Deputy Minister
DND	Department of National Defence
DOR	Description of Requirement
FDR	Formal Qualification Reviews
GCCS-M	Global Command and Control System – Maritime
GIS	Geographic Information System
GOTS	Government off the shelf
GPW	Global Positioning Warehouse
IT	Information Technology
IV&V	Independent verification and validation
J2EE	Java 2 Platform, Enterprise Edition
MARLANT	Maritime Forces Atlantic (Halifax, NS)
MARPAC	Maritime Forces Pacific (Esquimalt, BC)
MCOIN III	Maritime Command Operational Information System Mk III
MCSSC	MCOIN III Custom Software Support Centre
MND	Minister of National Defence
MSOC	Maritime Security Operations Centre
OGD	Other Government Department
OPDEF	Operational Deficiency
OPSCHEd	Operations Schedule
OS	Operating System
PDR	Preliminary Design Reviews
PRM	Progress Review Meeting
RCMP	Royal Canadian Mounted Police
RCN	Royal Canadian Navy
RDBMS	Relational Database Management System
RMP	Recognized Maritime Picture
SMSS	SQL Server Management Studio
SOR	Statement of Requirement
SOW	Statement of Work
SQL	Structured Query Language
TC	Transport Canada
TRR	Test Readiness Reviews
UI	User Interface

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US DOD
WBS

United States Department of Defence
Work breakdown structure

ANNEX B BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	2	
Database Administrator	2	
Business System Analyst	2	
Programmer/Analyst	2	
Test Coordinator	1	
Tester	1	
Web Designer	1	
Web Developer	1	
Business System Analyst	1	
Technical Writer	1	
Database Analyst/IM Administrator	2	
Database Modeller/IM Modeller	2	
Quality Assurance Specialist/Analyst	2	

OPTION PERIODS:

Option Period 1		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	2	
Database Administrator	2	
Business System Analyst	2	
Programmer/Analyst	2	
Test Coordinator	1	
Tester	1	
Web Designer	1	
Web Developer	1	
Business System Analyst	1	
Technical Writer	1	
Database Analyst/IM Administrator	2	
Database Modeller/IM Modeller	2	
Quality Assurance Specialist/Analyst	2	

Option Period 2		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	2	
Database Administrator	2	
Business System Analyst	2	
Programmer/Analyst	2	
Test Coordinator	1	
Tester	1	

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Web Designer	1	
Web Developer	1	
Business System Analyst	1	
Technical Writer	1	
Database Analyst/IM Administrator	2	
Database Modeller/IM Modeller	2	
Quality Assurance Specialist/Analyst	2	

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

See Attached Document

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ATTACHMENT 1 BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Bidder's Proposed Site(s) or Premises Requiring Safeguard Measures. See Part 3 for instructions.	Address of proposed site or premise: _____ City: _____ Province: _____ Postal Code: _____ Country: _____	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____	

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	If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.		
Signature of Authorized Representative of Bidder		

ATTACHMENT 2 BID EVALUATION CRITERIA

The Bidder must propose 5 resources and include 5 up to date résumés, in accordance with the following table. The same individual must not be proposed for more than one Resource Category.

Category, Level	# of Resources to be Proposed	# of Résumés to be Provided
Project Manager, Level 2	1	1
Database Administrator, Level 2	1	1
Business System Analyst, Level 2	1	1
Programmer/Analyst, Level 2	2	2

CORPORATE MANDATORY CRITERIA

CRITERIA/ID #	REQUIREMENT	BIDDER'S RESPONSE												
CM1	<p>The Bidder must demonstrate its experience in providing resources for the minimum number of billable days¹ in each Resource Category, in accordance with Table CM1-1 below:</p> <table><tr><th colspan="2">TABLE CM1-1</th></tr><tr><th>RESOURCE CATEGORY</th><th>MINIMUM NUMBER OF BILLABLE DAYS</th></tr><tr><td>Project Manager</td><td>1150</td></tr><tr><td>Database Administrator</td><td>1150</td></tr><tr><td>Business System Analyst</td><td>1150</td></tr><tr><td>Programmer/Analyst</td><td>2300</td></tr></table> <p>¹Billable days are defined as days worked and billed to clients, calculated at 7.5 hours per day.</p> <p>The Bidder must meet the following conditions in order to meet this mandatory criterion:</p> <ol style="list-style-type: none">For each Resource Category, the Bidder must provide a list of up to a maximum of 5 contracts that meet the minimum number of billable days for that Resource Category.	TABLE CM1-1		RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS	Project Manager	1150	Database Administrator	1150	Business System Analyst	1150	Programmer/Analyst	2300	
TABLE CM1-1														
RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS													
Project Manager	1150													
Database Administrator	1150													
Business System Analyst	1150													
Programmer/Analyst	2300													

	<div><div><div>2. The Bidder must provide the following information for each listed contract:</div><div><div><div>(i) Title;</div><div>(ii) Start and end date;</div><div>(iii) Contract Number;</div><div>(iv) A summary of the services provided under the contract;</div><div>(v) Name of each resource used to substantiate the minimum number of billable days;</div><div>(vi) Number of days billed for each resource used to substantiate the minimum number of billable days;</div><div>(vii) Total number of days billed for each Resource Category; and</div><div>(viii) Name, title, telephone number and email address of a Customer Reference.</div></div></div><div><div>3. The Bidder must demonstrate that the work performed by each resource it names to substantiate the minimum number of billable days in each contract includes the mandatory tasks listed for the corresponding Resource Category in Table CM1-2 below. The Bidder must not list all tasks performed by the resource under a contract; the Bidder must only demonstrate the specific experience required to meet each mandatory task.</div><div><table><tr><th colspan="2">TABLE CM1-2</th></tr><tr><th>RESOURCE CATEGORY</th><th>MANDATORY TASKS</th></tr><tr><td>Project Manager</td><td><div><div>• Ensure project delivered within agreed time, cost and performance parameters.</div><div>• Determine budgetary requirements.</div><div>• Determine resource requirements and ensure they are available.</div><div>• Document project progress and report status.</div></div></td></tr><tr><td>Database Administrator</td><td><div><div>• Ensure accuracy, completeness, and timeliness of data.</div><div>• Develop and implement</div></div></td></tr></table></div></div></div></div>	TABLE CM1-2		RESOURCE CATEGORY	MANDATORY TASKS	Project Manager	<div><div>• Ensure project delivered within agreed time, cost and performance parameters.</div><div>• Determine budgetary requirements.</div><div>• Determine resource requirements and ensure they are available.</div><div>• Document project progress and report status.</div></div>	Database Administrator	<div><div>• Ensure accuracy, completeness, and timeliness of data.</div><div>• Develop and implement</div></div>
TABLE CM1-2									
RESOURCE CATEGORY	MANDATORY TASKS								
Project Manager	<div><div>• Ensure project delivered within agreed time, cost and performance parameters.</div><div>• Determine budgetary requirements.</div><div>• Determine resource requirements and ensure they are available.</div><div>• Document project progress and report status.</div></div>								
Database Administrator	<div><div>• Ensure accuracy, completeness, and timeliness of data.</div><div>• Develop and implement</div></div>								

			<p>procedures for data security, availability and recovery.</p> <ul style="list-style-type: none"> • Provide advice about the efficient use of data; • Conduct configuration management of the database. 	
	Business System Analyst		<ul style="list-style-type: none"> • Develop and document statement of requirements. • Analyse functional requirements, information, procedures or decision flows. • Identify business processes for re-design or prototyping potential solutions. 	
	Programmer/Analyst		<ul style="list-style-type: none"> • Create and modify code. • Develop and implement individual programs or sub-components of larger programs. 	
CM2	<p>The Bidder must provide an executive summary (maximum 5 pages) that reflects an overall understanding of the Statement of Work (SOW) of this bid solicitation, which may cover the following topics :</p> <ol style="list-style-type: none"> 1. Scope; 2. Objective; 3. Priority; 4. Strategies; and 5. Requirements. <p>The executive summary must indicate why the Bidder considers itself to be qualified to deliver the requirements of this bid solicitation, including but not limited to what strengths will be brought to the project in the event the Bidder is selected.</p>			
CM3	<p>The Bidder must demonstrate that it has a minimum of five years' experience, within the ten years preceding the posting date of this bid solicitation, providing informatics professional services.</p> <p>The Bidder must meet the following conditions in order to meet this mandatory</p>			

	<p>criterion:</p> <ol style="list-style-type: none"> 1. The Bidder must provide a list of contracts that have been completed by the Bidder itself; and 2. The Bidder must provide the following information for each listed contract: <ul style="list-style-type: none"> (i) Title; (ii) Start and end date; (iii) Contract Number; (iv) A summary of the informatics professional services that were provided under the contract; and (v) Name, title, telephone number and email address of a Customer Reference. 	
CM4	<p>The Bidder must demonstrate that it has experience, within the ten years preceding the posting date of this bid solicitation, providing informatics professional services involving two or more of the following areas:</p> <ul style="list-style-type: none"> (a) Systems or network design (b) Software engineering (c) Software development (d) Testing and Implementing (e) Project Management <p>The Bidder must meet the following conditions in order to meet this mandatory criterion:</p> <ol style="list-style-type: none"> 1. The Bidder must provide a list of two contracts that have been completed or are ongoing by the Bidder itself. 2. Each listed contract is required to have involved two or more of the areas listed above; 3. The Bidder must have been involved for a minimum of 12 months on each listed contract, and each listed contract must have a minimum value of \$1.2M Canadian (CAD). 	

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	<p>4. The Bidder must provide the following information for each listed contract:</p> <p>(i) Title; (ii) Start and end date; (iii) Contract Number (iv) Value; (v) A summary the of informatics professional services that were provided under the contract, including the area(s) it involved; and (vi) Name, title, telephone number and email address of a Customer Reference.</p>	
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MCOIN III CORE RESOURCE EVALUATION CRITERIA - Mandatory

P.9 Project Manager (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
PM1-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p> <ul style="list-style-type: none">• Managing project timelines;• Managing project budgets;• Managing resource requirements; and• Documenting project progress and reporting status.			
PM1-M2	<p>Experience Specific: The proposed resource must have a minimum of five years' experience performing tasks as listed in PM-M1 on either a single or a combination of information management/information technology (IM/IT) software development contracts. The combined value for listed contracts must be a minimum of</p>			

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	\$1.2M Canadian (CAD).			
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I.2 Database Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
DBA1-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p> <ul style="list-style-type: none">• Developing and implementing procedures for data security, availability and recovery;• Providing recommendations on the efficient use of data; and• Conducting configuration management of a database server and related hardware.			
DBA1-M2	<p>Experience Specific: The proposed resource must have a minimum of five years' experience, within the last ten years preceding the posting date of this solicitation, administering Oracle databases.</p>			
DBA1-M3	<p>Experience Specific: The proposed resource must have a minimum of five years' experience, within the last ten years preceding the posting date of this solicitation, developing in PL/SQL.</p>			

B.6 Business System Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
BSA1-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p>			

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	<ul style="list-style-type: none">Developing and documenting Statements of Requirements for IM/IT projects;Analysing functional requirements, information, procedures or decision flows; andIdentifying business processes for re-design or prototyping potential IM/IT solutions.			
BSA1-M2	Experience Specific: The proposed resource must have a minimum of five years' combined experience, within the last ten years preceding the posting date of this solicitation, documenting and developing user requirements for three-tier architectures.			
BSA1-M3	Experience Specialties: The proposed resource must have a minimum of three years' experience within the last five years preceding the posting date of this solicitation preparing solutions that incorporate at least five of the following specialties: <ul style="list-style-type: none">• Oracle• SQL• PL/SQL• ASP• .Net• C++, C#, Java• Linux• Windows• JavaScript• HTML/XML			

A.7 Programmer/Analyst (Level 2) – Resource 1

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
P1-M1	Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the			

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	following tasks: <ul style="list-style-type: none">• Creating and modifying code; and• Developing and maintaining software code for three-tier applications.			
P1-M2	Experience Specific: The proposed resource must have a minimum of one year experience, within the last ten years preceding the posting date of this solicitation, in each of requirements analysis and design for IM/IT projects.			
P1-M3	Experience Specialties: The proposed resource must have a minimum of three years' programming experience, within the last five years preceding the posting date of this solicitation, for each technology (select five): <ul style="list-style-type: none">• Oracle• SQL• PL/SQL• ASP• Linux• .Net• C++, C#• Java• Perl• PHP• Python• Message Brokers• JavaScript• HTML/XML• Oracle Forms 6• Visual Studio			

A.7 Programmer/Analyst (Level 2) – Resource 2

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
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P2-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p> <ul style="list-style-type: none">• Creating and modifying code; and• Developing and maintaining software code for three-tier applications.			
P2-M2	<p>Experience Specific: The proposed resource must have a minimum of one year experience, within the last ten years preceding the posting date of this solicitation, in each of requirements analysis and design for IM/IT projects.</p>			
P2-M3	<p>Experience Specialties: The proposed resource must have a minimum of three years' programming experience, within the last five years preceding the posting date of this solicitation, for each technology (select five):</p> <ul style="list-style-type: none">• Oracle• SQL• PL/SQL• ASP• Linux• .Net• C++, C#• Java• Perl• PHP• Python• Message Brokers• JavaScript• HTML/XML• Oracle Forms 6• Visual Studio			

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CORPORATE POINT-RATED CRITERIA

CRITERIA ID #	REQUIREMENT	SCORING	BIDDER'S RESPONSE																						
CR1	<p>The Bidder should demonstrate its experience in providing resources for the minimum number of billable days¹ in each Resource Category, in accordance with Table CR1-1 below:</p> <table><tr><th colspan="2">TABLE CR1-1</th></tr><tr><th>RESOURCE CATEGORY</th><th>MINIMUM NUMBER OF BILLABLE DAYS</th></tr><tr><td>Test Coordinator</td><td>300</td></tr><tr><td>Tester</td><td>300</td></tr><tr><td>WEB Designer</td><td>450</td></tr><tr><td>WEB Developer</td><td>450</td></tr><tr><td>Business System Analyst</td><td>450</td></tr><tr><td>Technical Writer</td><td>300</td></tr><tr><td>Database Analyst / IM Administrator</td><td>450</td></tr><tr><td>Database Modeller / IM Modeller</td><td>450</td></tr><tr><td>Quality Assurance Specialist / Analyst</td><td>450</td></tr></table> <p>¹Billable days are defined as days worked and billed to clients, calculated at 7.5 hours per day.</p> <p>The Bidder is required to meet the following conditions in order to get any points under this criterion:</p> <ol style="list-style-type: none">For each Resource Category, the Bidder is required to provide a list of up to a maximum of 3 contracts that meet the minimum number of billable days for that Resource Category.The Bidder is required to provide the following information for each listed contract:<ol style="list-style-type: none">Title;	TABLE CR1-1		RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS	Test Coordinator	300	Tester	300	WEB Designer	450	WEB Developer	450	Business System Analyst	450	Technical Writer	300	Database Analyst / IM Administrator	450	Database Modeller / IM Modeller	450	Quality Assurance Specialist / Analyst	450	Minimum number of billable days reached for each Resource Category: 10 points Maximum points: 50	
TABLE CR1-1																									
RESOURCE CATEGORY	MINIMUM NUMBER OF BILLABLE DAYS																								
Test Coordinator	300																								
Tester	300																								
WEB Designer	450																								
WEB Developer	450																								
Business System Analyst	450																								
Technical Writer	300																								
Database Analyst / IM Administrator	450																								
Database Modeller / IM Modeller	450																								
Quality Assurance Specialist / Analyst	450																								

	<div>ii. Start and end date; iii. Contract Number; iv. A summary of the services provided under the contract; v. Name of each resource used to substantiate the minimum number of billable days; vi. Number of days billed for each resource used to substantiate the minimum number of billable days; vii. Total number of days billed for each Resource Category; and viii. Name, title, telephone number and email address of a Customer Reference.</div> <div>3. The Bidder is required to demonstrate that the work performed by each resource it names to substantiate the minimum number of billable days in each contract includes the mandatory tasks listed for the corresponding Resource Category in Table CR1-2 below. The Bidder is not to list all tasks performed by the resource under a contract; the Bidder is to only demonstrate the specific experience required to meet each mandatory task.</div>											
<table><tr><th colspan="2">TABLE CR1-2</th></tr><tr><th>RESOURCE CATEGORY</th><th>MANDATORY TASKS</th></tr><tr><td>Test Coordinator</td><td><ul style="list-style-type: none">• Provide advice for test strategies.• Make use of automated testing tools.• Plan testing for systems that include any of systems integration tests, specialized tests, or user acceptance testing.</td></tr><tr><td>Tester</td><td><ul style="list-style-type: none">• Develop test scenarios and test scripts.• Establish software testing procedures that incorporate automated testing.• Document test results.</td></tr><tr><td>WEB Designer</td><td><ul style="list-style-type: none">• Define web architecture.• Assess the impact of the new requirements on existing web</td></tr></table>			TABLE CR1-2		RESOURCE CATEGORY	MANDATORY TASKS	Test Coordinator	<ul style="list-style-type: none">• Provide advice for test strategies.• Make use of automated testing tools.• Plan testing for systems that include any of systems integration tests, specialized tests, or user acceptance testing.	Tester	<ul style="list-style-type: none">• Develop test scenarios and test scripts.• Establish software testing procedures that incorporate automated testing.• Document test results.	WEB Designer	<ul style="list-style-type: none">• Define web architecture.• Assess the impact of the new requirements on existing web
TABLE CR1-2												
RESOURCE CATEGORY	MANDATORY TASKS											
Test Coordinator	<ul style="list-style-type: none">• Provide advice for test strategies.• Make use of automated testing tools.• Plan testing for systems that include any of systems integration tests, specialized tests, or user acceptance testing.											
Tester	<ul style="list-style-type: none">• Develop test scenarios and test scripts.• Establish software testing procedures that incorporate automated testing.• Document test results.											
WEB Designer	<ul style="list-style-type: none">• Define web architecture.• Assess the impact of the new requirements on existing web											

		<p>applications.</p> <ul style="list-style-type: none"> Develop and test code based upon design and requirements documents. 	
WEB Developer		<ul style="list-style-type: none"> Design high-usability web pages to meet the requirements. Connect client views to "back end" data and programs. Model and test web interfaces using sample data. 	
Business System Analyst		<ul style="list-style-type: none"> Develop and document statement of requirements. Analyse functional requirements, information, procedures or decision flows. Identify business processes for re-design or prototyping potential solutions. 	
Technical Writer		<ul style="list-style-type: none"> Write technical documentation such as "Help text", user manuals, or web page content. Determine documentation requirements and makes plans for meeting them per established policies. 	
Database Analyst / IM Administrator		<ul style="list-style-type: none"> Define new database structures and conversion strategies. Work closely with users to maintain and safeguard the database. Identify requirements for improvements to existing databases. Advise others about the efficient use of data. 	
Quality Assurance Specialist /		<ul style="list-style-type: none"> Lead development of test plans. 	

	Analyst	<ul style="list-style-type: none">Analyse test results.Identify and document software defects.Participate with other project resources to resolve defects.		
CR2	<p>The Bidder should demonstrate that it has experience, within the ten years preceding the posting date of this bid solicitation and over and above the minimum experience requirements of Criterion ID CM4, providing informatics professional services involving two or more of the following areas:</p> <p>(a) Systems or network design (b) Software engineering (c) Software development (d) Testing and Implementing (e) Project Management</p> <p>The Bidder is required to meet the following conditions in order to get any points under this criterion:</p> <ol style="list-style-type: none">The Bidder is required to provide a list of contracts completed or are ongoing by the Bidder itself;Each listed contract is required to have involved two or more of the areas listed above;The Bidder was or has been involved for a minimum of 12 months on each listed contract, and each listed contract is required to have a minimum value of \$1.2M Canadian (CAD).The Bidder is required to provide the following information for each listed contract:<ol style="list-style-type: none">Title;Start and end date;Contract Number;Value;A summary of the informatics professional services that were	<p>1 extra contract: 10 points</p> <p>2 extra contracts: 20 points</p> <p>Maximum points: 20</p>		

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	(vi)	provided under the contract, including the areas it involved; and Name, title, telephone number and email address of a Customer Reference.		
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MCOIN III CORE RESOURCE EVALUATION CRITERIA - Rated

P.9 Project Manager (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
PM-R1	<p>The proposed resource has experience over and above the minimum five years required in PM-M1:</p> <p><i>“combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Managing project timelines;</i>• <i>Managing project budgets;</i>• <i>Managing resource requirements; and</i>• <i>Documenting project progress and reporting status.”</i><p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		
PM-R2	<p>The proposed resource has been the project manager responsible for implementing a software application release through the following phases:</p> <ul style="list-style-type: none">• Requirements analysis, development, testing and deployment into production.	10	2 points for each software application up to a maximum of 10 points		
PM-R3	<p>The proposed resource has a Project Management Professional certification. A copy of the certification</p>	5	5 points		

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	must be included with the proposal.						
Total					30		
Minimum Pass Mark					21		

I.2 Database Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
DBA-R1	<p>The proposed resource has experience over and above the minimum five years required in DBA-M1:</p> <p><i>“combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none"><i>Developing and implementing procedures for data security, availability and recovery;</i><i>Providing recommendations on the efficient use of data; and</i><i>Conducting configuration management of a database server and related hardware.”</i><p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		
DBA-R2	<p>The proposed resource has experience over and above the minimum of five years required in DBA-M2:</p> <p><i>“experience, within the last ten years preceding the posting date of this solicitation, administering Oracle databases.”</i></p> <p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated</p>	10	5+ to 7 years = 5 points 7+ to 9 years = 8 points 9+ years = 10 points		

criterion.					
DBA-R3	The proposed resource has an Oracle Database certification (Oracle). A copy of the certification must be included with the proposal.	5	Associate Level = 3 points Professional (or higher) Level = 5 points		
Total		30			
Minimum Pass Mark		21			

B.6 Business System Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
BSA-R1	<p>The proposed resource has experience over and above the minimum five years required in BSA-M1:</p> <p><i>"combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none"><i>Developing and documenting Statements of Requirements for IM/IT projects;</i><i>Analysing functional requirements, information, procedures or decision flows; and</i><i>Identifying business processes for re-design or prototyping potential IM/IT solutions."</i> <p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		
BSA-R2	The proposed resource has documented and developed user requirements for multiple three-tier architectures.	15	5 points for each project up to a maximum of 15 points		
BSA-R3	The proposed resource has 2 or more years, within the five years preceding the posting date of this solicitation, participating in software development teams following Scrum or Test-driven development	5	2+ to 3 years = 3 points 3+ to 4 years = 4 points 4+ years = 5 points		

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	practices.					
Total					35	
Minimum Pass Mark					24	

A.7 Programmer/Analyst (Level 2) – Resource 1

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
P-R1	The proposed resource has experience over and above the minimum five years required in P-M1: “combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks: <ul style="list-style-type: none">• Creating and modifying code; and• Developing and maintaining software code for three-tier applications.” The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.	12	5+ to 7 years = 4 points 7+ to 9 years = 8 points 9+ years = 12 points		
P-R2	The proposed resource has a minimum of three years experience programming in a combination of C++, C# and Java.	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
P-R3	The proposed resource has a minimum of three years experience programming in a combination of Perl, PHP and Python.	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
Total		30			
Minimum Pass Mark		21			

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A.7 Programmer/Analyst (Level 2) – Resource 2

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
P-R1	<p>The proposed resource has experience over and above the minimum five years required in P-M1:</p> <p><i>“combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Creating and modifying code; and</i>• <i>Developing and maintaining software code for three-tier applications.”</i> <p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>	12	5+ to 7 years = 4 points 7+ to 9 years = 8 points 9+ years = 12 points		
P-R2	<p>The proposed resource has a minimum of three years experience programming in a combination of C++, C# and Java.</p>	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
P-R3	<p>The proposed resource has a minimum of three years experience programming in a combination of Perl, PHP and Python.</p>	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
Total		30			
Minimum Pass Mark		21			

ATTACHMENT 3 PRICING SCHEDULE

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

INITIAL CONTRACT PERIOD:

Initial Contract Period (three years)				
Resource Category	(B) Level of Expertise	(C*) Estimated Number of Days	(D) Firm Per Diem Rate or Median Band Limit Rate whichever is higher	(E) Total Cost (CxD)
Project Manager	2	240	\$	\$
Database Administrator	2	240	\$	\$
Business System Analyst	2	240	\$	\$
Programmer/Analyst	2	240	\$	\$
Test Coordinator	1	60	\$	\$
Tester	1	60	\$	\$
Web Designer	1	90	\$	\$
Web Developer	1	90	\$	\$
Business System Analyst	1	90	\$	\$
Technical Writer	1	60	\$	\$
Database Analyst/IM Administrator	2	90	\$	\$
Database Modeller/IM Modeller	2	90	\$	\$
Quality Assurance Specialist/Analyst	2	90	\$	\$
Total Price Contract Period :				\$ <TBD>

OPTION PERIODS:

Option Period 1 (one year)				
Resource Category	(B) Level of Expertise	(C*) Estimated Number of Days	(D) Firm Per Diem Rate or Median Band Limit Rate whichever is higher	(E) Total Cost (CxD)
Project Manager	2	240	\$	\$
Database Administrator	2	240	\$	\$
Business System Analyst	2	240	\$	\$
Programmer/Analyst	2	240	\$	\$
Test Coordinator	1	60	\$	\$
Tester	1	60	\$	\$
Web Designer	1	90	\$	\$

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Web Developer	1	90	\$	\$
Business System Analyst	1	90	\$	\$
Technical Writer	1	60	\$	\$
Database Analyst/IM Administrator	2	90	\$	\$
Database Modeller/IM Modeller	2	90	\$	\$
Quality Assurance Specialist/Analyst	2	90	\$	\$
Total Price Option 1:				\$ <TBD>

Option Period 2 (one year)				
Resource Category	(B) Level of Expertise	(C*) Estimated Number of Days	(D*) Firm Per Diem Rate or Median Band Limit Rate whichever is higher	(E) Total Cost (CxD)
Project Manager	2	240	\$	\$
Database Administrator	2	240	\$	\$
Business System Analyst	2	240	\$	\$
Programmer/Analyst	2	240	\$	\$
Test Coordinator	1	60	\$	\$
Tester	1	60	\$	\$
Web Designer	1	90	\$	\$
Web Developer	1	90	\$	\$
Business System Analyst	1	90	\$	\$
Technical Writer	1	60	\$	\$
Database Analyst/IM Administrator	2	90	\$	\$
Database Modeller/IM Modeller	2	90	\$	\$
Quality Assurance Specialist/Analyst	2	90	\$	\$
Total Price Option 2:				\$ <TBD>

Total Bid Price	
(Initial Contract Period + Option Period 1 + Option Period 2)	\$ <TBD>

APPENDIX A TO ANNEX A TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

	GST/HST	
	TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services</p> <p>pour le ministère des Travaux publics et services gouvernementaux</p>		

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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1.0 Mandatory Resource Assessment Criteria:

MCOIN III CORE RESOURCES

P.9 Project Manager (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
PM1-M1	Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks: <ul style="list-style-type: none">• Managing project timelines;• Managing project budgets;• Managing resource requirements; and• Documenting project progress and reporting status.			
PM1-M2	Experience Specific: The proposed resource must have a minimum of five years' experience performing tasks as listed in PM-M1 on either a single or a combination of information management/information technology (IM/IT) software development contracts. The combined value for listed contracts must be a minimum of \$1.2M Canadian (CAD).			

I.2 Database Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
DBA1-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p> <ul style="list-style-type: none">• Developing and implementing procedures for data security, availability and recovery;• Providing recommendations on the efficient use of data; and• Conducting configuration management of a database server and related hardware.			
DBA1-M2	<p>Experience Specific: The proposed resource must have a minimum of five years' experience, within the last ten years preceding the posting date of this solicitation, administering Oracle databases.</p>			
DBA1-M3	<p>Experience Specific: The proposed resource must have a minimum of five years' experience, within the last ten years preceding the posting date of this solicitation, developing in PL/SQL.</p>			

B.6 Business System Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
BSA1-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</p> <ul style="list-style-type: none">• Developing and documenting Statements of Requirements for IM/IT projects;			

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	<ul style="list-style-type: none">Analysing functional requirements, information, procedures or decision flows; andIdentifying business processes for re-design or prototyping potential IM/IT solutions.			
BSA1-M2	Experience Specific: The proposed resource must have a minimum of five years' combined experience, within the last ten years preceding the posting date of this solicitation, documenting and developing user requirements for three-tier architectures.			
BSA1-M3	Experience Specialties: The proposed resource must have a minimum of three years' experience within the last five years preceding the posting date of this solicitation preparing solutions that incorporate at least five of the following specialties: <ul style="list-style-type: none">OracleSQLPL/SQLASP.NetC++, C#, JavaLinuxWindowsJavaScriptHTML/XML			

A.7 Programmer/Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
P1-M1	Experience General: The proposed resource must have a minimum of five years' combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:			

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	<ul style="list-style-type: none">• Creating and modifying code; and• Developing and maintaining software code for three-tier applications.			
P1-M2	Experience Specific: The proposed resource must have a minimum of one year experience, within the last ten years preceding the posting date of this solicitation, in each of requirements analysis and design for IM/IT projects.			
P1-M3	Experience Specialties: The proposed resource must have a minimum of three years' programming experience, within the last five years preceding the posting date of this solicitation, for each technology (select five): <ul style="list-style-type: none">• Oracle• SQL• PL/SQL• ASP• Linux• .Net• C++, C#• Java• Perl• PHP• Python• Message Brokers• JavaScript• HTML/XML• Oracle Forms 6• Visual Studio			

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MCOIN III NON-CORE RESOURCES

A.10 Test Coordinator (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
TC-M1	Experience General: The proposed resource must have a minimum of two years' combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">• Recommending software testing strategies;• Utilizing automated software testing tools; and• Planning testing for IM/IT systems that include any of systems integration tests, specialized tests, or user acceptance testing.			
TC-M2	Experience Specific: The proposed resource must have a minimum of two years' experience providing recommendations to project teams on software testing strategies and methods.			
TC-M4	Experience Specific: The proposed resource must have a minimum of one year experience using automated software testing tools.			

A.11 Tester (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
T-M1	Experience General: The proposed resource must have a minimum of two years' combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">• Using automated software testing tools to test software;• Developing application test scenarios and software test scripts for use with automated			

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	tools; <ul style="list-style-type: none">Establishing software testing procedures that incorporate automated testing; andDocumenting software test results.			
T-M2	Experience Specific: The proposed resource must have a minimum of two years' experience documenting software test results.			

A.13 WEB Designer (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
WD-M1	Experience General: The proposed resource must have a minimum of two years' combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">Defining web architecture;Assessing the impact of the new requirements on existing web applications; andDeveloping and testing code based upon design and requirements documents.			
WD-M2	Experience Specific: The proposed resource must have a minimum of two years' experience within the last five years writing code for web applications that have database connectivity features.			

A.14 WEB Developer (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
WDev-M1	Experience General: The proposed resource must have a minimum of two years' combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">Designing high-usability web pages;			

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	<ul style="list-style-type: none">Connecting client views to “back end” data and programs; andModelling and testing web interfaces using sample data.		
WDev-M2	Experience Specific: The proposed resource must have a minimum of two years’ experience evaluating and improving the presentation of information via web technologies.		

B.6 Business System Analyst (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
BSA2-M1	Experience General: The proposed resource must have a minimum of two years’ combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">Developing and documenting Statements of Requirements for IM/IT projects;Analysing functional requirements, information, procedures or decision flows andIdentifying business processes for re-design or prototyping potential solutions.			

B.14 Technical Writer (Level 1)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
TW-M1	Experience General: The proposed resource must have a minimum of two years’ combined experience within the last five years performing the following tasks: <ul style="list-style-type: none">Writing technical documentation such as “Help text”, user manuals, instructions or web page content; and			

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	<ul style="list-style-type: none">Recommending application documentation requirements.			
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I.3 Database Analyst / IM Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
DBA2-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience within the last ten years performing the following tasks:</p> <ul style="list-style-type: none">Defining new database structures and conversion strategies;Maintaining and safeguarding databases;Providing recommendations to improve existing databases andProviding recommendations on the efficient use of data.			

I.4 Database Modeller / IM Modeller (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
DM-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience within the last ten years performing the following tasks:</p> <ul style="list-style-type: none">Designing, developing and maintaining Logical Data Models;Analyzing proposed changes to databases; andProviding recommendations on database optimization.			

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P.11 Quality Assurance Specialist / Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Statement of Compliance and Cross Reference to Proposal/Resume	Met	Not Met
QA-M1	<p>Experience General: The proposed resource must have a minimum of five years' combined experience within the last ten years performing the following tasks:</p> <ul style="list-style-type: none">• Leading development of test plans;• Analysing test results;• Identifying and documenting software defects and• Working with a team to resolve software defects.			

2.0 Point Rated Resource Assessment Criteria:

MCOIN III CORE RESOURCES

P.9 Project Manager (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
PM-R1	<p>The proposed resource has experience over and above the minimum five years required in PM-M1:</p> <p><i>"combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Managing project timelines;</i>• <i>Managing project budgets;</i>• <i>Managing resource requirements; and</i>• <i>Documenting project progress and reporting</i>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		

	<i>status.</i>				
	The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.				
PM-R2	The proposed resource has been the project manager responsible for implementing a software application release through the following phases: <ul style="list-style-type: none">• Requirements analysis, development, testing and deployment into production.	10	2 points for each software application up to a maximum of 10 points		
PM-R3	The proposed resource has a Project Management Professional certification. A copy of the certification must be included with the proposal.	5	5 points		
Total		30			
Minimum Pass Mark		21			

I.2 Database Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
DBA-R1	<p>The proposed resource has experience over and above the minimum five years required in DBA-M1:</p> <p><i>“combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Developing and implementing procedures for data security, availability and recovery;</i>• <i>Providing recommendations on the efficient use of data; and</i>• <i>Conducting configuration management of a database server and related hardware.”</i> <p>The window of acceptable experience has been</p>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		

	expanded from 10 to 15 years for this point rated criterion.				
DBA-R2	The proposed resource has experience over and above the minimum of five years required in DBA-M2: "experience, within the last ten years preceding the posting date of this solicitation, administering Oracle databases." The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.	10	5+ to 7 years = 5 points 7+ to 9 years = 8 points 9+ years = 10 points		
DBA-R3	The proposed resource has an Oracle Database certification (Oracle). A copy of the certification must be included with the proposal.	5	Associate Level = 3 points Professional (or higher) Level = 5 points		
Total		30			
Minimum Pass Mark		21			

B.6 Business System Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
BSA-R1	The proposed resource has experience over and above the minimum five years required in BSA-M1: "combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks: <ul style="list-style-type: none">Developing and documenting Statements of Requirements for IM/IT projects;Analysing functional requirements, information, procedures or decision flows; andIdentifying business processes for re-design or	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		

	<i>prototyping potential IM/IT solutions."</i> The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.				
BSA-R2	The proposed resource has documented and developed user requirements for multiple three-tier architectures.	15	5 points for each project up to a maximum of 15 points		
BSA-R3	The proposed resource has 2 or more years, within the five years preceding the posting date of this solicitation, participating in software development teams following Scrum or Test-driven development practices.	5	2+ to 3 years = 3 points 3+ to 4 years = 4 points 4+ years = 5 points		
Total		35			
Minimum Pass Mark		24			

A.7 Programmer/Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
P-R1	The proposed resource has experience over and above the minimum five years required in P-M1: "combined experience, within the ten years preceding the posting date of this solicitation, performing the following tasks: <ul style="list-style-type: none">• Creating and modifying code; and• Developing and maintaining software code for three-tier applications." The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.	12	5+ to 7 years = 4 points 7+ to 9 years = 8 points 9+ years = 12 points		
P-R2	The proposed resource has a minimum of three	9	3+ to 5 years = 3 points		

	years experience programming in a combination of C++, C# and Java.		5+ to 7 years = 6 points 7+ years = 9 points		
P-R3	The proposed resource has a minimum of three years experience programming in a combination of Perl, PHP and Python.	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
Total		30			
Minimum Pass Mark		21			

MCOIN III NON-CORE RESOURCES**A.10 Test Coordinator (Level 1)**

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
TC-R1	<p>The proposed resource has experience over and above the minimum two years required in TC-M1:</p> <p><i>“combined experience within the last five years performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Recommending software testing strategies;</i>• <i>Utilizing automated software testing tools;</i>• <i>and</i>• <i>Planning testing for IM/IT systems that include any of systems integration tests, specialized tests, or user acceptance testing.”</i> <p>The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.</p>	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
TC-R2	The proposed resource has been the test coordinator planning testing for multiple three-tier software applications.	9	3 points for each software application up to a maximum of 9 points		
TC-R3	The proposed resource has coordinated testing for	6	2 points for each		

	applications developed using the following languages: C++; C#; and Java .		language		
Total		30			
Minimum Pass Mark		21			

A.11 Tester (Level 1)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
T-R1	<p>The proposed resource has experience over and above the minimum two years required in T-M1:</p> <p><i>“combined experience within the last five years performing the following tasks:</i></p> <ul style="list-style-type: none"><i>Using automated software testing tools to test software;</i><i>Developing application test scenarios and software test scripts for use with automated tools;</i><i>Establishing software testing procedures that incorporate automated testing; and</i><i>Documenting software test results.”</i> <p>The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.</p>	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
T-R2	The proposed resource has completed testing for multiple three-tier software applications.	9	3 points for each software application up to a maximum of 9 points		
T-R3	The proposed resource has completed testing for applications developed using the following languages:	6	2 points for each language		

C++; C#; and Java.						
Total				30		
Minimum Pass Mark				21		

A.13 WEB Designer (Level 1)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
WD-R1	<p>The proposed resource has experience over and above the minimum two years required in WD-M1:</p> <p><i>“combined experience within the last five years performing the following tasks:</i></p> <ul style="list-style-type: none">• <i>Defining web architecture;</i>• <i>Assessing the impact of the new requirements on existing web applications; and</i>• <i>Developing and testing code based upon design and requirements documents.”</i><p>The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.</p>	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
WD-R2	<p>The proposed resource has experience over and above the minimum two years required in WD-M2:</p> <p><i>“experience within the last five years writing code for web applications that have database connectivity features”.</i></p>	9	2+ to 3 years = 3 points 3+ to 4 years = 6 points 4+ years = 9 points		
WD-R3	<p>The proposed resource has 2 or more years' experience within the last five years incorporating XML schemas into web applications.</p>	6	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ to 5 years = 6 points		
Total		30			

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Minimum Pass Mark		21	
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A.14 WEB Developer (Level 1)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
WDev-R1	The proposed resource has experience over and above the minimum two years required in WDev-M1: “combined experience <i>within the last five years performing the following tasks:</i> <ul style="list-style-type: none">• <i>Designing high-usability web pages;</i>• <i>Connecting client views to “back end” data and programs; and</i>• <i>Modelling and testing web interfaces using sample data.”</i> The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
WDev -R2	The proposed resource has a minimum of three years' experience programming in JavaScript.	9	3+ to 5 years = 3 points 5+ to 7 years = 6 points 7+ years = 9 points		
WDev -R3	The proposed resource has 2 or more years' experience within the last five years parsing XML documents into web applications.	6	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points		
Total		30			
Minimum Pass Mark		21			

B.6 Business System Analyst (Level 1)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
BSA2-R1	<p>The proposed resource has experience over and above the minimum two years required in BSA2-M1:</p> <p><i>“combined experience within the last five years performing the following tasks:</i></p> <ul style="list-style-type: none"><i>Developing and documenting Statements of Requirements for IM/IT projects;</i><i>Analysing functional requirements, information, procedures or decision flows; and</i><i>Identifying business processes for re-design or prototyping potential IM/IT solutions.”</i><p>The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.</p>	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
BSA2-R2	<p>The proposed resource has documented and developed user requirements for multiple three-tier architectures.</p>	9	3 points for each project up to a maximum of 9 points		
BSA2-R3	<p>The proposed resource has 2 or more years' experience within the last five years participating in software development teams following Scrum or Test-driven development practices.</p>	6	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points		
Total		30			
Minimum Pass Mark		21			

B.14 Technical Writer (Level 1)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
TW-R1	The proposed resource has experience over and above the minimum two years required in TW-M1: “combined experience <i>within the last five years performing the following tasks:</i> ” <ul style="list-style-type: none">• <i>Writing technical documentation such as “Help text”, user manuals, instructions or web page content; and</i>• <i>Recommending application documentation requirements.”</i> The window of acceptable experience has been expanded from 5 to 10 years for this point rated criterion.	15	2+ to 4 years = 5 points 4+ to 6 years = 10 points 6+ years = 15 points		
TW-R2	The proposed resource has prepared user manuals or instructions for multiple three-tier architectures.	15	3 points for each project up to a maximum of 15 points		
Total		30			
Minimum Pass Mark		21			

I.3 Database Analyst / IM Administrator (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
DBA2-R1	The proposed resource has experience over and above the minimum five years required in DBA2-M1: “combined experience <i>within the last ten years</i> ”	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		

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	<i>performing the following tasks:</i> <ul style="list-style-type: none">• <i>Defining new database structures and conversion strategies;</i>• <i>Maintaining and safeguarding databases;</i>• <i>Providing recommendations to improve existing databases and</i>• <i>Providing recommendations on the efficient use of data."</i> The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.				
DBA2-R2	The proposed resource has identified requirements for improving databases for multiple three-tier architectures.	12	3 points for each project up to a maximum of 12 points		
DBA2-R3	The proposed resource has an Oracle Database certification (Oracle). A copy of the certification must be included with the proposal.	3	3 points for proof of certification.		
Total		30			
Minimum Pass Mark		21			

I.4 Database Modeller / IM Modeller (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
DM-R1	The proposed resource has experience over and above the minimum five years required in DM-M1: "combined experience within the last ten years performing the following tasks: <ul style="list-style-type: none">• Designing, developing and maintaining Logical Data Models;• Analyzing proposed changes to databases; and	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		

	<ul style="list-style-type: none"><i>Providing recommendations on database optimization.</i> <p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>				
DM-R2	The proposed resource has provided optimization guidance for multiple three-tier architectures.	12	3 points for each project up to a maximum of 12 points		
DM-R3	The proposed resource has an Oracle Database certification (Oracle). A copy of the certification must be included with the proposal.	3	3 points for proof of certification.		
Total		30			
Minimum Pass Mark					
		21			

P.11 Quality Assurance Specialist / Analyst (Level 2)

CRITERIA ID #	Mandatory Requirements	Max Points	Evaluation Grid	Demonstrated Experience	Ref to Résumé Page # & Project #
QA-R1	<p>The proposed resource has experience over and above the minimum five years required in QA-M1:</p> <p><i>“combined experience within the last ten years performing the following tasks:</i></p> <ul style="list-style-type: none"><i>Leading development of test plans;</i><i>Analysing test results;</i><i>Identifying and documenting software defects and</i><i>Working with a team to resolve software defects.”</i> <p>The window of acceptable experience has been expanded from 10 to 15 years for this point rated criterion.</p>	15	5+ to 7 years = 5 points 7+ to 9 years = 10 points 9+ years = 15 points		
QA-R2	The proposed resource has led test plan development for multiple three-tier architectures.	12	3 points for each project up to a maximum of 12		

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QA-R3	The proposed resource has a software quality assurance certification (CASQ, CSQA or CMSQ). A copy of the certification must be included with the proposal.	3	points	3 points for proof of certification.			
Total		30					
Minimum Pass Mark		21					

APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

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ATTACHMENT 5.1 DECLARATION FORM

Declaration Form	
(This declaration form must be submitted as part of the bidding process. Please complete and submit in a sealed envelope labelled "Protected" to the attention of Integrity, Departmental Oversight Branch, PWGSC and include the sealed envelope with your bid submission)	
Complete Legal Name of Company:	
Company's address:	
Company's Procurement Business Number (PBN):	
Solicitation Number:	
Date of Bid: (YY-MM-DD)	

Have you ever, as the bidder, your affiliate or as one of your directors, been convicted or have pleaded guilty of an offence in Canada or similar offence elsewhere under any of the following provisions ¹ :			
	Yes	No	Comments
Financial Administration Act 80 (1) d): False entry, certificate or return 80 (2): Fraud against Her Majesty 154.01: Fraud against Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
Criminal Code 121: Frauds on the government and contractor subscribing to election fund 124: Selling or Purchasing Office 380: Fraud – committed against Her Majesty 418: Selling defective stores to Her Majesty	<input type="checkbox"/>	<input type="checkbox"/>	
In the last 3 years, have you, as the bidder, your affiliates or one of your directors, been convicted or have pleaded guilty of an offence in Canada or elsewhere under any of the following provisions ¹:			
Criminal Code 119: Bribery of judicial officers,... 120: Bribery of officers 346: Extortion 366 to 368: Forgery and other offences resembling forgery 382: Fraudulent manipulation of stock exchange transactions 382.1: Prohibited insider trading 397: Falsification of books and documents 422: Criminal breach of Contract 426: Secret commissions 462.31 Laundering proceeds of crime 467.11 to 467.13: Participation in activities of criminal organization	<input type="checkbox"/>	<input type="checkbox"/>	
Competition Act 45: Conspiracies, agreements or arrangements between competitors 46: Foreign directives 47: Bid rigging 49: Agreements or arrangements of federal financial institutions	<input type="checkbox"/>	<input type="checkbox"/>	

¹ for which no pardon or equivalent has been received.

	Yes	No	Comments
52: False or misleading representation 53: deceptive notice of winning a prize			
Corruption of Foreign Public Officials Act 3: Bribing a foreign public official 4: Accounting 5: Offence committed outside Canada Controlled Drugs and Substance Act 5: Trafficking in substance 6: Importing and exporting 7: production of substance	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Other Acts 239: False or deceptive statements of the Income Tax Act 327: False or deceptive statements of the Excise Tax Act	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Additional Comment

☐ I, (name) _____, (position) _____, of (company name
bidder) _____ authorise PWGSC to collect and use
the information provided, in addition to any other information that may be required to make a determination
of ineligibility and to publicly disseminate the results.

☐ I, (name) _____, (position) _____, of (company name bidder) _____ certify that the information provided in this form is, to the best of my knowledge, true and complete. Moreover, I am aware that any erroneous or missing information could result in the cancellation of my bid as well as a determination of ineligibility/suspension.

We appreciate your interest in doing business with The Government of Canada and your understanding on the additional steps that we need to take to protect the integrity of PWGSC's procurement process.

ATTACHMENT 5.2 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction RCN/DGMFD/DMIMR
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Software Support for Maritime Command Information Network Mark III (MCOIN III)		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> - R.A.	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: CAN/US	Specify country(ies): / Préciser le(s) pays: CAN/US	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☒ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets																
Renseignements / Biens																
Production																
IT Media /																
Support TI																
IT Link /																
Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Mr. Jean-Marie Potvin

Title - Titre

A/DMIMR

Signature

Telephone No. - N° de téléphone

613-945-0657

Facsimile No. - N° de télécopieur

613-945-0691

E-mail address - Adresse courriel

Jean-Marie.Potvin@forces.gc.ca

Date

9 May 2013

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Tippy Graham - CF MP GP HQ - Industrial Security
Senior Security Analyst

Title - Titre

DPM Secur

Signature

Telephone No. - N° de téléphone

Tel: 613-949-1035 / Fax: 613-949-1069

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

@forces.gc.ca

Date

06 Aug 2013

15. Are there any additional instructions (e.g., Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

Non

☒ Yes

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Anna Kulycka
Contract Security Officer, Contract Security Division
Anna.Kulycka@tpsgc-pwgsc.gc.ca

Title - Titre

Contract Security Officer

Signature

Telephone No. - N° de téléphone

Tel: 613-954-1258 / Fax: 613-954-4171

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

May 16, 2014