



## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

Treasury Board of Canada Secretariat  
TBS Bid Receiving Unit  
c/o Mail Services (Receiving - Access via Loading Dock)  
Level 01, Room 0148A  
90 Elgin Street  
Ottawa, Canada K1A 0R5

Secrétariat du Conseil du Trésor du Canada  
Unité de réception des soumissions du SCT  
c/o Services du courrier (Réception - Accès via le quai de chargement)  
Niveau 01, Pièce 0148A  
90, rue Elgin  
Ottawa, Canada K1A 0R5

Proposal to: Treasury Board of Canada Secretariat

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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Propositions aux : Secrétariat du Conseil du Trésor du 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 24062-16-049	Type - Genre	Update - Mise à jour
Solicitation closes - La demande prend fin at - à 2:00pm / 1400h on - le 18 January/janvier 2016	TBS File No. - N° de dossier de SCT	

↑ Please ensure this area appears in window of return envelope / S'assurer que cette partie figure dans la fenêtre de l'enveloppe-réponse ↓



TBS-SCT 520-0002 (06/2015)

Date of Solicitation - Date de la demande 26 nov 2015	
Address inquiries to - Adresser toute demande de renseignements à : Alexandra.Millan@tbs-sct.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Special Instructions- Instructions spéciales	

**Instructions:**  
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the GST/HST is to be shown as a separate item.

**Instructions:**  
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la TPS/TVH devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name Address - Nom et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Name / Nom	
Title/ Titre	
Signature : _____	
Date : _____	

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation 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;
- 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, 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, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity – Certification, the Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1 This bid solicitation is being issued to satisfy the requirement for the Treasury Board of Canada Secretariat
- 1.2.2 It is intended to result in the award of one (1) contract from date of contract award to five years from contract award.
- 1.2.3 There are security requirements 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 [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.
- 1.2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).
- 1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).
- 1.2.6 As per the Integrity Provisions under section 01 of *Standard Instructions 2003* bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

### **1.3 Debriefings**

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

A de-brief is intended to:

1. Provide the Bidder with feedback on their proposal and the solicitation process;
2. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
3. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2003](#) (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All references to the Minister of Public Works and Government Services should be deleted and replaced with the President of the Treasury Board. Also all reference to the Department of Public Works and Government Services should be deleted and replaced with the Treasury Board of Canada Secretariat.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to Treasury Board of Canada Secretariat (TBS) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Deliver bids directly to:

Treasury Board of Canada Secretariat  
TBS Bid Receiving  
c/o Mail Services (Receiving – Access via Loading Dock)  
Level 01, Room 0148A  
90 Elgin Street  
Ottawa, ON K1A 0R5

Hours of Operations:  
Monday to Friday from 8:00 AM to 4:00 PM

\*Closed on designated statutory holidays

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### **Section II: Financial Bid**

- 3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Bidders must sign and submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.3 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**3.1.3.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

### ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.

The rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/>;
- b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

**The proposed firm all-inclusive per diem rate for any given resource category included in the Bidder's financial proposal must be priced sequentially, meaning that:**

- i. the per diem rate for the Project Manager, must be priced higher than the Evaluation Support Specialist Category 1 and 2;
- ii. the per diem rate(s) for the Evaluation Support Specialist Category 1 and 2, must be priced higher than the Senior Consultant;
- iii. the per diem rate for the Senior Consultant, must be priced higher than the Consultant.

Resource Category	Firm all-inclusive per diem rate, GST/HST extra (in Cdn \$) A	Estimated level of effort (in days) B	Total (in Cdn \$) C = A x B
Project Manager	\$	40	\$
Evaluation Support Specialist – Category 1	\$	40	\$
Evaluation Support Specialist – Category 2	\$	40	\$
Senior Consultant	\$	40	\$
Consultant	\$	40	\$
<b>Sub-total (Total Bid Price)</b>			\$
Applicable Taxes			\$
Total			\$



## **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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 1 to Part 4, Technical and Financial Evaluation Criteria.

##### **4.1.1.2 Point Rated Technical Criteria**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Point-rated technical criteria not addressed will be given a score of zero. The rated requirements are described in Attachment 1 to Part 4, Technical and Financial Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

See attachment 1 to Part 4, Technical and Financial Evaluation Criteria.

##### **4.1.2.2 Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

#### **Basis of Selection - Highest Combined Rating of Technical Merit 70% and Price 30%**

- 4.2.1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

- 4.2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 4.2.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 30$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).
- 4.2.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 70$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.
- 4.2.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$
- 4.2.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.
- 4.2.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>88</b>	<b>82</b>	<b>92</b>
<b>Bid Evaluated Price</b>	<b>C\$60,000</b>	<b>C\$55,000</b>	<b>C\$50,000</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$88 / 100 \times 70 = 61.6$	$50,000^*/60,000 \times 30 = 25.00$	86.60
<b>Bidder 2</b>	$82 / 100 \times 70 = 57.4$	$50,000^*/55,000 \times 30 = 27.27$	84.67
<b>Bidder 3</b>	$92 / 100 \times 70 = 64.4$	$50,000^*/50,000 \times 30 = 30.00$	94.40

\* represents the lowest Bid evaluated price

**ATTACHMENT 1 TO PART 4**  
**TECHNICAL AND FINANCIAL EVALUATION CRITERIA**

**1.0 Instructions**

**A) At bid closing, the Bidder must submit only:**

- **one (1) Project Manager**
- **one (1) Evaluation Support Specialist – Category 1**
- **one (1) Senior Consultant**
- **one (1) Consultant**

Required resources who were not assessed at bid closing and who are proposed in response to a TA will be evaluated in accordance with the evaluation criteria for the resource category for which they are being proposed.

**B) To demonstrate their compliance with the mandatory criteria, the Bidder should complete and submit with their proposal the following grid for each project required to demonstrate the proposed resource's experience.**

**At a minimum the Bidder must provide the information requested in a) to e) below for each project required to demonstrate the proposed resource's experience.**

<b>Mandatory Project/Experience Information</b>		
<b>Item</b>	<b>Submission Requirements</b>	<b>Bidder Response</b>
a)	Client Organization Name for which the work was performed.	
b)	Project Description	
c)	Project Duration (start and completion dates in month/year to month/year).	
d)	The role or overall responsibility of the proposed resource.	
e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrates their experience and how they meet the criterion.	

**C) For each proposed resource, the Bidder should submit the name along with the phone number and/or email address of at least one client reference who can confirm, if requested by Canada, the facts identified in the Bidder's bid to demonstrate the proposed resource's compliance with the evaluation criteria below.**

**The Crown reserves the right to validate all information provided in the bid.**

**D) <sup>A</sup>Below is an example of how cumulative experience will be calculated for the criteria that request cumulative experience in all.**

The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) cumulative months experience within the last 120 months, at the time of bid closing, writing business functional specifications including all of the following;

- Gathering Requirements;
- Creating Specifications;
- Creating Architecture; and
- Creating Design.

In the last 120 months, at the time of bid closing, the proposed resource has experience writing business functional specifications including:

30 months demonstrated experience Gathering Requirements; and  
20 months demonstrated experience Creating Specifications; and  
20 months demonstrated experience Creating Architecture; and  
1 month demonstrated experience Creating Design.

This would be a total of 71 cumulative months of experience performing all of the tasks and would be accepted.

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In the last 120 months, at the time of bid closing, the proposed resource has:  
30 months demonstrated experience Gathering Requirements and  
20 months demonstrated experience Creating Specifications and  
20 months demonstrated experience Creating Architecture and  
0 months demonstrated experience Creating Design.

Even though the cumulative experience is more than 60 months, this would not be accepted because the resource did not perform all of the tasks. They were missing Creating Design.

### **1.1. Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

An Evaluation is defined under section 3.1 of the Policy on Evaluation: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15024>

This definition will apply to all references to an Evaluation.

Performance Measurement Strategy is defined under section 2.1 of the following document- Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies <http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmrtb-eng.asp>

This definition will apply to all references to Performance Measurement or Performance Measurement Strategies.

**M1. Corporate Criteria**

No.	Mandatory Criteria	Met/Not Met	Bidder's Response
<b>M1.1</b>	At bid closing the Bidder must submit the following resources: <ul style="list-style-type: none"> <li>• one (1) Project Manager</li> <li>• one (1) Evaluation Support Specialist - Category 1</li> <li>• one (1) Senior Consultant</li> <li>• one (1) Consultant</li> </ul> For each resource the Bidder must submit a detailed Curriculum vitae (CV)		
<b>M1.2</b>	The resources proposed at bid closing must hold Secret clearance.		
<b>M1.3</b>	The Bidder must demonstrate that it has completed a minimum of one Evaluation for a Canadian federal or provincial/territorial government entity which included <b>all</b> of the phases below: <ol style="list-style-type: none"> <li>i. planning</li> <li>ii. data collection</li> <li>iii. data analysis</li> <li>iv. reporting</li> </ol> Further rated under R1.2		

**M2. Project Manager**

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M2.1</b>	The Bidder must demonstrate that the proposed resource holds one of the following certifications: <ol style="list-style-type: none"> <li>i. Credentialed Evaluator (CE) from the Canadian Evaluation Society</li> <li>ii. Certified Management Consultant (CMC)</li> <li>iii. Project Management Professional (PMP)</li> </ol>		
<b>M2.2</b>	The Bidder must demonstrate that the proposed resource has a minimum of 72 cumulative <sup>A</sup> months of experience in		

	<p>the last 120 months, at the time of bid closing, performing <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>i. Planning an Evaluation; and</li> <li>ii. Collecting Data; and</li> <li>iii. Analyzing Data; and</li> <li>iv. Reporting on the evidence; and</li> <li>v. Developing Performance Measurement Strategies.</li> </ul> <p><i>A-Please see section 1.0, Instructions for an example.</i></p>		
<b>M2.3</b>	<p>The Bidder must demonstrate that the proposed resource has managed a minimum of three (3) concurrent* Evaluation** or Performance Measurement Strategy engagements in the last 48 months, at the time of bid closing.</p> <p>*For the engagements to be considered concurrent, all three Evaluation or Performance Measurement Strategy engagements must overlap by a minimum of 3 months.</p> <p>**An Evaluation engagement may include all or any phase of the Evaluation (planning, data collection, analysis, reporting).</p>		

### **M3. Evaluation Support Specialist – Category 1**

<b>Resource Name:</b>			
<b>No.</b>	<b>Mandatory Criteria</b>	<b>Met/Not Met</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>M3.1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 48 cumulative<sup>A</sup> months of experience in the last 120 months, at the time of bid closing, performing <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>i. Developing methodologies for qualitative and quantitative data collection; and</li> <li>ii. Assessing data; and</li> <li>iii. Recommending alternatives or solutions to address data weaknesses; and</li> <li>iv. Developing data collection strategies</li> </ul> <p><i>A-Please see section 1.0, Instructions for an example.</i></p>		

**M4. Senior Consultant**

Resource Name:			
No.	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M4.1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 36 months of cumulative<sup>A</sup> experience in the last 120 months, at the time of bid closing, performing <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>i. Planning an Evaluation; and</li> <li>ii. Collecting Data; and</li> <li>iii. Analyzing Data; and</li> <li>iv. Reporting on the evidence; and</li> <li>v. Developing Performance Measurement Strategies</li> </ul> <p><i>A-Please see section 1.0, Instructions for an example.</i></p>		

**M5. Consultant**

Resource Name:			
No	Mandatory Criteria	Met/Not Met	Substantiating Information, Cross Reference to Proposal
<b>M5.1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 24 months of cumulative<sup>A</sup> experience in the last 120 months, at the time of bid closing, performing <b>all</b> of the following:</p> <ul style="list-style-type: none"> <li>i. Planning an Evaluation; and</li> <li>ii. Collecting Data; and</li> <li>iii. Analyzing Data; and</li> <li>iv. Reporting on the evidence; and</li> <li>v. Developing Performance Measurement Strategies</li> </ul> <p><i>A-Please see section 1.0, Instructions for an example.</i></p>		

**1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. The Bidder must provide the necessary documentation to clearly demonstrate compliance with this requirement. Simply repeating the statement contained in the bid solicitation is not sufficient.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**To demonstrate their compliance with the point rated criteria, the Bidder should provide the following information for each project required to demonstrate the proposed resource's experience.**

Project/Experience Information	
Item	Submission Requirements
a)	Client Organization Name for which the work was performed.
b)	Project Description
c)	Project Duration (start and completion dates in month/year to month/year).
d)	The role or overall responsibility of the proposed resource.
e)	A description of the specific work and tasks performed by the proposed resource that clearly demonstrates their experience and how they meet the criterion.

An Evaluation is defined under section 3.1 of the Policy on Evaluation: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15024>

This definition will apply to all references to an Evaluation.

Performance Measurement Strategy is defined under section 2.1 of the following document- Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies <http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmrtb-eng.asp>

This definition will apply to all references to Performance Measurement or Performance Measurement Strategies.

**The following rating scheme (Table 1) will be used to evaluate the Point Rated Technical Criteria, R1.1 and R2.4.**

TABLE 1	
0	Information provided does not address the criteria.
1	Information provided demonstrates a minimal understanding that is relevant to the stated criteria.
2	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria.
3	Information provided demonstrates understanding for most but not all of the elements of the rated criteria.
4	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria.
5	Rated criteria is dealt with in depth, information provided is comprehensive and demonstrates a full range of understanding of all of the elements of the rate criteria.



**R1. Corporate Criteria**

No.	Description	Point Allocation	Score	Substantiating Information, Cross Reference to Proposal
<b>R1.1</b>	<p>The Bidder should describe their processes used to ensure quality and adherence to the Standards on Evaluation in the following phases:</p> <ul style="list-style-type: none"> <li>i. Planning:</li> <li>ii. Design:</li> <li>iii. Analysis:</li> <li>iv. Reporting</li> </ul> <p><i>Standard on Evaluation for the Government of Canada</i>  <a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15688">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15688</a></p>	<p>For each phase, a maximum of 5 points are available as per the rating scale of table 1.</p> <p>A maximum of 20 points are available for this criterion.</p>	/20	
<b>R1.2</b>	<p>The Bidder should demonstrate for which government department the evaluation under M1.2 was completed.</p>	<p>The evaluation was completed for a Canadian Federal Government Central Agency (TBS, PCO, CSPS, PSC, Finance) = 5 points</p> <p>Other Canadian Federal Government Department = 3 points</p> <p>Canadian Provincial or Territorial Government = 1 point</p> <p>No evaluation completed with a government department = 0 points</p>	/5	
Total Points Available			25	
Minimum Pass Mark			15/25	
Bidder's Score			/25	

**R2. Project Manager**

<b>Resource Name:</b>				
<b>No.</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R2.1</b>	<p>The Bidder should demonstrate the proposed resource has managed* any phase** of an Evaluation or Performance Measurement project for the Canadian Federal Government*** in the following areas:</p> <ul style="list-style-type: none"> <li>i. People Management</li> <li>ii. Financial Management</li> <li>iii. Government wide initiatives</li> <li>iv. Public Policy</li> <li>v. Transformation or modernization initiatives</li> </ul> <p>*Managed is defined as the act of leading the project and being responsible for the deliverables.</p> <p>**The phases of an evaluation include planning, data collection, analysis and reporting.</p> <p>***As defined under schedules I to VI of the Financial Administration Act.</p>	<p>2 points will be awarded per area to a maximum of 10 points.</p> <p>No one project can cover more than 2 areas.</p>	/10	
<b>R2.2</b>	<p>The Bidder should demonstrate that the engagements in M2.3 were for the following areas of business:</p> <ul style="list-style-type: none"> <li>i. Financial Management;</li> <li>ii. People Management;</li> <li>iii. Information Management;</li> <li>iv. Information Technology;</li> <li>v. Security.</li> </ul>	<p>Combined, the three engagements covered:</p> <p>5 out of 5 of the areas of business = 10 points  4 out of 5 of the areas of business = 8 points  3 out of 5 of the areas of business = 6 points  2 out of 5 of the areas of business = 4 points  1 out of 5 of the areas of business = 2 points  0 out of 5 of the areas of business = 0 points</p>	/10	
<b>R2.3</b>	<p>The Bidder should demonstrate the proposed resource's experience</p>	2 out of 2 = 10 points	/10	

	<p>conducting Evaluations* of:</p> <ul style="list-style-type: none"> <li>i. National or Enterprise Strategies where the scope is Government Wide</li> <li>ii. Policies or Policy Centres</li> </ul> <p>*An Evaluation engagement may include all or any phase of the evaluation (planning, data collection, analysis, reporting).</p>	<p>1 out of 2 = 5 points</p> <p>0 out of 2 = 0 points</p>		
<b>R2.4</b>	<p>The Bidder should demonstrate that the proposed resource has completed an Evaluation or Performance Measurement project in the last 60 months, at the time of bid closing, where the resource had to, mid-project, adapt the methodology used to meet challenging business needs.</p> <p>The description should include the following aspects:</p> <ul style="list-style-type: none"> <li>i. Considerations</li> <li>ii. Complexities or challenges</li> <li>iii. Impacts of the decisions on outcomes.</li> </ul>	<p>For each aspect, a maximum of 5 points are available as per the rating scale of table 1.</p> <p>A maximum of 15 points are available for this criterion.</p>	/15	
<b>R2.5</b>	<p>The Bidder should demonstrate the proposed resource's experience working on Evaluation projects for the federal government* where on each project the resource liaised** with senior management***</p> <p>*As defined under schedules I to VI of the Financial Administration Act.</p> <p>**Liaised is defined as having interacted with senior management on a minimum of 2 occasions</p> <p>***Senior management is defined as a minimum of EX3 - Executive Director, Director General, ADM or higher.</p> <p>In addition to the project information requested under a) to e), for each project the bidder should also</p>	<p>5+ projects = 5 points</p> <p>4 projects = 4 points</p> <p>3 projects = 3 points</p> <p>2 projects = 2 points</p> <p>1 project = 1 point</p> <p>0 projects = 0 points</p>	/5	

	provide:  f) a brief description of the purpose of the discussion with senior management			
Maximum Points Available			50	
Minimum Pass Mark			31/50	
Score			/50	

### **R3. Evaluation Support Specialist – Category 1**

<b>Resource Name:</b>				
<b>No.</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R3.1</b>	<p>The Bidder should demonstrate the proposed resource's project experience designing Data Collection Methodologies.</p> <p>In addition to the requested Project Information in a) to e), for each project the Bidder should also provide</p> <p>f) a description of the data collection methodologies developed; and</p> <p>g) why these methodologies were selected based on the overall goal.</p>	<p>3+ projects = 5 points            2 projects = 3 points            1 project = 2 point            0 projects = 0 points</p>	/5	
<b>R3.2</b>	<p>The Bidder should demonstrate the proposed resource's experience developing the following data collection tools:</p> <ul style="list-style-type: none"> <li>i. Surveys</li> <li>ii. Guides</li> <li>iii. Questionnaires</li> <li>iv. Templates</li> <li>v. Tables</li> <li>vi. Costing models</li> </ul>	<p>3 or more out of 6 = 5 points            2 out of 6 = 3 points            1 out of 6 = 1 point            0 out of 6 = 0 points</p>	/5	
<b>R3.3</b>	<p>The Bidder should demonstrate the proposed resource's experience performing the following:</p> <ul style="list-style-type: none"> <li>i. Assessing data bases for integrity of info and</li> </ul>	<p>i. Assessing data bases for integrity of info and proposing a solution to augment</p> <p>Description provided</p>	/10	

	<p>proposing a solution to augment</p> <p>ii. Assessing data bases for reliability of info and proposing a solution to augment</p>	<p>demonstrates:</p> <ul style="list-style-type: none"> <li>i. steps followed to assess the data base(s), - 1 point</li> <li>ii. the findings – 1 point</li> <li>iii. issues with the integrity of the information – 1 point</li> <li>iv. impacts of not correcting – 1 point</li> <li>v. solution(s) recommended to correct or augment performance – 1 point</li> </ul> <p>ii. Assessing data bases for reliability of info and proposing a solution to augment</p> <p>Description provided demonstrates:</p> <ul style="list-style-type: none"> <li>i. steps followed to assess the data base(s),- 1 point</li> <li>ii. the findings – 1 point</li> <li>iii. issues with the reliability of the information – 1 point</li> <li>iv. impacts of not correcting – 1 point</li> <li>v. solution(s) recommended to correct or augment performance – 1 point</li> </ul>		
Maximum Points Available		20		
Minimum Pass Mark		13/20		
Bidder's Score		/20		

**R4. Senior Consultant**

<b>Resource Name:</b>				
<b>No.</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R4.1</b>	<p>The Bidder should demonstrate the proposed resource has conducted any phase* of an evaluation or performance measurement for the Canadian Federal Government* in the following areas:</p> <ul style="list-style-type: none"> <li>i. People Management</li> <li>ii. Financial Management</li> <li>iii. Government wide initiatives</li> <li>iv. Public Policy</li> <li>v. Transformation or modernization initiatives</li> </ul> <p>*The phases of an evaluation include planning, data collection, analysis and reporting.</p> <p>**As defined under schedules I to VI of the Financial Administration Act</p>	2 points will be awarded per area to a maximum of 10 points	/10	
<b>R4.2</b>	<p>The Bidder should demonstrate the proposed resource's experience in a lead role* working on evaluation projects where the resource developed the following:</p> <ul style="list-style-type: none"> <li>i. Logic models</li> <li>ii. performance measures or indicators</li> <li>iii. evaluation strategy</li> </ul> <p>*lead role is defined as the person responsible for the development of the deliverables.</p>	<p>Logic models 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p> <p>Performance measures or indicators 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p> <p>Evaluation Strategies 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p>	/9	
Maximum Available Points			/19	
Minimum Pass Mark			12/19	
Bidder's Score			/19	

**R5. Consultant**

<b>Resource Name:</b>				
<b>No</b>	<b>Description</b>	<b>Point Allocation</b>	<b>Score</b>	<b>Substantiating Information, Cross Reference to Proposal</b>
<b>R5.1</b>	<p>The Bidder should demonstrate the proposed resource's experience where they had a significant* role performing the following:</p> <ul style="list-style-type: none"> <li>i. Data Collection</li> <li>ii. Data Analysis</li> <li>iii. Compilation of the results of the data analysis</li> </ul> <p>*Significant is defined as having overall responsibility for the planning, design and development the project's deliverables.</p>	<p>Data Collection: 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p> <p>Data Analysis: 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p> <p>Compilation of the results of the data analysis: 2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p>	/9	
<b>R5.2</b>	<p>The Bidder should demonstrate the proposed resource's experience performing the following:</p> <ul style="list-style-type: none"> <li>i. Supporting the design of performance measurement strategies</li> <li>ii. Supporting the design of evaluation frameworks</li> </ul>	<p>Supporting the design of performance measurement strategies</p> <p>2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p> <p>Supporting the design of evaluation frameworks</p> <p>2+ projects = 3 points 1 project = 2 point 0 projects = 0 points</p>	/10	
Maximum Available Points			19	
Minimum Pass Mark			10/19	
Bidder's Score			/19	

**NOTE: At the time of Task Authorization Issuance, should the need for an Evaluation Support Specialist, outside of the one submitted at bid closing, be identified, the resource will be evaluated against the evaluation criteria below.**

**M6. Evaluation Support Specialist – Category 2**

<b>Resource Name:</b>			
<b>No.</b>	<b>Mandatory Criteria</b>	<b>Met/Not Met</b>	<b>Substantiating Information, Cross Reference to CV</b>
<b>M6.1</b>	<p>The Bidder must demonstrate that the proposed resource has a minimum of 48 months of non-overlapping experience within the last 120 months, at the time of TA issuance, in the required field of specialization.</p> <p>Areas of Specialization may include but are not limited to:            People management, financial management, government wide initiatives, public policy, transformation or modernization initiatives, human resource management, organizational theory or design, statistics, governance, performance measurement, values and ethics, security, efficiency.</p>		

**1.3 Mandatory Financial Criteria**

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion should be addressed separately.

<b>Mandatory Financial Criteria (MF)</b>		
<b>Number</b>	<b>Description</b>	<b>Met / Not Met</b>
<b>MF1</b>	the per diem rate for the Project Manager, must be priced higher than the Evaluation Support Specialist Category 1 and 2	
<b>MF2</b>	the per diem rate(s) for the Evaluation Support Specialist Category 1 and 2, must be priced higher than the Senior Consultant	
<b>MF3</b>	the per diem rate for the Senior Consultant, must be priced higher than the Consultant	



## **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. 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 the 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.

### **1. Certifications Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

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

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification.

#### **1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award**

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## ATTACHMENT 1 to PART 5

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

#### 1. 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.*

*The Bidder must complete 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. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **2. Integrity Provisions – List of Names**

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.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

## **3. Status and Availability of Resources**

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

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

## **4. Education and Experience**

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

## **5. Former Public Servant**

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

### **Definitions**

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

- a. an individual;

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

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

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

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

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

\_\_\_\_\_  
**Name of Supplier's Authorized Signatory**

\_\_\_\_\_  
**Signature of Supplier's Authorized Signatory**

\_\_\_\_\_  
**Date**

## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. 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.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1.0 Statement of Work**

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

### **2.0 Task Authorization (“TA”)**

#### **2.1 Purpose of TA**

Services to be provided under the Contract on an “as-and-when-requested basis” will be ordered by Canada using the Task Authorization (“TA”) process. The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a valid, fully signed 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.

#### **2.2 Process of Issuing a TA**

If a requirement for a specific task is identified, a draft “statement of task” will be prepared by the Client and sent to the Contractor by the Contracting Authority. Once it receives the statement of task, the Contractor must submit a response to the Contracting Authority identified in the TA detailing the cost and time to complete the task. The Contractor's response must be based on the rates set out in the Contract. The Contractor will not be paid for providing the response or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within five (5) working days of the request, unless otherwise specified.

#### **2.3 Approval Process**

If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a fully signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

#### **2.4 Authority to Issue a TA**

Any TA with a value less than or equal to \$0 (including GST/HST) may be issued by the Technical Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority.

#### **2.5 Contents of a TA**

A Task Authorization must contain the following information, if applicable:

- (i) a task number;
- (ii) the number of resources in each category required;
- (iii) a statement of work for the task outlining the activities to be performed and identifying any deliverables;
- (iv) the duration of the task is to be carried out (start and end dates);
- (v) milestone dates for deliverables and payments (if applicable);
- (vi) the number of person-days of effort required;
- (vii) the specific work location;

- (viii) 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
- (ix) any other constraints that might affect the completion of the task.

## **2.6 Charges for Work under a TA**

The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

## **2.7 Consolidation of TAs for Administrative Purposes**

The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

## **2.8 Refusal of Task Authorizations**

Unless specified otherwise in the RFP, the Contractor is required to submit a response in response to every draft statement of task issued by Canada. Canada may immediately, and without further notice, terminate the Contract for default if the Contractor does not submit a response in response to a draft statement of task issued during the Contract Period.

## **2.9 Minimum Work Guarantee**

- (a) In this clause:
  - "Maximum Contract Value" means the sum specified in Contract clause 8.2.1 , Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations; and
  - "Minimum Contract Value" means 5% of the Maximum Contract Value.
- (b) The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. 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 paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.
- (c) In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- (d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.



## 2.10 Evaluation and Qualification of Additional Resources

Resources who are being proposed in response to a TA who were not qualified at bid closing must meet all mandatory requirements and the minimum score of the Technical Criteria, as per Attachment 1 to Part 4, for the resource category under which they are being proposed.

## 3.0 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

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

## 4.0 Security Requirements

The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL or SECRET** as required, granted or approved by the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide, attached at Annex C;
  - (b) *Industrial Security Manual* (Latest Edition).

### 4.1 Contractor's Site(s) or Premises Requiring Safeguarding Measures

- 4.1.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 4.1.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

**5.0 Term of Contract**

**5.1 Period of the Contract**

The period of the Contract is from date of Contract to five years from date of Contract inclusive.

**6.0 Authorities**

**6.1 Contracting Authority**

*To be provided at contract award.*

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

Please direct inquiries to:

Name: Alexandra Millan  
Title: Senior Procurement & Contracting Advisor  
Directorate: Corporate Services Sector  
Address: 140 O'Connor Street, Ottawa, ON K1A 0R5  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: [Alexandra.Millan@tbs-sct.gc.ca](mailto:Alexandra.Millan@tbs-sct.gc.ca)

**6.2 Project Authority**

*To be provided at contract award.*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### **6.3 Contractor's Representative**

*To be provided at contract award.*

The Contractor's representative is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### **7.0 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 websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.7.7 Payment

### **8.0 Payment**

#### **8.1 Basis of Payment**

One of the following types of basis of payment will form part of the approved TA

##### **A) Firm Lot Price TA**

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the approved TA, as determined in accordance with the basis of payment, in Annex B. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

##### **B) TA subject to a Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

Canada's total liability to the Contractor under the approved TA must not exceed the limitation of expenditure specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

- (a) when it is 75 percent committed, or
  - (b) four (4) months before the final delivery date specified in the approved TA, or
  - (c) as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA,
- whichever comes first.

If the notification is for inadequate approved TA funds, the Contractor must provide to the TA Approval Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **C) TA subject to a ceiling price**

For the Work described in the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

#### **8.1.1 Pre-Authorized Travel and Living Expenses**

Canada will reimburse the Contractor for pre-authorized reasonable and proper travel and living expenses incurred to perform the Work, without any allowance for overhead or profit, and these costs will be reimbursed in accordance with the Treasury Board Travel Directive in effect at the time: [http://www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html). All payments are subject to audit by Canada. All travel must be pre-approved by the Technical Authority.

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all-inclusive per diem divided by 7.5.

Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 100 kilometers from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$\frac{\text{Hours of travel}}{7.5 \text{ hours}} \times 50\% \text{ of firm all-inclusive per diem rate}$$

7.5 hours

## **8.2 Canada's Total Responsibility**

### **8.2.1 Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations**

- i. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$1,769,911.50. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- ii. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the Contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- iii. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **8.3 Methods of Payment - Approved TA**

One or more of the following methods of payment will form part of the approved TA:

### **8.3.1 For a Firm Price TA:**

#### **A Single Payment**

For the Work specified in an approved firm price TA:

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

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

#### **B Milestone Payment**

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- b) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- c) all required certificates have been signed by the respective authorized representatives; all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### 8.3.2 Limitation of Expenditure and Ceiling Price TAs:

For the Work specified in an approved TA subject to a limitation of expenditure or ceiling price:

#### A Single Payment

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

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

#### B Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

## 9.0 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 Contractor must repay any overpayment, at Canada's request.

## 10.0 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 an electronic copy of each invoice via email to the following addresses:

(to be inserted at contract award)

[Alexandra.Millan@tbs-sct.gc.ca](mailto:Alexandra.Millan@tbs-sct.gc.ca)

### **11.0 Compliance with Certifications**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional 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.

### **12.0 Federal Contractors Program for Employment Equity - Default by the 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.

### **13.0 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (To be inserted at contract award)

### **14.0 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03) - Higher Complexity - Services;
- (c) the signed Task Authorization including all of its annexes, if any;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)).

### **15.0. Foreign Nationals (Canadian Contractor)**

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

**OR**

### **15.0 Foreign Nationals (Foreign Contractor)**

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

## **16.0 Insurance**

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



## ANNEX "A"

### STATEMENT OF WORK

#### 1.0 TITLE

Evaluation, research, strategic support and performance measurement services.

#### 2.0 OBJECTIVE

Treasury Board of Canada Secretariat (TBS) requires the services of a Contractor to support the Internal Audit and Evaluation Bureau (IAEB) with evaluation and performance measurement activities<sup>1</sup> as defined in the 2009 Treasury Board (TB) *Policy on Evaluation* and the planned *Policy on Results-based Management and Evaluation*. Strategic support and research services may also be required.

#### 3.0 BACKGROUND

TBS is the administrative arm of TB. TBS has a dual mandate: to support TB as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. The IAEB at TBS assists the Secretariat in achieving its strategic objectives by providing neutral, evidence-based evaluations of TBS's activities as a department and as a central agency.

The TBS Five-Year Departmental Evaluation Plan identifies the intended evaluations, research and performance measurement activities of the evaluation function, as expressed in the 2009 TB *Policy on Evaluation*. The Plan is updated on an annual basis, which results in some projects shifting onto or off the plan or moving within the Schedule of Planned Activities

The 2009 Treasury Board *Policy on Evaluation* positions evaluation as a tool to support senior management decision-making by providing an evidence-based, neutral assessment of the value for money (relevance and performance) of programs. Moreover, it points out that the results of the ensemble of evaluations conducted should be used to support strategic reviews of departmental spending.

In the next five years, IAEB anticipates having a number of evaluation, research and performance measurement activities, including approximately 10 evaluation projects.

#### 4.0 SCOPE OF WORK

On an "as and when requested" basis, through the issuance of Task Authorizations (TA) the Contractor will provide resources to support IAEB in undertaking all or part of the development of evaluations, performance measurement strategies, strategic support or research of TBS programs and initiatives. It may require the Contractor to work with different TBS sectors on research or performance measurement related activities.

The attached Table 1 is an excerpt from the TBS's 2015/16 to 2019/20 Departmental Evaluation Plan. The table presents the currently planned IAEB evaluation projects and is provided as a reference to indicate the types of projects that may be undertaken. IAEB updates this plan annually, at a minimum, so the list is subject to revision.

<sup>1</sup>See Glossary for description or definition

Table 1: List of currently planned evaluation projects

<b>Evaluable Unit</b>
Classification Program
Workplace wellness and productivity strategy
Web renewal initiative
Performance management directive
Management accountability framework implementation
Policy suite reset
Values and ethics (internal to TBS, not the central agency role)
Public Service employee survey
Access to information and privacy modernization
My GCHR
TBS's Centralized language training (internal to TBS, not the central agency role)

The Contractor may be required to work independently, in collaboration with the IAEB evaluation team, or with other Sector representatives.

Regardless of the Background and Context sections above, should a requirement for work from another TBS sector align with the tasks and deliverables of this contract, TBS may, at its discretion, leverage resources from this contract to support and assist with that requirement.

## **5.0 PERSONNEL REQUIREMENTS**

Based on the planned activities in the Departmental Evaluation Plan, the following resources may be required:

<b>Resource Category</b>	<b>Estimated Quantity</b>
Project Manager	1
Senior Consultant	3
Consultant	2
Evaluation Support Specialists	2

While the estimated number of resources is 7, this may fluctuate up or down depending on operational requirements, the number of engagements running concurrently and the complexity of the engagements.

## **6.0 TASKS**

Each Task Authorization will identify the specific tasks that must be performed.

The Contractor may be required to perform, but is not limited to, the following:

<sup>1</sup>See Glossary for description or definition

## 6.1 Evaluation

Conduct or participate in aspects of:

- Developing evaluation plans
- Evaluability assessments and reporting which assess the readiness of a policy, program, policy centre, or initiative to be evaluated.
- Identifying areas of calibration or adjustment of the level of effort in the use of evaluation approaches and designs tailored to a program, policy centre or initiative's characteristics to take into account risk and the quality of performance information available.
- Planning specific evaluations, evaluation approaches (i.e. rapid impact evaluation) and related studies of individual programs, policies, policy centres, or initiatives.
- Developing terms of reference for evaluation projects.
- Developing, reviewing or validating evaluation framework(s) in consultation with IAEB and other TBS stakeholders. An evaluation framework identifies the evaluation approach, the data requirements and resources, and may include, but is not limited to the following :
  - identifying the initial evaluation questions covering the five core evaluation issues (continued need for program, alignment with government priorities, alignment with federal roles and responsibilities, achievement of expected outcomes- effectiveness, demonstration of efficiency and economy)
  - identifying indicators- qualitative or quantitative means of measuring an output or outcome with the intention of gauging the performance of a program
  - identifying data sources and methods of data collection
  - determining baseline data needs to be collected and timelines for data collection
  - providing a description of simple adjustments that can be made to administrative protocols and procedures by the program area to ensure that the evaluation's data requirements are met.
- Developing, reviewing or validating the evaluation work plan in consultation with IAEB. An evaluation work plan includes a detailed description of the activities, deliverables and timelines of the evaluation approach. It may include but is not limited to evaluation design, data collection, analysis, and reporting.
- Developing, reviewing or validating logic models<sup>1</sup>, program theory of change models and related activities in consultation with IAEB and other TBS stakeholders.
- Developing, testing and undertaking data collection and analysis using a variety of qualitative and social science methodologies such as case studies, group consultations, key informant interviews, Kirkpatrick model (<http://www.isixsigma.com/dictionary/kirkpatrick-four-levels-evaluation-model/>), literature reviews, document reviews, mystery shopper ([https://en.wikipedia.org/wiki/Mystery\\_shopping%20](https://en.wikipedia.org/wiki/Mystery_shopping%20)), observation method, and quantitative methodologies such as cost-benefit analyses, questionnaires (web, phone, intercept, mail), financial forecasting, statistical analyses and modelling,
- Collecting and reviewing background documentation pertaining to the program or initiative.
- Collecting and analyzing benchmark data
- Interviewing representatives at TBS as well as other departments and agencies who were involved in the specific evaluable unit<sup>1</sup>.
- Producing various technical reports that present the result of the evaluation process and which may include but is not limited to:
  - interviews
  - document reviews

<sup>1</sup>See Glossary for description or definition

- questionnaires (Web, phone, intercept, mail)
  - data collection, collection tools
  - administrative data analysis
  - literature reviews
  - methodology reports, findings and limitations
  - Recommendations about program relevance, performance and alternative ways to deliver the initiative.
- Producing detailed evidence matrices, which consolidate raw data by line of evidence and evaluation issue to enable comparisons and support analysis and reporting.
  - Validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as but not limited to validation with participants, organizations and conducting expert panels, storyboarding sessions<sup>1</sup>, or peer reviews.
  - Incorporating feedback and refining draft products (research reports, matrices, guides).
  - Preparing and delivering PowerPoint presentations outlining the findings, conclusions and recommendations to senior officials
  - Conducting and writing syntheses or meta-evaluations.
  - Conducting quality assurance or peer reviews of evaluation products
  - Providing support in the compilation and analysis of lessons learned and best practices.

## **6.2 Performance Measurement:**

Conduct or participate in aspects of:

- Developing performance measurement frameworks for but not limited to:
  - Setting out an objective basis for collecting information related to programs
  - Identify strategic outcomes, expected results of programs, performance indicators and associated targets
  - Identify data sources and data collection frequency and actual data collection for each indicator
- Planning and designing performance measurement strategies<sup>1</sup> in support of the Program Activity Architecture<sup>1</sup> and in support of program monitoring and evaluation.
- Developing methodological approaches and designs for performance measurement of programs, services, policies, policy centres and initiatives.
- Developing performance measurement and monitoring tools and instruments for project, program and policy reviews, assessments or evaluations.
- Planning logic model<sup>1</sup> and indicator development workshops to support the creation of performance measurement strategies
- Supporting or advising in the development of information management systems associated with program or departmental performance measurement strategies.
- Analysing program databases
- Researching performance measurement uses and practices in other jurisdictions (includes provincial and international jurisdictions).
- Incorporating feedback and refining draft products (logic model<sup>1</sup>, indicators, profile).

<sup>1</sup>See Glossary for description or definition

### **6.3 Research:**

Conduct or participate in aspects of:

- Planning and designing of (evaluation type, social science-based) targeted research that answers management's needs, but which may not conform to the *Evaluation Policy* and its accompanying Directive and Standard.
- Developing methodological approaches and questions for research related to TBS services, policies, policy centres and initiatives.
- Developing research collection tools and instruments such as interview guides, literature review templates, costing models, multi-jurisdictional analysis tables, document review templates.
- Administering data collection tools and instruments to conduct research.
- Analysing and reporting on findings from data collection for the purposes of targeted research.
- Incorporating feedback and refining draft products (research reports, matrices, guides).
- Communicating preliminary and draft final findings at meetings with the project authority using PowerPoint presentations and Word documents.

### **6.4 Strategic Support**

- Advising on approaches, designing collection tools and collecting data via interviews and document reviews to inform the mapping of evaluable units<sup>1</sup> within the Secretariat and supporting updates to the Departmental Evaluation Plan.
- Supporting the drafting of annual follow up reports on evaluation recommendations to illustrate evaluation impacts within the Secretariat.
- Assisting in the analysis or development of evaluation related materials that support the management of the evaluation function within TBS.

## **7.0 DELIVERABLES**

Each Task Authorization will specify the deliverables to be produced.

The Contractor may be required to deliver, but is not limited to, the following:

- Evaluation plans
- Evaluability assessments and reporting
- Evaluation work plans
- Evaluation approaches and rapid impact evaluation products
- Terms of reference
- Evaluation frameworks
- Lines of Inquiry
- Indicators – qualitative and quantitative
- Data sources, methods of data collection, data collection tools
- Logic models<sup>1</sup>
- Theory of Change models
- Evaluation and evidence matrices

<sup>1</sup>See Glossary for description or definition

- Annual Follow Up reports
- Performance measurement strategies and their components (i.e. indicators, evaluation strategies)
- Mystery Shopper / observation checklists
- Kirkpatrick models
- Lessons and best practices documents
- Working papers
- Interview guides and survey questionnaires
- Interview transcripts
- Jurisdictional review templates
- Document review templates
- Technical reports including but not limited to:
  - Interviews
  - Document Reviews
  - Questionnaires (web, phone, intercept, mail)
  - Data Analysis
  - Administrative Data Analysis
  - Literature Reviews
  - Methodology, findings and limitations
  - Recommendations
- Research reports
- Draft evaluation reports
- Quality assurance templates or peer review reports
- Evaluable units<sup>1</sup> i.e. evaluation universe
- Departmental Evaluation Plan
- Storyboarding products
- PowerPoint presentations

All raw data and working papers must be returned to the project authority upon submission of the final evaluation, deliverable or project. Following this, the Contractor must purge copies of raw data from its IT systems and confirm, in writing, to the Project Authority that no data or copies of data remain in the contractor's possession at the close of the project.

### 7.1 Format of Deliverables

Each TA will identify the specific format of the deliverables.

The Contractor may be required to provide the deliverables in, but is not limited to, the following formats.

- in soft or hard copy
- Using TBS Templates
- in accordance with the following standards:
  - latest TB *Policy on Evaluation* or the upcoming *Policy on Results-based Management and Evaluation* coming in to force in 2016, and respect the requirements of the *Values and Ethics Code for the Public Service* ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tb\\_851/vec-cve-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp)), as per *Section 6.3.1 of the Standard on Evaluation for the Government of Canada*.
  - Directive on the Evaluation Function (and the appended five core issues)
  - Standard on Evaluation for the Government of Canada
- Microsoft Office Suite 2010 or compatible version

<sup>1</sup>See Glossary for description or definition

- MAXQDA, MS Visio, MS Project, TeamMate (access to the required software can be made available to the contractor on site at TBS)
- PowerPoint

As new versions are released or new technologies are adopted the resources may be required to work in those versions.

## **8.0 LANGUAGE OF WORK**

Each Task Authorization will specify the language of work required.

The work may be conducted in both official languages, English and French. At a minimum the Senior Consultant or Project Manager must fluent\* in both English and French. The other resources must be fluent\* in English.

### **\* Oral:**

Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references.

### **Reading:**

Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence.

### **Written:**

Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, subordinates).

## **9.0 WORK LOCATION**

Each Task Authorization will specify the work location.

The majority of the work will be carried out at TBS offices within the National Capital Region (office space to be provided) and the Contractor's facilities

Meetings, consultations and review of certain hard-copy files may be conducted on TBS site.

## **10.0 TRAVEL REQUIREMENTS**

While there is no travel expected, each TA will detail any travel requirements.

## **11.0 GOVERNMENT FURNISHED EQUIPMENT, INFORMATION AND RESPONSIBILITIES**

A desk, PC, background documents, software and licenses required to access the departmental IT systems necessary to perform the work will be provided by the Government of Canada.

<sup>1</sup>See Glossary for description or definition

The project authority will assist the Contractor with obtaining departmental documents, booking meetings and connecting the Contractor with data.

Note: Phone is not provided. It is not the responsibility of the Treasury Board of Canada Secretariat to provide portable communication devices to consultants.

## 12.0 APPLICABLE DOCUMENTS

*Policy on Evaluation*

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15024>

Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies

<http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmrtb-eng.asp>

*Values and Ethics Code for the Public Service*

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tb\\_851/vec-cve-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tb_851/vec-cve-eng.asp)

*Standard on Evaluation for the Government of Canada*

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15688>

Mystery Shopper

[https://en.wikipedia.org/wiki/Mystery\\_shopping%20](https://en.wikipedia.org/wiki/Mystery_shopping%20)

The Kirkpatrick model

<http://www.isixsigma.com/dictionary/kirkpatrick-four-levels-evaluation-model/>

*Policy on Results-based Management and Evaluation- planned release in 2016*

As updates to these documents are issued or new documents are released, the Contractor must adhere to them.

<sup>1</sup>See Glossary for description or definition



## Appendix 1 to Annex A: Glossary

Evaluable Unit	Refers to each unit or focus of evaluation.
Logic Model	<p>A logic model is a depiction of the causal or logical relationship between the inputs, activities, outputs and outcomes of a given policy, program or initiative.</p> <p>Source: Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies <a href="http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmrtb-eng.asp">http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmrtb-eng.asp</a></p>
Performance Measurement Activities	<p>Refers to, but it is not limited to, the development of indicators, performance measurement framework, and performance measurement strategies. Source: Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies <a href="http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmr11-eng.asp#App3">http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmr11-eng.asp#App3</a></p>
Performance Measurement Strategy	<p>A PM Strategy is the selection, development and ongoing use of performance measures to guide program or corporate decision making. “The Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies” establishes that the recommended components of the PM Strategy are the program profile, logic model, performance Measurement Strategy Framework and Evaluation Strategy. Source: Supporting Effective Evaluations: A Guide to Developing Performance Measurement Strategies <a href="http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmr11-eng.asp#App3">http://www.tbs-sct.gc.ca/cee/dpms-esmr/dpms-esmr11-eng.asp#App3</a></p>
Program Activity Architecture (PAA)	<p>The PAA in TBS is an inventory of all the programs and activities undertaken by the Secretariat. It groups related programs and activities together and links them logically to strategic outcomes. Source: TBS, The programs and activities of the Secretary. <a href="http://www.tbs-sct.gc.ca/tbs-sct/abu-ans/tbs-sct/paa-aap-eng.asp">http://www.tbs-sct.gc.ca/tbs-sct/abu-ans/tbs-sct/paa-aap-eng.asp</a></p>
Storyboarding (the storyboard process)	<p>Is a tool that describes a “process to promote brainstorming, highlights missing tasks, and allows the team to incorporate changes prior to travelling too far down a particular path. Source: Cheryl A., Malloy &amp; William Colley, NASA &amp; SAIC, 2005. <a href="http://askmagazine.nasa.gov/issues/13/practices/index.html">http://askmagazine.nasa.gov/issues/13/practices/index.html</a></p>

## ANNEX “B”

### BASIS OF PAYMENT

#### A- Contract Period (From Date of Contract to five (5) years from Date of Contract inclusive)

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

#### 1.0 Labour

The Contractor will be paid all-inclusive fixed time rates as follows:

Resource Category	Firm all-inclusive per diem rate, GST/HST extra (in Cdn \$)
Project Manager	\$
Evaluation Support Specialist – Category 1	\$
Evaluation Support Specialist – Category 2	\$
Senior Consultant	\$
Consultant	\$

#### 1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{applicable firm per diem rate}$$

- (i) All personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Travel and Living Expenses

Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

The Contractor will be paid its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All payments are subject to Government Audit.

All travel must have the prior authorization of the Project Authority.

All travel within the National Capital Region will be at the Contractor’s expense.

**3.0 Total Estimated Cost of Professional Services and Travel and Living Expenses to a Limitation of Expenditure not to exceed: \$1,769,911.50 plus applicable taxes.**

Estimated Taxes: \$

Total amount: \$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST AND GUIDE

**RECEIVED**  
 SEP 18 2015

Government of Canada /  
Gouvernement du Canada

Contract Number / Numéro du contrat  
24062-16-049

Security Classification / Classification de sécurité

**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 Treasury Board Secretariat	2. Branch or Directorate / Direction générale ou Direction Internal Audit and Evaluation Bureau	
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 IAEB requires the services of a Contractor to provide qualified support to the Bureau in the execution of the departmental evaluation plan and its related activities		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non / <input type="checkbox"/> 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 checked="" type="checkbox"/> No / <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non / <input type="checkbox"/> 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 / <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non / <input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> No / <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non / <input type="checkbox"/> 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 / <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Non / <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat 24062-16-049
Security Classification / Classification de sécurité

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:  No / Non  Yes / Oui

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX 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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat
24062-16-049
Security Classification / Classification de sécurité

**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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Asses / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## SECURITY GUIDE

The purpose of the security guide is to clarify the multiple levels of security screening identified under Part B of the Security Requirements Check List (SRCL) described in Annex C. In addition to the Contractor and its resources' obligation to comply with the provisions of the SRCL described in Annex C, the following must be adhered to:

### 1. Personnel security screening level requirements for No Security

Resources who do not hold a valid personnel security screening, must not have or be given access to Protected, Confidential or Secret documents. Resources must also be escorted while on TBS site.

### 2. Personnel security screening level requirements for Reliability Status

Resources who hold a valid personnel security screening only at the level of **RELIABILITY STATUS** must not have or be given access to Confidential or Secret documents.

### 3. Personnel security screening level requirements for Confidential

Resources who hold a valid personnel security screening only at the level of **CONFIDENTIAL** must not have or be given access to Secret documents.

### 4. Personnel security screening level requirements for Secret

For Task Authorizations where the associated security provision is **SECRET**, all resources must hold a valid personnel security screening at the level of **SECRET** to perform work under the Task Authorization.

### 5. Personnel security screening level requirements for various provisions

For Task Authorizations where there are multiple associated security provisions (No Security, Reliability, Secret), the Task Authorization will identify the personnel security screening required for each portion of the work. It is the Project Authority's and Contractor's responsibility to ensure that the resources do not have or be given access to documents for which they do not hold the appropriate personnel security screening.

## ANNEX "D"

## TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA)				
<b>Contractor:</b>		<b>Contract Number:</b>		
<b>Task Number:</b>		<b>Date:</b>		
<b>Amendment Number:</b>		<b>Date:</b>		
<b>1. TA Request (For completion by Project Authority)</b>				
<b>Background/Objective:</b>				
<b>Tasks:</b>				
<b>Deliverables and Associated Schedule:</b>				
<b>Format of Deliverables:</b>				
<b>2. PERIOD OF SERVICES</b>		<b>From:</b>	<b>To:</b>	
<b>3. Service Location</b>		[Indicate where the work will be performed within the NCR]		
<b>4. Travel Requirements</b>				
<b>5. Other Conditions /Restraints</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Specify:</b>		
<b>1. Basis of Payment</b>		<b>Limitation of Expenditure [ ]</b>		<b>Firm Price [ ]</b>
		<b>Ceiling Price [ ]</b>		
<b>7. METHOD OF PAYMENT:</b>				
<input type="checkbox"/> Single <input type="checkbox"/> Monthly <input type="checkbox"/> Progress				
<b>8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL</b>				
( ) None ( ) Confidential ( ) Reliability ( ) Secret				
<b>9. LANGUAGE OF WORK</b>				
<b>Language of service(s) to be delivered/provided</b>		<input type="checkbox"/> French <input type="checkbox"/> English		
<b>TA Proposal [For completion by Contractor]</b>				
<b>10. Estimated Cost Contract</b> <Insert additional rows as required>				
<b>Resource Category &amp; Name of Proposed Resource</b>	<b>PWGSC Security File Number</b>	<b>Firm Per Diem Rate</b>	<b>Estimated level of days of efforts</b>	<b>Total</b>
				\$
				\$
<b>Sub-Total Price</b>				
<b>Taxes</b>				
<b>Total</b>				



<b>TA Approval</b>		
<b>11. Signing Authorities</b>		
Name & Title of Individual Authorized to Sign on Behalf of Contractor:	Signature	Date
Name & Title of Individual Authorized to Sign Pursuant to sub-section 32(1) of the <i>Financial Administration Act</i> :	Signature	Date
Name & Title of Contracting Authority:	Signature	Date
<b>12. Invoicing</b>		
<p>Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total.</p> <p>The supplier should invoice in <math>\frac{1}{4}</math>, <math>\frac{1}{2}</math>, <math>\frac{3}{4}</math> or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days.</p> <p><b>Invoices must be sent electronically via email to:</b>  (to be inserted at TA issuance)  <a href="mailto:Alexandra.Millan@tbs-sct.gc.ca">Alexandra.Millan@tbs-sct.gc.ca</a></p>		
Financial Coding:		