



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet TBIPS - IT Professional Services	
Solicitation No. - N° de l'invitation A0414-145921/A	Date 2015-12-14
Client Reference No. - N° de référence du client A0414-145921	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZM-616-29695	
File No. - N° de dossier 616zm.A0414-145921	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-20	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cayer, Natalie	Buyer Id - Id de l'acheteur 616zm
Telephone No. - N° de téléphone (819) 956-1339 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ABORIGINAL AFFAIRS & NORTHERN DEVELOPMENT CANADA RM 701 10 WELLINGTON ST Gatineau Quebec K1A0H4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Informatics Professional Services Division / Division des
services professionnels en informatique
11 Laurier St., / 11, rue Laurier
3C2, Place du Portage
Gatineau
Québec
K1A 0S5

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

**BID SOLICITATION
FOR CONTRACT(S) AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL
SERVICES (TBIPS)
RESOURCE CATEGORY - LEVEL 1, 2 AND 3
FOR
ABORIGINAL AFFAIRS AND NORTHERN DEVELOPMENT CANADA (DIAND)**

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work (SOW)

Appendix A to Annex A - Tasking Assessment Procedure;

Appendix B to Annex A - Task Authorization (TA) Form;

Appendix C to Annex A - Resource Assessment Criteria and Response Table; and,

Appendix D to Annex A - Certifications at the TA stage

Annex B - Basis of Payment

Annex C - Security Requirements Check List

List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

-Attachment 4.1: Technical Bid Evaluation Criteria

-Attachment 4.2: Financial Evaluation Tables

List of Attachment to Part 5 (Certifications):

-Attachment 5.1: Federal Contractors Program for Employment Equity - Certification

Forms:

-Form 1 – Bid Submission Form

**BID SOLICITATION
FOR CONTRACT(S) AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL
SERVICES (TBIPS)
RESOURCE CATEGORY - LEVEL 1, 2 AND 3
FOR
ABORIGINAL AFFAIRS AND NORTHERN DEVELOPMENT CANADA (DIAND)**

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation # A0414-145921. It is divided into seven parts plus attachments and annexes, as follows:

Annex A - Statement of Work (SOW);

Appendix A to Annex A - Tasking Assessment Procedure;

Appendix B to Annex A - Task Authorization (TA) Form;

Appendix C to Annex A - Resource Assessment Criteria and Response Table; and,

Appendix D to Annex A - Certifications at the TA stage

Annex B - Basis of Payment;

Annex C - Security Requirements Check List;

Attachment 4.1: Technical Bid Evaluation Criteria;

Attachment 4.2: Financial Evaluation Tables;

Attachment 5.1: Federal Contractors Program for Employment Equity – Certification; and,

Form 1 – Bid Submission Form

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

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

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

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of Indian Affairs and Northern Development Canada (DIAND) (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) This solicitation is intended to result in the award of up to 2 contracts in Workstream A – Oracle Administration and Support Services, up to 3 contracts in Workstream B – Project Management and Business Analysis Services; and up to 3 contracts in Workstream C – Web Application Development and Support Services, with each contract purchasing Work from only one Workstream. Each contract will be for 3 years plus 2 one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

- (d) For services requirements, Bidders in receipt of a pension or a lump sum payment are to provide the required information as detailed in article 2.4 of Part 2 of the bid solicitation. Bidders are requested to include this information in the Bid Submission Form.
- (e) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).
- (f) There is a Federal Contractor's Program (FCP) for employment equity requirement associated with this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the annex named "Federal Contractor's Program for Employment Equity – Certification."
- (g) Bidders are to provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003, whichever is applicable to this bid solicitation.
- (h) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Area under the EN578-055605 series of SAs are eligible to compete. The Terms and Conditions of the TBIPS SA EN578-055605 series are incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA EN578-055605 series as that joint venture at the time of bid closing in order to submit a bid.
- (j) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

WORKSTREAM A: ORACLE DATABASE ADMINISTRATOR AND SUPPORT SERVICES

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED PER YEAR
Database Administrator	LEVEL 1	1
Database Administrator (Evaluated)	LEVEL 2	3
Database Administrator	LEVEL 3	2
Data Modeler	LEVEL 2	1
Data Modeler (Evaluated)	LEVEL 3	1
Database Analyst/ IM Administrator	LEVEL 1	1
Database Analyst/ IM Administrator (Evaluated)	LEVEL 2	2

WORKSTREAM B: PROJECT MANAGEMENT AND BUSINESS ANALYSIS

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED PER YEAR
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Project Manager	LEVEL 1	1
Project Manager	LEVEL 2	3
Project Manager (Evaluated)	LEVEL 3	3
Business Analyst	LEVEL 1	1
Business Analyst	LEVEL 2	3
Business Analyst (Evaluated)	LEVEL 3	3

WORKSTREAM C: WEB APPLICATION DEVELOPMENT AND SUPPORT SERVICES

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED PER YEAR
Project Administrator (Evaluated)	LEVEL 1	1
Business Transformation Architect	LEVEL 2	1
Business Transformation Architect (Evaluated)	LEVEL 3	2
Programmer/Analyst	LEVEL 2	4
Programmer/Analyst (Evaluated)	LEVEL 3	3
Web Developer	LEVEL 2	6
Web Developer (Evaluated)	LEVEL 3	6
System Analyst	LEVEL 2	3
System Analyst (Evaluated)	LEVEL 3	3
Tester (Evaluated)	LEVEL 2	3
Technical Writer (Evaluated)	LEVEL 2	1
Technology Architect (Evaluated)	LEVEL 2	1
Application/Software Architect	LEVEL 2	2
Application/Software Architect (Evaluated)	LEVEL 3	2
Quality Assurance Specialist/Analyst	LEVEL 1	2
Quality Assurance Specialist/Analyst (Evaluated)	LEVEL 2	2

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
 - (i) Delete: sixty (60) days
 - (ii) Insert: 180 days

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered **with copies** to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

- (a) Information Required

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

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

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

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

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

(c) Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

date of termination of employment or retirement from the Public Service.

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

(d) Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS**3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

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

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

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder and its related entities to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e) **Joint Venture Experience:**

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.
- Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.
- Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.
- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.
- Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:
- Contracts all signed by A; or
 - Contracts all signed by B; or
 - Contracts all signed by A and B in joint venture, or
 - Contracts signed by A and contracts signed by A and B in joint venture, or
 - Contracts signed by B and contracts signed by A and B in joint venture.
- That show in total 100 billable days.
- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

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

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	

Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

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

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the Statement of Work (SOW) descriptions of tasks for the Resource Categories identified. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.
- (v) **For Proposed Resources:** The technical bid must include résumés for the mandatory resources as identified in Attachment 4.1. The same individual must not be proposed for more than one Resource Category or more than one Workstream. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
- (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational

institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).

- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
 - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (vi) **Customer Reference Contact Information:**
- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1.
 - (B) The form of question to be used to request confirmation from customer references is as follows:
Has [the bidder] provided your organization with [description of the services, resource category and time frame within which those services must have been provided as per the cited project]?"

 Yes, the bidder has provided my organization with the resource category described, performing the services described within this time period.

 No, the bidder has not provided my organization with the resource category described, performing the services described within this time period.

 I am unwilling or unable to provide any information about the services described above.
 - (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

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

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Attachment 4.2. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
 - (i) the rate bid must not increase by more than 5% from one time period to the next; and,
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary

equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 3 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

A separate technical evaluation will be conducted for each Workstream.

- (a) **Mandatory Technical Criteria:**
 - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
 - (ii) The mandatory technical criteria are described in Attachment 4.1 – Bid Evaluation Criteria.
- (b) **Point-Rated Technical Criteria:**
 - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
 - (iii) The rated requirements are described in Attachment 4.1 - Bid Evaluation Criteria.
- (c) **Number of Resources Evaluated:** Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Annex B and attachment 4.1. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled "Task Authorization". When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form's Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract's Statement of Work in accordance with Appendix C of Annex A.
- (d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references *for that requirement for all bidders to be recommended for contract award.*
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 3 working days to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (vi)

4.3 Financial Evaluation – Highest Responsive Combined Rating of Technical Merit and Price

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).
- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
 - (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
 - (ii) Firm Per Diem Median Rate Evaluation
 - (A) **Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.
 - (B) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the

option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

(c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **Financial Calculation:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(d) **Formulae in Pricing Tables**

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

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

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

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

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

4.4 Basis of Selection

The following selection process will be conducted for each Workstream.

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
- (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
- $$\frac{\text{Technical Score}}{\text{Maximum Technical Points}} \times 60 = \text{Total Technical Score}$$
- (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
- $$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 40 = \text{Total Financial Score}$$
- (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
- $$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked bidder.
- (d) A maximum of 8 contracts may be awarded in total as a result of this solicitation.
- (e) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.
- (f) **Contract Funding Allocation:** Where for a Workstream more than one contract is awarded, each contract issued for that particular Workstream will be issued with an amount of funding specified in the article titled "Limitation of Expenditure" calculated based on the following:
- (i) when one contract is awarded, the amount of the Limitation of Expenditure will be determined at Canada's discretion;
- (ii) where two contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
- (A) the Bidder with the highest Total Bidder Score will receive 55% of the funding initially allocated to that Workstream; and
- (B) the Bidder with the next highest Total Bidder Score will receive 45% of the funding initially allocated for that Workstream.
- (iii) where three contracts are awarded, the amount of the Limitation of Expenditure of each contract will be determined in accordance with the following:
- (A) the Bidder with the highest Total Bidder Score will receive 45% of the funding initially allocated to that Workstream;
- (B) the Bidder with the next highest Total Bidder Score will receive 30% of the funding initially allocated for that Workstream; and
- (C) the Bidder with the next highest Total Bidder Score will receive 25% of the funding initially allocated for that Workstream.

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless stated otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the Contract Period.

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

5.1 Certifications Precedent to Contract Award

(a) Integrity Provisions- Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provision will assist Canada in confirming that the certifications are true.

(b) Federal Contractors Program for Employment Equity - Bid Certification

- (i) By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.
- (ii) 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.
- (iii) 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.
- (iv) The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(c) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (ii) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

(d) Certification of Language - English Essential

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

(e) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work site.
- (b) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (c) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Allocation of Task Authorizations – Rotation based on remaining funding:** More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:
- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of Contracts.
 - (ii) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.
 - (iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.
 - (iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
 - (v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next-greatest balance remaining of allocation funding.
 - (vi) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the

contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

- (vii) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.
 - (viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with \$2M, \$1M and \$750,000 in funding for Task Authorizations respectively, and \$200,000 is added to the first contract, then \$100,000 will be added to the second contract and \$75,000 will be added to the third).
- (c) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.
- (d) **Form and Content of draft Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
 - (ii) **No more than one resource can be required per Task Authorization.**
 - (iii) **Tasks Authorization cannot span more than one year.**
 - (iv) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the task number;
 - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (C) the details of any financial coding to be used;
 - (D) the category of resources required ;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;
 - (G) milestone dates for deliverables and payments (if applicable);
 - (H) the number of person-days of effort required;
 - (I) whether the work requires on-site activities and the location;
 - (J) the language profile of the resources required;
 - (K) the level of security clearance required of resources;
 - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (M) any other constraints that might affect the completion of the task.
- (e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 3 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in

accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA, inclusive of revisions, with a value less than or equal to \$250,000 (including Applicable Taxes), the TA must be signed by:
 - (1) the Technical Authority; and
 - (2) a representative from the Contractor; and
 - (B) for any TA, inclusive of revisions, with a value greater than this amount and for any TA issued in the first 6 months of the Contract Award date, a TA must include the following signatures:
 - (1) the Technical Authority; and
 - (2) a representative from the Contractor; and
 - (3) the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- (ii) The quarterly periods are defined as follows:
 - (A) 1st quarter: April 1 to June 30;
 - (B) 2nd quarter: July 1 to September 30;
 - (C) 3rd quarter: October 1 to December 31; and
 - (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

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

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- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
 - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.
- (h) **Refusal of Task Authorizations or Submission of a Response which is not valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 1%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor). In the case where the Minimum Contract Value was reduced to 0% and the Contractor does not submit a valid response yet again, the Contractor agrees Canada may at its option terminate the Contract for default. This termination will be evidenced through a 'Stop Work Order' followed by a contract termination notice issued by the Contracting Authority (which does not require the agreement of the Contractor).
- (i) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

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

7.4 Standard Clauses and Conditions

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

- (a) **General Conditions:**

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

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

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

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions will apply to Contracts for Stream C – Web Application Development and Support Services:

- (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5 Security Requirement

The following security requirement (SRCL #6 and related clauses) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

- (a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- (c) The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition)

7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract:**

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Natalie Cayer
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
E-mail: Natalie.cayer@tpsgc-pwgsc.gc.ca

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

(b) **Technical Authority**

The Technical Authority for the Contract is:

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

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

(c) **Contractor's Representative**

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

7.8 Proactive Disclosure of Contracts with Former Public Servants

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

7.9 Payment**(a) Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Travel and Living Expenses – National Joint Council Travel Directive:** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (v) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

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

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

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

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- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Time Verification**
Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.
- (e) **Payment Credits**
- (i) **Failure to Provide Resource:**
- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
- (2) the corrective measures required of the Contractor described above are not met.
- This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.
- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure
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that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
 - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

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

7.11 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid, any TA quotation and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification, or fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

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

- (a) In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.
- (b) Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
- (c) The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

- (d) The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) 4002 (2008-05-12) , Supplemental General Conditions - Software Development or Modification Services;
- (c) 4006 (2008-05-12), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (d) General Conditions 2035 (2015-07-03);
- (e) Annex A, Statement of Work including its Appendices as follows:
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Security Requirements Check List;
- (h) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any);
- (i) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (j) the Contractor's bid dated _____ , as clarified on "or" as amended on _____.

7.15 Foreign Nationals (Canadian Contractor)

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

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

7.15 Foreign Nationals (Foreign Contractor)

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

7.16 Insurance Requirements

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

7.17 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated

damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third

party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

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

7.18 Joint Venture Contractor

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

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

7.19 Professional Services - General

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

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (B) security information on the proposed replacement as specified by Canada, if applicable.

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

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- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
 - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

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

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

7.20 Safeguarding Electronic Media

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

7.21 Representations and Warranties

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

7.22 Access to Canada's Property and Facilities

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

7.23 Identification Protocol Responsibilities

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

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

**ANNEX A
STATEMENT OF WORK (SOW)**

1. TITLE

Task Based Informatics Professional Services for Oracle Database Administration and Support, Project Management, Business Analysis and other Web Application Development and Support Services.

2. BACKGROUND

The Department of Indian Affairs and Northern Development (DIAND) has the primary, but not exclusive, responsibility for meeting the federal government's constitutional, treaty, political, and legal responsibilities to First Nations, Inuit, and Northerners. Under this mandate, DIAND is responsible for the planning, design, implementation, and assessment of policies and the delivery of a variety of programs and services to First Nations, Inuit, and Northern peoples and communities.

DIAND has developed many systems to support programs and service delivery. In addition to the collection and analysis of data related to these programs and services, data has been used to provide reports to meet a multitude of internal and external purposes. Historically, systems were not integrated, used different rules for producing reports, and sometimes provided contrary results. Additionally, in seeking information from the operational system, business analysts could slow the online transactional processing as they sifted through data to create reports.

3. OBJECTIVE

In support of the Application Development, Data and Database Administration (ADDDA) directorate of the Department of Indian Affairs and Northern Development Canada (DIAND), professional technical services is required to maintain, support and develop the corporate web application services, manage projects and perform business analysis and to provide corporate Oracle database support services.

4. SCOPE OF THE WORK

In the provision of service to Aboriginal Affairs and Northern Development Canada (DIAND), the Contractor must provide technical professional services related to the support and maintenance of Web Application Development, Oracle database support and for Project Management and Business Analysis services.

In supplying resources, the Contractor may be required to supply:

- a single resource to work independently;
- a single resource to lead or be part of a team;
- a group of resources to act as a team;
- a group of resources to supplement a team; and/or,
- multiple resources to act in any combination of the above.

5. REQUIREMENT

5.1 TASKS

5.1.1 General:

The Contractor agrees to:

- i. Be Available for work within 7 calendar days following receipt of acceptance of the Contract;
- ii. Be available for the completion of the entire tasking;
- iii. Provide quality assurance monitoring on all deliverables;
- iv. Work in conjunction and close contact with DIAND IM/IT personnel, including other project management, functional and technical resources, and any other stakeholders, as identified by the DIAND Project Authority;
- v. Confirm with the DIAND Project Authority, in writing, the receipt and successful completion of all deliverables in the contract as they are finished; and,
- vi. As required, liaise with the DIAND Project Authority for meetings, project reviews and other related project management activities.

5.1.2 STREAM A – ORACLE DATABASE ADMINISTRATION AND SUPPORT

The following tasks describe the work required for each Resource Category in the IM/IT Services Stream. Specific tasks will be detailed in each individual TA.

A) Database Administrators – Level 1

The Database Administrators – Level 1 tasks include but not limited to the following:

- i. Deliver database administration services to a diverse client base;
- ii. Install, upgrade, design, develop and maintain Oracle relational database management systems;
- iii. Configure and implement Oracle relational databases in support of Custom Off The Shelf software implementations;
- iv. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
- v. Develop and implement security procedures for the database, including access and user account management;
- vi. Advise programmers, analysts and users about the efficient use of data;
- vii. Perform and/or coordinate updates to the database design;
- viii. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database;
- ix. Maintain configuration control of the database;
- x. Develop and coordinating backup and disaster recovery procedures;
- xi. Mediate and resolve conflicts among users' needs for data; customizing database conversion routines;
- xii. Define data conversion strategy, define database conversion specifications, and finalizing Conversion Strategy; and,
- xiii. Use Oracle 11g database software.

B) Database Administrators – Level 2

The Database Administrators – Level 2 tasks include, but is not limited to, the Database Administrator Level 1 tasks and the following:

- i. Lead, assign work packages to and mentor level 1 database resources;

C) Database Administrators – Level 3

The Database Administrators – Level 3 tasks include, but is not limited to, the Database Administrator Level 2 tasks and the following:

- i. Lead, assign work packages to and mentor database resources (level 1, level 2, or both); and,
- ii. Perform large scale Oracle database software upgrades.

D) Database Modelers – Level 2

The Database Modelers – Level 2 tasks include but not limited to the following:

- i. Design, develop and maintain Logical Data Models;
- ii. Analyze proposed changes to databases from the context of the Logical Data Model; and,
- iii. Provide assistance to project team and business users relating to data issues and data analysis concepts.

E) Database Modelers – Level 3

The Database Modelers – Level 3 tasks include, but is not limited to, the Database Modeler Level 2 tasks and the following:

- i. Lead, assign work packages to and mentor level 2 Database Modeler resources.

F) Database Analysts/IM Administrators - Level 1

The Database Analysts/IM Administrators - Level 1 tasks include but are not limited to the following:

- i. Define new database structures; data conversion strategy and/or database conversion specifications;
- ii. Customize database conversion routines;
- iii. Finalize the Conversion Strategy;
- iv. Generate new databases;
- v. Work closely with the users in order to maintain and safeguard the database;

- vi. Identify requirements for improvements to existing databases by determining users' information requirements, system performance and functional requirements;
- vii. Maintain data dictionaries;
- viii. Develop and implementing procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
- ix. Develop and implementing security procedures for the database, including access and user account management;
- x. Advise programmers, analysts, and users about the efficient use of data;
- xi. Maintain configuration control of the database;
- xii. Perform and/or coordinate updates to the database design;
- xiii. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, and additions to the database;
- xiv. Develop and coordinate back up, disaster recovery and virus protection procedures; and
- xv. Provide expert advice to project managers and project leaders on database analysis and administration.

G) Database Analysts/IM Administrators - Level 2

The Database Analysts/IM Administrators - Level 2 tasks include, but is not limited to, the Database Administrator Level 1 tasks and the following:

- i. Lead, assign work packages to and mentor level 1 Database Analyst/IM Administrators each responsible for an element of the project and its associated project team.

5.1.3 STREAM B – PROJECT MANAGEMENT AND BUSINESS ANALYSIS SERVICE

The following tasks describe the work required for each Resource Category in the Project Management and Business Analysis Service Streams. Specific task will be detailed in each individual TA.

A) Project Manager - Level 1

The Project Managers - Level 1 tasks include, but are not limited to, the following:

- i. Manage one or more resources each responsible for one or more elements of the project;
- ii. Adhere to the DIAND/TBS project gating process;
- iii. Adhere to DIAND project requirements and iterative development processes and modelling tools (Sparx Enterprise Architect) and other mandatory project standards;
- iv. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
- v. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof;
- vi. Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
- vii. Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
- viii. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved;
- ix. Prepare plans, charts, tables and diagrams including risk register, issues log and WBS to assist in analyzing or displaying problems; work with a variety of project management tools; and,
- x. Project gating sign-off.

B) Project Manager - Level 2

The Project Managers - Level 2 tasks include, but are not limited to, the Project Managers Level 1 tasks above and the following:

- i. Manage one or more Project Leads and/or Managers, each responsible for an element of the project and its associated project team.

C) Project Manager - Level 3

The Project Managers - Level 3 tasks include, but are not limited to, the Project Managers Level 2 tasks above and the following:

-
- i. Based on operational needs, take on more than one project management assignment (typically assignments will be part-time) at a given time; and,
 - ii. Manage one or more Project Leads and/or Managers, each responsible for an element of the project and its associated project team.

D) Business Analyst - Level 1

The Business Analyst - Level 1 tasks include, but are not limited to, the following:

- i. Develop and document statements of requirements;
- ii. Perform business analysis to identify information, procedure, and decision flows;
- iii. Evaluate existing procedures and methods, identifying and documenting database content, structure, and application subsystems;
- iv. Develop a data dictionary;
- v. Define and document interfaces of business processes within business domains;
- vi. Identify candidate business processes for re-design, documenting modifications, providing trade-off information and suggesting a recommended course of action;
- vii. Establish acceptance test criteria;
- viii. Use DIAND's standard iterative development processes and modelling tools (Sparx Enterprise Architect);
- ix. Eliciting requirements from stakeholders;
- x. Requirements planning to identify stakeholders, define stakeholder roles and responsibilities, communication with stakeholders and how requirements will be elicited, analyzed, documented, trace and prioritized;
- xi. Develop and/or supervise change control processes for managing requirements; and
- xii. Establish or develop business models on current or existing business practices using Business Process Model Notation (BPMN).

E) Business Analyst - Level 2

The Business Analyst - Level 2 tasks include, but are not limited to, the Business Analyst Level 1 tasks above.

F) Business Analyst - Level 3

The Business Analyst - Level 3 tasks include, but are not limited to, the Business Analyst Level 2 tasks above and the following:

- i. Lead, assign work packages to and mentor business analysts (level 1, level 2 or both).

5.1.4 STREAM C –WEB APPLICATION DEVELOPMENT AND SUPPORT SERVICES

The following tasks describe the work required for each Resource Category in the Web Application Development and Support Service Streams. Specific task will be detailed in each individual TA.

A) Project Administrators - Level 1

The Project Administrators - Level 1 tasks include, but are not limited to, the following:

- i. Provide administrative and technical support to project teams and management;
- ii. Assist data processing professionals, technical users and end users in simple routine tasks, including booking meetings and training; making travel arrangements using the Treasury Board Travel Directive, scheduling conference calls; and working with Government forms-based processes;
- iii. Assist in maintaining project documentation and system libraries;
- iv. Act as the first point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
- v. Track project change requests;
- vi. Maintain and update project information in manual and/or electronic files;
- vii. Use, including but not limited, to MS Office Suite and MS Project, on desktop computers to perform primary functions; and
- viii. Assist in preparing task authorizations.

B) Business Transformation Architect - Level 2

The Business Transformation Architect - Level 2 tasks include, but are not limited to, the following:

- i. Provide expert advice on the key initiatives that enable enterprises to deploy high-impact web-enabled business processes that are focused, accountable and measurable, particularly about principles of leadership, governance, operational competencies, and technology;

- ii. Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identifying and providing preliminary costs of potential options;
- iii. Provide expert advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;
- iv. Identify candidate business processes for re-design, prototyping potential solutions, providing trade-off information and suggesting a recommended course of action. Identifying the modifications to automated processes;
- v. Analyze business functional requirements to identify information, procedures and decision flows;
- vi. Analyze and develop architecture requirements design, process development, process mapping and training
- vii. Identify and recommend new processes and organizational structures;
- viii. Use DIAND's standard methodology and processes including iterative development; and,
- ix. Work on projects using an iterative Software Development Life Cycle (SDLC) methodology.

C) Business Transformation Architect - Level 3

The Business Transformation Architect - Level 3 tasks include, but are not limited, the Business Transformation Architect Level 2 tasks and to the following:

- i. Participate in change impact analysis and change management activities; and,
- ii. Participate in organizational realignment (job redesign, organizational re-structuring).

D) Programmer Analyst - Level 2

The Programmer Analyst - Level 2 tasks include, but are not limited to, the following tasks:

- i. Develop, test and implement computer systems in a complex enterprise environment using DIAND's standard Application Development Framework and tools;
- ii. Translate conceptual or logical models and associated functional requirements, specifications and class-object diagrams into source code on the Windows Visual Studio Platform;
- iii. Test and document results to verify accuracy and completeness of programs;
- iv. Solve and correct program errors substantiated by an approach; and;
- v. Support the development and implementation of components using DIAND's standard Application Development Framework & Tools; and,
- vi. Within DIAND's standard Software Development Life Cycle (SDLC) perform the following activities;
- vii. Implement components by producing source code relevant to the design model;
- viii. Perform unit tests and verifying the results;
- ix. Fix defects by stabilizing them, locating the faults and fixing the faults;
- x. Implement test components and subsystems using automated test tools; and,
- xi. Develop installation artifacts by producing all the software required to install and uninstall the product quickly, easily and safely without affecting other applications or system characteristics.

E) Programmer/Analyst - Level 3

The Programmer/Analyst - Level 3 tasks include, but are not limited to, the Programmer Analyst Level 2 tasks and the following:

- i. Lead, assign work packages to and mentor Programmer/Analysts level 2.

F) Web Developers - Level 2

The Web Developer – Level 2 tasks include, but are not limited to, the following:

- i. In a complex enterprise environment, provide an operational system including all forms, manuals, programs, data files, procedures and training material;
- ii. Automate coverage, functional and performance testing, as well as defect tracking in relationship with business/functional requirements using CASE Tools (i.e. Sparx Enterprise Architect and defect tracking tools such as Test Track Pro (TTPro));
- iii. Create a system production library, and testing the system using a build/versioning approach and source control tools;
- iv. Implement quality assurance standards to be used during the implementation phase;
- v. Design programs, write modules and procedures;
- vi. Perform independent verification and validation of software applications and systems function and performance;
- vii. Generate and execute test plans, procedures and scripts according to the iterative development methodology.
- viii. Perform the following iterative development activities:

- ix. Implementing components by producing source code in compliance with the design model;
 - x. Performing unit tests and verifying the results;
 - xi. Fixing a defect by stabilizing it, locating the fault and fixing the fault;
 - xii. Implementing test components and subsystems using automated test tools;
 - xiii. Developing installation artifacts by producing all the software required to install and uninstall the product quickly, easily and safely without affecting other applications or system characteristics; and,
 - xiv. Working on project with methods used in the Component Scalable Logical Architecture CSLA.Net framework.
- G) Web Developers - Level 3**
The Web Developers - Level 3 tasks include, but are not limited to, the Web Developer Level 2 tasks and the following:
- i. Lead, assign work packages to and mentor Web developers Level 2.
- H) Systems Analysts - Level 2**
The Systems Analysts - Level 2 tasks include, but are not limited to, the following:
- i. Develop requirements, feasibility, cost, design, and specification documents for systems;
 - ii. Implement systems to support projects, departments, organizations or businesses;
 - iii. Translate business requirements into systems design and specifications;
 - iv. Analyze and recommend alternatives and options for solutions;
 - v. Developing technical specifications for systems development, design and implementation;
 - vi. Evaluate existing procedures and methods;
 - vii. Understand and analyze Use Cases and Use Case Models to model system;
 - viii. Develop physical constructs (including but not limited to domain models, sequence diagrams, data models) from logical models for application developers' use; and,
 - ix. Use DIAND's standard process (iterative development) and modelling tools (Sparx Enterprise Architect) and use a Software Development Lifecycle Methodology (SDLC) methodology to perform tasks as requested and applicable.
- I) Systems Analysts - Level 3**
The Systems Analysts - Level 3 tasks include, but are not limited to, the Systems Analyst level 2 tasks and the following:
- i. Lead, assign work packages to and mentor level 2 System Analysts each responsible for an element of the project and its associated project team.
- J) Technology Architects - Level 2**
The Technology Architects - Level 2 tasks include, but are not limited to, the following:
- i. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
 - ii. Identify the policies and requirements that drive out a particular solution;
 - iii. Analyze and evaluate alternative technology solutions to meet business problems;
 - iv. Ensures the integration of all aspects of technology solutions;
 - v. Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
 - vi. Provide information, direction and support for emerging technologies.
 - vii. Perform impact analysis of technology changes;
 - viii. Provide support to applications and/or technical support teams in the proper application of existing infrastructure; and,
 - ix. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.
- K) Tester - Level 2:**
The Tester - Level 2 tasks include, but are not limited to, the following:
- i. Perform test planning and coordination;
 - ii. Supervise testing with direct guidance from the plan;
 - iii. Manage and monitor of test plans for all levels of testing;
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- iv. Manage walkthroughs and reviews related to testing and implementation readiness;
- v. Prepare and submit Status reports;
- vi. Develop test scenarios and scripts;
- vii. Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment;
- viii. Establish software testing procedures for unit, integration and regression testing with emphasis on automating the test procedures; and,
- ix. Establish and operate "interoperability" test procedures to ensure that the interaction and co-existence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (including but not limited to performance and compatibility) and have no unforeseen detrimental effects on the shared infrastructure and establishing a validation and verification capability, which assumes functional and performance compliance.

L) Technical Writer - Level 2

The Technical Writer - Level 2 tasks include, but are not limited to, the following:

- i. Prepare training materials;
- ii. Determine and plan documentation requirements;
- iii. Assess the audience for the documents and manuals which are required and preparing a statement of purpose and scope for each required manual;
- iv. Design layout of the manuals, writing or editing required content and developing online help for web-based systems;
- v. Gather information concerning the features and functions provided by automated information systems and validating it through direct use of the respective systems;
- vi. Assist the development team to test applications before implementation and writing release notes;
- vii. Prepare or coordinate the preparation of illustrations and diagrams;
- viii. Use MS Office Suite, Visio Office Suite and other word processing, desktop publishing and graphics software packages;
- ix. Review documentation standards and existing project documentation;
- x. Investigate the accuracy of the information collected by making direct use of the material being documented;
- xi. Prepare documentation for n-tiered, web-based applications within Government of Canada standards and guidelines, including "TBS Standards on Web Accessibility, Interoperability and Usability" (<http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp>); and
- xii. Within the iterative development software development life cycle methodology, perform the following activities: develop end-user support material; write release notes; and developing or adopt a style guide for manuals.

M) Application/Software Architects - Level 2

The Application/Software Architects - Level 3 tasks include, but are not limited to, the following:

- i. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- ii. Identify the policies and requirements that drive out a particular solution;
- iii. Analyze and evaluate alternative technology solutions to meet business
- iv. Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- v. Analyze functional requirements to identify information, procedures and decision flows;
- vi. Evaluate existing procedures and methods, identifying and documenting database content, structure, and application sub-systems, and developing a data dictionary;
- vii. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
- viii. Define input/output sources, including detailed plan for technical design phase, and obtaining approval of the system proposal;
- ix. Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, and naming conventions;
- x. Use DIAND's current standard application development framework and tools, which include Windows Server 2008, Internet Information Server, MS Visual Studio (VB.NET), MS .NET Framework, CSLA.Net, MS Team Foundation Server, MS Web Services Enhancements (WSE), Crystal Enterprise, Oracle Databases and PL/SQL and use a SDLC methodology on projects/tasks where applicable; and,
- xi. Provide expert advice on technical architectures, frameworks and strategies.

N) Application/Software Architects - Level 3

The Application/Software Architects - Level 3 tasks include, but are not limited to, the Application/Software Architect Level 2 tasks and the following:

- i. Lead, assign work packages to and mentor level 2 Application/Software Architects, each responsible for an element of the project and its associated project team.

O) Quality Assurance Specialists/Analysts - Level 1

The Quality Assurance Specialists/Analysts tasks include, but are not limited to, the following:

- i. Lead development of test plans, scripts and data;
- ii. Participate in functional and technical design reviews, performing integration/functional and system testing, and verifying test results;
- iii. Identify and document software defects;
- iv. Participate with other project resources to resolve defects;
- v. Perform regression testing of software applications; and,
- vi. Participate in test planning and in testing.

P) Quality Assurance Specialists/Analysts - Level 2

The Quality Assurance Specialists/Analysts tasks include, but are not limited to, the Quality Assurance Specialists/Analysts Level 1 tasks and the following:

- i. Lead, assign work packages to and mentor level 1 Quality Assurance Specialists/Analysts, each responsible for an element of the project and its associated project team.

6. DELIVERABLES

- 6.1 Deliverables are specified within the terms and conditions of the Contract and detailed in each Task Authorization (TA). Each TA shall identify the particular deliverable(s), task(s), and other relevant areas of consideration that are required by the Contractor in the provision of the as and when requested services.
- 6.2 Specific deliverables for the resource categories listed and service requirements may include, but are not limited to, any combination of the following:
 - 6.2.1 Maintenance analysis, testing and/or project management plan to support DIAND solutions;
 - 6.2.2 Written draft and final reports on the detailed technical and business requirements and data readiness, including data conversion analysis of existing databases, applications or software and the associated costs;
 - 6.2.3 Reviews of all existing procedures manuals;
 - 6.2.4 Reviews of work done previously under the Enterprise Project and client projects;
 - 6.2.5 Document requirements that directly support the business processes, and define a minimum standard that must be met in any "to be" state;
 - 6.2.6 Document requirements for interfaces with other DIAND applications and data, and define a minimum standard that must be met in any "to be" state;
 - 6.2.7 Document technology constraints for hosting Enterprise BI solution and define a minimum standard that must be met in any "to be" state;
 - 6.2.8 Evaluation and/or validation of quality of the existing data, including spatial data and definition of a minimum standard that must be met in any "to be" state;
 - 6.2.9 A strategy and a data quality plan to allow the business unit to proceed to cleaning up the data, and make a decision about data quality standards required for the implementation of solutions;
 - 6.2.10 Document requirements for non-functional concerns such as performance, reliability, availability, and security;
 - 6.2.11 Document the requirements for new interface based on the project requirements;
 - 6.2.12 Fully functional and tested reports to IMB standards;
 - 6.2.13 Fully functional and tested PL/SQL stored procedures, packages, scripts and error handling to IMB standards;
 - 6.2.14 Crystal reports enhancements for those reports currently run within the system;
 - 6.2.15 Unit, system and integration testing plan, analysis and report; and,
 - 6.2.16 Fixes to defects and reporting.

6.3.3 The Contractor shall submit all scheduled and requested deliverables and amendments to the DIAND Project Authority (or this person's due designate) in accordance with the timing as set out by the DIAND Project Authority as specified in the specific TA. All text deliverables shall be delivered in both hard and electronic copy to the specifications of DIAND. The Contractor shall attest to the veracity and accuracy of the content of all deliverables submitted.

7. REPORTING REQUIREMENTS

7.1 Reporting requirements will be detailed in each Task and may include, but are not limited to, any of the following:

- Weekly update reports, content documented through simple minutes and agenda (preferably in person);
- Written progress and/or status reports relating to the delivery of specific services and completion of assigned tasks; and,
- Other related reporting as detailed in the specific TA.

7.2 The timing and format of any required reports will be specified by the DIAND Project Authority in each specific TA. Format can also include requirements laid out by DIAND project governance process, which will be communicated to the Contractor by the DIAND Project Authority and detailed in the TA.

8. CONSTRAINTS

8.1 Business Environment

- a) **Standard Work Day Coverage:** A standard workday is Monday to Friday, 8 a.m. to 5 p.m. Eastern Time, exclusive of statutory holidays ("Standard Workday"). Statutory holidays are defined as follows, where applicable: New Year's Day, Good Friday, Easter Monday, Victoria Day, St. Jean Baptiste Day (Quebec only), Canada Day, Civic Holiday (Ontario only), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. Off-Hours is defined as any time outside of the Standard Workday.
- b) **Work Outside of Regular Office Hours:** All deployed contractor personnel shall be available to work outside the Standard Workday for scheduled work as required, during the duration of the Contract, at the regular per diem rates, as established in the Contract. The Project Authority will advise the Contractor of requirements for scheduled extended hours of work and/or work outside the Standard Workday at least 24 hours in advance.
- c) **On-Call Work:** Under some special circumstances, the Contractor's resources shall be available (on-call) to be called back to work, outside the Standard Workday, at the regular *per diem* rate, as established in the Contract. The Project Authority will advise the Contractor of the requirement for on-call work at least 24 hours in advance. It will be the responsibility of the Contractor to provide the Contract resources with communication devices for the purpose of being contacted for any call back requirement.

8.2 Technical Environment

- a) It is the responsibility of the Contractor to ensure that all written deliverables and services provided are in conformance with DIAND's standard desktop operating software, currently, Microsoft Office Suite 2010 (including Word, Excel, and PowerPoint) and server based environments.
- b) All deliverables and services provided by the Contractor shall become integrated within DIAND's technical and operational environment.

Windows Server 2008,
Internet Information Server,
MS Visual Studio (VB.NET),
MS .NET Framework,
CSLA.Net,
MS Team Foundation Server,

MS Web Services Enhancements (WSE),
Crystal Enterprise,
Oracle Databases
PL/SQL

- c) The following software are used within DIAND, in addition to any software listed in Attachment 4,1 for specific Resource Categories:

Windows Server 2003/2008;
MS Office Suite 2010;
MS Visual Studio 2012, 2010, 2008, CSLA.Net
SAP Crystal Reports 2013;
Oracle 11g

- d) All technical and other documentation gathered or produced during the course of work shall be stored in DIAND's document repository, CIDM, and follow the established conventions for document management.

8.3 Acts, Departmental and federal government regulations, codes, standards and policies.

The management by the Contractor of service delivery to DIAND shall be undertaken in accordance with all applicable Acts, Codes, Departmental and/or federal government regulations, codes and policies including:

TBS Standards on Web Accessibility, Interoperability and Usability;
AANDC's System Development Life Cycle (SDLC); and
AANDC's Application Development Framework (ADF3).

8.4 Language of the work

The language of work and correspondence for this Contract will be in English.
The language of all written deliverables will be English.

9. TRAVEL

Limited travel may be required for certain resource categories for DIAND projects on as and when needed basis. Should specify that any travel requires pre-authorization to be reimbursable.

10. CLIENT SUPPORT

When working on-site at DIAND, Contractor Resource(s) will be provided with:

10.1 Access to workstations with the following software:

- Windows 7;
- MS Office Suite;
- MS Outlook;
- CIDM (DIAND's document repository); and
- SAP Crystal Reports 2013.

As and when required, for the completion of the work, DIAND will provide:

10.2 Access to DIAND's facilities, the Project Authority and DIAND personnel for the successful provision of technical services and analysis;

10.3 Computer equipment, network/server/databases, Departmental intranet access and other office space to perform the work;

10.4 Access to relevant documentation and reference materials to which the Contractor would not otherwise have access;

- 10.5 Any security passes to DIAND facilities required for work either during normal office hours or during extended working hours,
- 10.6 Names and telephone numbers of required department/federal/provincial contacts;
- 10.7 Comments and revisions on the Contractor's draft deliverable submissions within the timeframe mutually agreed to by the Contractor and the Project Authority or as detailed in the specific TA;
- 10.8 DIAND will monitor the Contractor's ongoing service levels by conducting review meetings with the Contractor on an as-and-when-required basis, to exchange information relevant to: chronic problem areas, action plans, and pending planning activity; and,
- 10.9 Other assistance and support as appropriate.

11. GLOSSARY AND ACRONYMS

Business intelligence (BI) - The capability to perform in-depth analysis and possibly data mining, of detailed business data, providing real and significant information to business users. Business intelligence usually makes use of tools designed to easily access data warehouse data.

Business Objects/Crystal Reports: Experience will be accepted for Business Objects versions Crystal 2008 (version 12) and up. Versions prior to 2008 (version 12) will not count towards experience

Business Process Management Initiative: Predecessor to BPMN.

Business Process Model and Notation (BPMN) v2.0: A standard for business process modeling that provides a graphical notation for specifying business processes in a business process diagram. Experience in BPMN v2.0 will be counted from January 2011 when it was released by Object Management Group.

Web Application Development: Corporate systems or applications used for data entry, data management and report.

Web Content: Static web pages created and maintained with tools such as Teamsite.

Departmental systems:

COTS: Commercial off the shelf systems which are maintained or supported by a vendor and not by the Government of Canada or departments purchasing the software.

Enterprise data model: A logical data model that incorporates all the important components of an enterprise data architecture. Components include entities, attributes, relationships (roles), rules and definitions stated in business terms. A schematic defining the data and their relationships that is applied to the whole organization. Diagram of a single non-redundant view of business data, showing how data is used by the business activities of an organization.

Enterprise Data Warehouse (EDW): A collection of data that can be defined and shared across the whole enterprise along the lines of common dimensions to be used for analysis.

Enterprise systems: Systems that support and are used by the entire enterprise

ETL: Extract/Transform/Load: This is the process of extracting data from their operational data sources or external data sources, transforming the data which includes cleansing, aggregation, summarization, integration, as well as basic transformation (1 becomes "Male" 2 becomes "Female"), and loading the data into some form of the data warehouse (ODS, enterprise data warehouse, data mart). ETL can also refer to the vendor software that performs these processes.

Infrastructure: The architectural elements, organizational support, corporate standards, methodology, data, processes, and physical hardware/network, etc. that make up the data warehouse environment.

Logical data model: An abstract formal representation of the categories of data and their relationships in the form of a diagram, such as an entity-relationship diagram. A logical data model is *process independent*, which means that it is fully normalized, and therefore does *not* represent a process dependent (e.g. access-path) database schema.

Meta data: “Data about data.” Usually refers to agreed-on definitions and business rules stored in a centralized repository so business users – even those across departments and systems – use common terminology for key business terms. Can include information about data’s currency, ownership, source system, derivation (e.g. profit = revenues minus costs), or usage rules. Prevents data misinterpretation and poor decision making due to sketchy understanding of the true meaning and use of corporate data.

OLTP – Online transaction processing is defined as a class of information systems or software programs that facilitate and manage transaction-oriented applications (data entry and transaction processing) Examples include PeopleSoft, SAP, RDIMS, custom applications that supports daily operations (gathers input information, processes and updates existing information and reflects the changes).

Oracle: For this bid solicitation, Oracle database versions 8, 9i, 10g and 11g are accepted for experience. Versions prior to 8 will not count towards experience.

Physical Data Model: A formal representation of data and their relationships in the form of a diagram, depicting the physical placement of data in a database. A physical data model is **process dependent**, which means that it is de-normalized to provide maximum performance efficiency. It is commonly referred to as logical database design or database design schema.

PL/SQL: PL/SQL Developer is an Integrated Development Environment (IDE) for developing stored program units in an Oracle Database.

“**Project**” and “IT project” are defined as:

- complex endeavour that will result in an information system (application) deployed in the organization, typically developed from scratch or purchased commercial off-the-shelf (COTS);
- produces several deliverables;
- Often with specific milestones and goals to be met during the development cycle;
- consists of multiple stages and in some case multiple phases through a formal system development life cycle;
- managed by a project manager directing a team of technical resources working together with the user according to a project with deadlines and milestones;
- overseen by the office of prime interest and in many cases by a steering committee and/or Project Management Office;
- has a budget stages and deliverables that require the approval of the PM or a committee;
- a project team consists of one or more IT and client resources and one or more contracted resources; and
- objectives are set out in a statement of work or task authorization. The particular piece of work might be part of a larger project.

Canada emphasizes that a project has a beginning and an end and delivers a result.

The minimum project duration for resources, for all levels of expertise, is 6 months full-time within the definition of a project as noted above. Projects cannot be subdivided into smaller projects to count for experience where scoring is by number of project. Shorter projects or work terms/assignments cannot be combined into larger projects.

The latter are not projects in Canada’s definition.

For experience with organizations, all levels of resources must have at least six (6) months full-time at each organization to count towards meeting experience requirements.

“**Project**” for **Project Manager Level 3** is the same as for levels 1 and 2 above except:

Minimum full-time duration for cited projects must be twelve (12) months.

“**Team**” is defined as a unit of at least three people engaged on a project as defined above

RDBMS – Relational database management system: e.g. Oracle, SQL Server

Source data: The data from the operational or legacy systems that feed the Common/Corporate Information Repository databases.

Source system: An operational system that is used as the source or input to the Common/Corporate Information Repository.

**ANNEX B
BASIS OF PAYMENT**

STREAM A: ORACLE DATABASE ADMINISTRATION AND SUPPORT SERVICES

Initial Contract Period (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	LEVEL 1	
Database Administrator	LEVEL 2	
Database Administrator	LEVEL 3	
Data Modeler	LEVEL 2	
Data Modeler	LEVEL 3	
Database Analyst/ IM Administrator	LEVEL 1	
Database Analyst/ IM Administrator	LEVEL 2	
Option Period 1 (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	LEVEL 1	
Database Administrator	LEVEL 2	
Database Administrator	LEVEL 3	
Data Modeler	LEVEL 2	
Data Modeler	LEVEL 3	
Database Analyst/ IM Administrator	LEVEL 1	
Database Analyst/ IM Administrator	LEVEL 2	

Option Period 2 (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Database Administrator	LEVEL 1	
Database Administrator	LEVEL 2	
Database Administrator	LEVEL 3	
Data Modeler	LEVEL 2	
Data Modeler	LEVEL 3	
Database Analyst/ IM Administrator	LEVEL 1	
Database Analyst/ IM Administrator	LEVEL 2	

STREAM B: PROJECT MANAGEMENT AND BUSINESS ANALYSIS

Initial Contract Period (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	LEVEL 1	
Project Manager	LEVEL 2	
Project Manager	LEVEL 3	
Business Analyst	LEVEL 1	
Business Analyst	LEVEL 2	
Business Analyst	LEVEL 3	
Option Period 1 (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	LEVEL 1	
Project Manager	LEVEL 2	
Project Manager	LEVEL 3	
Business Analyst	LEVEL 1	

Business Analyst	LEVEL 2	
Business Analyst	LEVEL 3	
Option Period 2 (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Manager	LEVEL 1	
Project Manager	LEVEL 2	
Project Manager	LEVEL 3	
Business Analyst	LEVEL 1	
Business Analyst	LEVEL 2	
Business Analyst	LEVEL 3	

STREAM C: WEB APPLICATION DEVELOPMENT AND SUPPORT SERVICES

Initial Contract Period (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Administrator	LEVEL 1	
Business Transformation	LEVEL 2	
Business Transformation	LEVEL 3	
Programmer/Analyst	LEVEL 2	
Programmer/Analyst	LEVEL 3	
Web Developer	LEVEL 2	
Web Developer	LEVEL 3	
System Analyst	LEVEL 2	
System Analyst	LEVEL 3	
Tester	LEVEL 2	
Technical Writer	LEVEL 2	

Technology Architect	LEVEL 2	
Application/Software Architect	LEVEL 2	
Application/Software Architect	LEVEL 3	
Quality Assurance Specialist/Analyst	LEVEL 1	
Quality Assurance Specialist/Analyst	LEVEL 2	
Option Period 1 (From _____ to _____)		
Resource Category	Level of Expertise	Firm Per Diem Rate
Project Administrator	LEVEL 1	
Business Transformation	LEVEL 2	
Business Transformation	LEVEL 3	
Programmer/Analyst	LEVEL 2	
Programmer/Analyst	LEVEL 3	
Web Developer	LEVEL 2	
Web Developer	LEVEL 3	
System Analyst	LEVEL 2	
System Analyst	LEVEL 3	
Tester	LEVEL 2	
Technical Writer	LEVEL 2	
Technology Architect	LEVEL 2	
Application/Software Architect	LEVEL 2	
Application/Software Architect	LEVEL 3	
Quality Assurance Specialist/Analyst	LEVEL 1	
Quality Assurance Specialist/Analyst	LEVEL 2	
Option Period 2 (From _____ to _____)		

Resource Category	Level of Expertise	Firm Per Diem Rate
Project Administrator	LEVEL 1	
Business Transformation	LEVEL 2	
Business Transformation	LEVEL 3	
Programmer/Analyst	LEVEL 2	
Programmer/Analyst	LEVEL 3	
Web Developer	LEVEL 2	
Web Developer	LEVEL 3	
System Analyst	LEVEL 2	
System Analyst	LEVEL 3	
Tester	LEVEL 2	
Technical Writer	LEVEL 2	
Technology Architect	LEVEL 2	
Application/Software Architect	LEVEL 2	
Application/Software Architect	LEVEL 3	
Quality Assurance Specialist/Analyst	LEVEL 1	
Quality Assurance Specialist/Analyst	LEVEL 2	

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Attached as a separate DPF document.

FORM 1
BIDDER FORM

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

	Article in Part 2 entitled "Former Public Servant"	
<p>Security Clearance Level of Bidder</p> <p>[include both the level and the date it was granted]</p> <p>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</p>		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. 		
<p>Signature of Authorized Representative of Bidder</p>		

ATTACHMENT 4.1
BID EVALUATION CRITERIA

All bidders must demonstrate that they meet all of the mandatory requirements in order for their bid to be considered responsive.

STREAM A: ORACLE DATABASE ADMINISTRATION AND SUPPORT

Mandatory Requirements – Corporate Experience

Mandatory Requirements: Corporate Experience	Cross Reference to Proposal	Met Y//N
<p>M1 – Corporate Stability The Bidder must have been awarded at least 3 Information Management/Information Technology (IM/IT) Contracts of which at least 1 was for a Government (Federal, Provincial, Municipal) Client.</p> <p>For each contract identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$2,000,000 CAD and involve at least 3 resources. b. the Bidder must provide the following information about the specified contracts: <ul style="list-style-type: none"> a. the contract numbers; b. the client; c. the award date; d. the contract values (not including option years); c. the Contract must have been awarded at least 1 year prior to the closing date of this solicitation and no later than 8 years from the closing date of this solicitation; d. the Contract must have a duration of at least 2 years within the last 5 years. (note: duration does not include option periods that have not been exercised); <p>The Bidder will be requested for copies of the contracts before Contract Award.</p>		
<p>M2 - Corporate Offices</p> <p>The Bidder must have a corporate office situated in a commercial location and have at a minimum 1 full-time staff person working at this site and available to respond to queries from customers between the hours of 9:00 a.m. and 5:00 p.m. EST.</p>		
<p>M3 - Contract Summaries</p> <p>The Bidder must provide 2 written Contract summaries describing in detail the Bidder's current/previous experience in providing Oracle Database Support services for client organizations during the past 5 years. At least 1 of the Contract summaries must have been with a Department, Organization, Crown Corporation or Agency of the Government of Canada.</p> <p>Each referenced contract must have at least the same number of resources as the number of resources in the stream being bid.</p> <p>For each contract summary identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$2,000,000 CAD; b. the Bidder must provide the following information about the specified contracts: <ul style="list-style-type: none"> a. the contract numbers; b. the client; c. the award date; d. the contract values (not including option years); c. the Contract must have been awarded at least 1 year prior to the closing date of this solicitation and no later than 8 years from the closing date of this solicitation; 		

d. the Contract must have a duration of at least 2 years within the last 5 years.
(note: duration does not include option periods that have not been exercised);

Note: A Supply Arrangement or Standing Offer is neither a contract nor a project and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract or project experience. For example if the Bidder references its TBIPS SA number for the purpose of demonstrating experience under the evaluation criteria, Canada will disregard this experience because it does not relate to a specific contract or project.

The bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor.

For example, A (customer) contracted with B for services. B, in turn, entered into a contract with C to provide all or part of these services to A. In this example, B is a prime contractor and C is a subcontractor.

Within each Contract Summary provided, the Bidder must clearly indicate each of the following:

1. the name of the client organization; and,
2. a brief description of the Oracle Database Support services provided, including:
 - (a) project objectives;
 - (b) resource categories provided;
 - (c) the dates/duration of the project; and
 - (d) the dollar value of the project to the Bidder;

Each contract description should not exceed 2 pages.

M4 – Bidder's Resources

The Bidder must include in its Proposal 1 CV for each of the following Resource for a total of three CVs:

1. Database Administrator level 3;
2. Database Modeler level 3; and,
3. Database Analyst Level 2.

Rated Requirements – Corporate

Evaluated Corporate		Points	Cross Reference to Proposal
R1	<p>For each identified Contract in M3, the Bidder should demonstrate experience providing Oracle Database Support services in the past 8 years.</p> <p>Up to 5 points per identified Contract.</p> <p>Over \$2M CAD up to and including \$2.6M CAD = 1 point Over \$2.6M CAD up to and including \$3.2M CAD = 2 points Over \$3.2M CAD up to and including \$3.8M CAD = 3 points</p>	10	

	Over \$3.8M CAD up to and including \$4.4M CAD = 4 points Over \$4.4M CAD = 5 points A contract value is defined as the amount specified in the limitation of expenditure, plus Applicable Taxes.		
R2	The Bidder should demonstrate experience providing Oracle Database Support services for a Government (federal, provincial/state, municipal) department with over 1,000 employees.	5	
R3	The Bidder should demonstrate experience providing various numbers of Oracle Database resources during the Contracts identified in M3.	10	
R4	The Bidder should demonstrate experience supplying resources in at least two of this solicitation's categories at the same time during each of the Contracts identified in M3 (example: 1 DBA level 1, 1 Data Modeller level 2).	5	
	MAXIMUM AVAILABLE POINTS	30	
	Minimum Points Required 75 %	22.5	

Mandatory (Core) Resource Category	TBIPS Category	Level of Expertise
Database Administrator	I.2	3
Database Modeler	I.4	3
Database Analyst Level 2	I.3	2

Mandatory Requirements - Resource:

Database Administrator (I.2) level 1 Non-evaluated Resource		Cross Reference to Proposal	Met Y/N
M1	The Bidder's proposed resource must have a minimum of 3 years of experience as an Oracle Database (8, 9i, 10g, 11g) Administrator, including installing, configuring, tuning, troubleshooting and/or upgrading Oracle relational database management system (RDBMS).		
M2	The Bidder's proposed resource must have a minimum of 1 year of work experience within the last 5 years writing and evaluating SQL scripts including writing and tuning SQL and PL/SQL code for stored procedures, functions and triggers in an Oracle RDBMS 8, 9i, 10g, 11g).		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience as an Oracle Database Administrator supporting databases for web application systems (custom or COTS) on a Unix/Linux or Windows operating system.		
Database Administrator (I.2) level 2 Non-evaluated Resource			

M1	The Bidder's proposed resource must have a minimum of 5 years of experience as an Oracle Database Oracle (8, 9i, 10g, 11g) Administrator, including installing, configuring, tuning, troubleshooting and/or upgrading Oracle relational database management system (RDBMS).		
M2	The Bidder's proposed resource must have a minimum of 5 years of experience within the last 5 years writing and evaluating SQL scripts including writing and tuning SQL and PL/SQL code for stored procedures, functions and triggers in an Oracle RDBMS (8, 9i, 10g, 11g).		
M3	The Bidder's proposed resource must have a minimum of 5 years of experience as an Oracle Database Administrator supporting databases for web application systems (custom or COTS) on a Unix/Linux or Windows operating system.		
M4	The Bidder's proposed resource must have a minimum of 3 years leading, assigning work packages and mentoring junior level Database Administrators.		
Database Administrator (I.2) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of ten 10 years of experience as an Oracle Database Administrator including installing, configuring, tuning, troubleshooting and/or upgrading Oracle relational database management system (RDBMS version 8,9i,10g, 11g).		
M2	The Bidder's proposed resource must have worked on a minimum of two 2 IT projects for a Federal Government department/agency/organization or Crown Corporations in designing, installing, upgrading and configuring Oracle RDBMS software in an environment consisting of a minimum of 20 databases and a minimum 5 servers.		
M3	The Bidder's proposed resource must have a minimum of 10 years of work experience within the last 15 years writing and evaluating SQL scripts including writing and tuning SQL and PL/SQL code for stored procedures, functions and triggers in an Oracle database (8, 9i, 10g, 11g).		
M4	The Bidder's proposed resource must have a minimum of 10 years of experience as an Oracle Database (8, 9i, 10g, 11g) Administrator supporting corporate databases for web application systems (custom or COTS) on a Unix/Linux or Windows operating system.		
M5	The Bidder's proposed resource must have a minimum of 5 years of experience as an Oracle Database (8, 9i, 10g, 11g) Administrator supporting application's database systems working in a project for Federal Government departments/agencies/organizations/Crown Corporations.		
M6	The Bidder's proposed resource must have a minimum of 6 years leading, assigning work packages and mentoring junior and intermediate level Database Administrators.		
Database Modeler (I.4) level 2 Non-evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 3 years of experience in the past 8 years in the design, development and maintenance of data models in OLTP (on-line transaction processing) environments.		

M2	The Bidder's proposed resource must have a minimum of 1 IT project for the Federal government/agencies in defining, developing, testing, and implementing data conversion/load/migration strategies and specifications.		
M3	The Bidder's proposed resource must have a minimum of 6 years of experience within the last 10 years designing, developing and maintaining logical and physical data models.		
Database Modeler (I.4) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have 10 years of experience in the past 15 years designing, developing and maintaining logical and physical data models for databases with a minimum of 100 users.		
M2	The Bidder's proposed resource must have a minimum of 5 years of experience in the past 8 years in the design, development and maintenance of data models in OLTP (on-line transaction processing) environments.		
M3	The Bidder's proposed resource must have worked on a minimum of 2 IT projects for Federal government departments/agencies/organizations or Crown Corporations in defining, developing, testing, and implementing data conversion/load/migration strategies and specifications.		
M4	The Bidder's proposed resource must have experience on a minimum of 2 IT projects for Federal government departments/agencies/organizations/Crown Corporations defining new or modifying existing logical and physical data models for applications (minimum 500 users) from a variety of information sources. These information sources must include: · use case definitions, · system specifications; and; · conceptual data models.		
M5	The Bidder's proposed resource must have a minimum of 5 years of experience designing Oracle databases (8, 9i, 10g, 11g) in collaboration with a software development team supporting a web application system or COTS system for Federal government departments/agencies/organizations/Crown Corporations.		
M6	The Bidder's proposed resource must have a minimum of 5 years leading, assigning work packages and mentoring junior and intermediate level Database Modelers.		
Database Analyst/IM Administrator (I.3) level 1 Non-evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 4 years of experience as a Database Analyst/IM Administrator meeting at least 50% of the points of responsibility listed in this solicitation's Statement of Work for this resource category.		
M2	The Bidder's proposed resource must have a minimum of 4 years of experience using Oracle (8, 9i, 10g, 11g) of which 2 years must be in Oracle 10g or 11.		

M3	The Bidder's proposed resource must have a minimum of 4 years of experience creating scripts, stored procedures, packages and error handling using PL/SQL.		
Database Analyst/IM Administrator (I.3) – Level 2 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 7 years of experience as a Database Analyst/IM Administrator meeting at least 50% of the points of responsibility listed in this solicitation's Statement of Work for this resource category.		
M2	The Bidder's proposed resource must have a minimum of 5 years of experience in the past 8 years designing, developing and managing relational database management systems for large-scaled applications of over 500 end-users.		
M3	The Bidder's proposed resource must have a minimum of 7 years of experience using Oracle (8, 9i, 10g, 11g) of which 5 years must be in Oracle 10g or 11g.		
M4	The Bidder's proposed resource must have a minimum of 7 years of experience creating scripts, stored procedures, packages and error handling using PL/SQL.		
M5	The Bidder's proposed resource must have a minimum of 7 years of experience defining and implementing database and data conversion strategies and specifications.		
M6	The Bidder's proposed resource must have a minimum of 5 years of experience identifying requirements to improve existing databases by determining users' information needs, system performance and functional requirements.		
M7	The Bidder's proposed resource must have a minimum of 7 years of experience controlling and coordinating changes to the database including creation, modification and deletion of tables, views, indexes, materialized views, and database links.		
M8	The Bidder's proposed resource must have a minimum of 6 years leading, assigning work packages and mentoring junior level Database Analyst/IM Administrators.		

Rated Requirements – Resources

Database Administrator (I.2) – Level 2 Non-evaluated Resource		Maximum Points	Cross reference to Proposal
R1	<p>The bidder proposed resource should have experience as an Oracle (8, 9i, 10g, 11g) database administrator including the installation, configuration, troubleshooting, version upgrades, developing and implementing backup and recovery strategies on Oracle RDBMS running on Windows v2003 or above servers or linux/unix.</p> <p>6 years up to and including 7 years =1 point Over 7 years up to and including 8 years = 2 points Over 8 years up to and including 9 years = 3 points Over 9 years = 4 points</p>		
R2	<p>The Bidder's proposed resource should have administering Oracle databases (8, 9i, 10g, 11g) in VMWare virtual environments.</p> <p>1 year up to and including 2 years = 1 point Over 2 years = 2 points</p>		
R3	<p>The Bidder's proposed resource should have experience writing and tuning SQL and PL/SQL (triggers, stored procedures, packages, views) in an Oracle (8, 9i, 10g, 11g) environment.</p> <p>6 years up to and including 7 years = 2 points Over 7 years up to and including 8years = 3 points Over 8 years up to and including 9 years = 4points Over 9 years = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience with the design, installation and configuration of Oracle (8, 9i, 10g, 11g) in an environment consisting of a minimum of 20 databases and a minimum of 5 servers for Government (federal, provincial, state, municipal) departments, Crown Corporations, organizations, agencies.</p> <p>6 years up to and including 7 years = 2 points Over 7 years up to and including 8years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		
R5	<p>The Bidder's proposed resource should have experience with writing shell scripts in unix or linux to perform database administration tasks including backups, data pumps and data loads.</p> <p>2 years up to including 3 years = 1 point Over 3 years = 2 points</p>		
R6	<p>The Bidder's proposed resource should have experience supporting Oracle production databases (8, 9i, 10g, 11g) in an organization with more than 1000 internal users within the past 5 years.</p> <p>1 or more years of experience = 2 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required 75 %	15	

**Database Administrator (I.2) – Level 3
Evaluated Resource (Core)**

R1	<p>The bidder proposed resource should have experience as an Oracle (8, 9i, 10g, 11g) database administrator including the installation, configuration, troubleshooting, version upgrades, developing and implementing backup and recovery strategies on Oracle RDBMS running on Windows v2003 or above servers or linux/unix.</p> <p>11 years up to and including 12 years = 5 points Over 12 years up to and including 13 years = 6 points Over 13 years up to and including 14 years = 7points Over 14 years up to and including 15 years = 8 points Over 15 years up to and including 16 years = 9 points Over 16 years = 10 points</p>	10	
R2	<p>The Bidder's proposed resource should have experience applying performance monitoring / tuning techniques and procedures, and job management in an Oracle RDBMS (8, 9i, 10g, 11g) environment using Oracle Grid Control 10g or above.</p> <p>2 years up to and including 3 years = 1 points Over 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>	5	
R3	<p>The Bidder's proposed resource should have experience administering Oracle databases (8, 9i, 10g, 11g) in VMWare virtual environments.</p> <p>2 years up to and including 3 years = 1 point Over 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>	5	
R4	<p>The Bidder's proposed resource should have experience in the administration of Oracle Data Guard.</p> <p>2 years up to including 3 years = 7 points Over 3 years up to and including 4years = 8 points Over 4 years up to and including 5 years = 9 points Over 5 years = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience writing and tuning SQL and PL/SQL (triggers, stored procedures, packages, views) in an Oracle (8, 9i, 10g, 11g) environment.</p> <p>11 years up to and including 12 years = 5 points Over 12 years up to and including 13 years = 6 points Over 13 years up to and including 14 years = 7 points Over 14 years up to and including 15 years = 8 points Over 15 years up to and including 16 years = 9 points Over 16 years = 10 points</p>	10	
R6	<p>The Bidder's proposed resource should have experience with the design, installation and configuration of Oracle (8, 9i, 10g, 11g) in an environment consisting of a minimum of 20 databases and a minimum of 5 servers for</p>	10	

	Government (federal, provincial, state) departments, Crown Corporations, organizations, agencies. 11 years up to and including 12 years = 5 points Over 12 years up to and including 13 years = 6 points Over 13 years up to and including 14 years = 7 points Over 14 years up to and including 15 years = 8 points Over 15 years up to and including 16 years = 9 points Over 16 years = 10 points		
R7	The Bidder's proposed resource should have experience developing backup and recovery strategies, implementing and performing backup and recovery as required in an Oracle (8, 9i, 10g, 11g) RDBMS environment using RMAN. 2 years up to and including 3 years = 1 point Over 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years of experience = 5 points	5	
R8	The Bidder's proposed resource should have experience with writing shell scripts in unix or linux to perform database administration tasks including backups, data pumps and data loads. 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years up to and including 8 years = 5 points Over 8 years up to and including 9 years = 6 points Over 9 years = 7 points	7	
R9	The Bidder's proposed resource should have experience in installing, configuring and upgrading Oracle Grid Control 10g or above. 2 projects = 5 points 3 project = 6 points 4 projects = 7 points Over 4 projects = 8 points	8	
R10	The Bidder's proposed resource should have experience supporting Oracle production databases (8, 9i, 10g, 11g) in an organization with more than 1000 internal users within the past 5 years. 2 or more years of experience = 5 points	5	
R11	The Bidder's proposed resource should have Oracle 10g or above Certified Professional (OCP). A copy of the certification must be provided with the bid at bid closing to be awarded the allocated points.	5	
	MAXIMUM AVAILABLE POINTS	80	
	Minimum Points Required 75 %	60	
Database Modeler (I.4) – Level 2 Non-evaluated Resource			
R1	The Bidder's proposed resource should have experience analyzing and transforming business		

	<p>requirements into data modelling requirements, which resulted in the implementation of logical or physical models or both for solution(s).</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>		
R2	<p>The Bidder's proposed resource should have experience controlling, coordinating and generating changes to the database, including the addition/modification/deletion of records (Data Modeling Language DML) and addition and modification and deletion (Data Definition Language DDL) to the database in an Oracle RDBMS (8, 9i, 10g, 11g) environment.</p> <p>6 years up to and including 7 years = 1 point Over 7 years up to and including 8 years = 2 points Over 8 years up to and including 9 years = 3 points Over 9 years up to and including 10 years = 4 points Over 10 years = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience in developing and maintaining stored procedures, packages with error handling in PL/SQL for an Oracle (8, 9i, 10g, 11g) RDBMS environment.</p> <p>3 years up to and including 4 years = 1 point Over 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points</p>		
R5	<p>The Bidder's proposed resource should have worked as a Data Modeler in Oracle database (8, 9i, 10g, 11g) environments.</p> <p>5 projects = 1 point 6 projects = 2 points 7 projects = 3 points 8 projects = 4 points Over 8 projects = 5 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required 75 %	15	
Database Modeler (I.4) – Level 3 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience analyzing and transforming business requirements into data modelling requirements, which resulted in the implementation of logical or physical models or both for solution(s).</p> <p>5 projects = 4 points 6 projects = 5 points 7 projects = 6 points 8 projects = 7 points Over 8 projects = 8 points</p>	8	
R2	<p>The Bidder's proposed resource should have experience controlling, coordinating and generating changes to the database, including the</p>	8	

	<p>addition/modification/deletion of records (Data Modeling Language DML) and addition/modification/deletion (Data Definition Language DDL) to the database in an Oracle RDBMS (8, 9i, 10g, 11g) environment.</p> <p>11 years up to and including 12 years = 4 points Over 12 years up to and including 13 years = 5 points Over 13 years up to and including 14 years = 6 points Over 14 years up to and including 15 years = 7 points Over 15 years = 8 points</p>		
R3	<p>The Bidder's proposed resource should have experience writing and optimizing Structured Query Language (SQL) in an Oracle database (8, 9i, 10g, 11g) environment.</p> <p>5 years up to and including 6 years = 2 points Over 6 years up to and including 7 years = 3 points Over 7 years up to and including 8 years = 4 points Over 8 years up to and including 9 years = 5 points Over 9 years up to and including 10 years = 6 points Over 10 years = 7 points</p>	7	
R4	<p>The Bidder's proposed resource should have experience in developing and maintaining stored procedures, packages with error handling in PL/SQL for an Oracle (8, 9i, 10g, 11g) RDBMS environment.</p> <p>5 years up to and including 6 years = 2 points Over 6 years up to and including 7 years = 3 points Over 7 years up to and including 8 years = 4 points Over 8 years up to and including 9 years = 5 points Over 9 years up to and including 10 years = 6 points Over 10 years = 7 points</p>	7	
R5	<p>The Bidder's proposed resource should have worked as a Data Modeler in Oracle database (8, 9i, 10g, 11g) environments</p> <p>5 projects = 1 point 6 projects = 2 points 7 projects = 3 points 8 projects = 4 points Over 8 projects = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have experience defining data conversion strategies and database conversion specifications for Federal Government departments/agencies/organizations/Crown Corporations.</p> <p>5 projects = 1 point 6 projects = 2 points 7 projects = 3 points 8 projects = 4 points Over 8 projects = 5 points</p>	5	
R7	<p>The Bidder's proposed resource should have experience working with Oracle (8, 9i, 10g, 11g).</p> <p>1 or more years of experience = 5 points</p>	5	
R8	<p>The Bidder's proposed resource should have hands-on experience conducting data analysis using tools such as PL/SQL Developer</p>	5	

	2 or more years of experience = 5 points		
	MAXIMUM AVAILABLE POINTS	50	
	Minimum Points Required 75 %	37.5	
Database Analyst (I.3) – Level 2 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience developing and designing new database structures and experience controlling, coordinating and generating changes to the database, including the addition/modification/deletion of records (DML Data Modeling Language) and addition and modification and deletion (DDL Data Definition Language) to the database in an Oracle (8, 9i, 10g, 11g) RDBMS environment.</p> <p>5 years up to and including 6 years = 7 points Over 6 years up to and including 7 years = 8 points Over 7 years up to and including 8 years = 9 points Over 8 years = 10 points</p>	10	
R2	<p>The Bidder's proposed resource should have experience writing and optimizing SQL in an Oracle database (8, 9i, 10g, 11g) environment.</p> <p>4 years up to and including 5 years = 5 points Over 5 years up to and including 6 years = 6 points Over 6 years up to and including 7 years = 7 points Over 7 years = 8 points</p>	8	
R3	<p>The Bidder's proposed resource should have experience in developing and maintaining stored procedures, packages with error handling in PL/SQL for an Oracle (8, 9i, 10g, 11g) RDBMS environment. .</p> <p>4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years up to and including 7 years = 5 points Over 7 years up to and including 8 years = 6 points Over 8 years = 7 points</p>	7	
R4	<p>The Bidder's proposed resource should have experience defining data conversion strategies and database conversion specifications for a minimum of 3 different projects.</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points</p>	5	
R5	<p>The Bidder's proposed resource should have experience as a Database Analyst in Oracle (8, 9i, 10g, 11g) performing database optimization in a minimum of 3 different projects.</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points</p>	5	

	Over 6 projects = 5 points		
R6	The Bidder's proposed resource should have experience working with database data pump imports and exports and performing database refreshes from different sources using RMAN and/or data pump. 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points	5	
R7	The Bidder's proposed resource should have experience with Oracle (8, 9i, 10g, 11g) schema objects including tables, indexes, views, materialized views, and database links. 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points	5	
R8	The Bidder's proposed resource should have hands-on experience conducting data analysis using tools such as PL/SQL Developer. 2 or more years of experience = 5 points	5	
	MAXIMUM AVAILABLE POINTS	50	
	Minimum Points Required 75 %	37.5	
STREAM A TOTAL EVALUATED RESOURCE-RATED SCORE			/180

STREAM B: PROJECT MANAGEMENT & BUSINESS ANALYSIS SERVICES**Mandatory Requirements – Corporate Experience**

Mandatory Requirements: Corporate Experience	Cross Reference to Proposal	Met Y//N
<p>M1 Corporate Stability</p> <p>The Bidder must have been awarded at least 3 Information Management/Information Technology (IM/IT) Contracts of which at least 1 was for a Government (Federal, Provincial, and Municipal) Client.</p> <p>For each contract identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$3,000,000 CAD and involve at least 3 resources. b. the Bidder must provide the following information about the specified contracts: <ul style="list-style-type: none"> a. the contract numbers; b. the client; c. the award date; d. the contract values (not including option years); c. the Contract must have been awarded at least 1 year prior to the closing date of this solicitation and no later than 8 years from the closing date of this solicitation; d. the Contract must have a duration of at least 2 years within the last 5 years. (note: duration does not include option periods that have not been exercised). <p>The Bidder will be requested for copies of the contracts before Contract Award.</p>		
<p>M2 Corporate Offices</p> <p>The Bidder must have a corporate office situated in a commercial location and have at a minimum 1 full-time staff person working at this site and available to respond to queries from customers between the hours of 9:00 a.m. and 5:00 p.m. EST.</p>		
<p>M3 Contract Summaries</p> <p>The Bidder must provide 3 written Contract Summaries describing in detail the Bidder's current/previous experience in providing Project Management and Business Analysis Services for 1 or more client organizations during the past 5 years. At least 1 of the Contract Summaries must have been with a Department, Organization, Crown Corporation or Agency of the Government of Canada.</p> <p>Each referenced contract must have at least the same number of resources as the number of resources in the stream being bid.</p> <p>For each contract summary identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$3,000,000 CAD; b. the Contract must have been awarded at least one year prior to the closing date of this solicitation and no later than eight years from the closing date of this solicitation; c. the Contract must have a duration of at least two years within the last eight years. (note: duration does not include option periods that have not been exercised); <p>Note: A Supply Arrangement or Standing Offer is neither a contract nor a project and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract or project experience. For example if the Bidder references its TBIPS SA number for the purpose of demonstrating experience under the evaluation criteria,</p>		

<p>Canada will disregard this experience because it does not relate to a specific contract or project.</p> <p>The bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor.</p> <p>For example, A (customer) contracted with B for services. B, in turn, entered into a contract with C to provide all or part of these services to A. In this example, B is a prime contractor and C is a subcontractor.</p> <p>For each Contract Summary provided, the Bidder must clearly indicate each of the following:</p> <ol style="list-style-type: none"> a. the name of the client organization; and, b. a brief description of the scope of Project Management and Business Analyst services provided, including: <ol style="list-style-type: none"> (a) project objectives; (b) resource categories provided; (c) the dates/duration of the project; and (d) the dollar value of the project to the Bidder; <p>Each contract description should not exceed 2 pages.</p>		
<p>M4 Bidder's Resources</p> <p>The Bidder must include in its Proposal one 1 CV for each of the following Resource Categories and Levels for a total of two CVs – one for the Project Manager and one for the Business Analyst.</p> <ol style="list-style-type: none"> 1. Project Manager level 3; and 2. Business Analyst level 3. 		

Rated Requirements – Corporate

Evaluated Corporate		Points	Cross Reference to Proposal
R1	The Bidder should demonstrate experience providing informatics project management and business analysis services for a Government (federal, provincial/state, municipal) department with over 1,000 employees.	5	
R2	<p>The Bidder should demonstrate experience providing informatics professional services in web application development and support services.</p> <p>Up to 5 points per identified Contract.</p> <p>Over \$3M CAD up to and including \$3.6M CAD = 1 points Over \$3.6M CAD up to and including \$4.2M CAD = 2 points Over \$4.2M CAD up to and including \$4.8M CAD = 3 points Over \$4.8M CAD up to and including \$5.4M CAD = 4 points Over \$5.4M CAD = 5 points</p> <p>A contract value is defined as the amount specified in the limitation of expenditure,</p>	15	

	plus Applicable Taxes.		
R3	The Bidder should demonstrate experience providing various numbers of informatics Project Manager and Business Analyst resources during the Contracts identified in M3.	5	
R4	The Bidder should demonstrate experience supplying resources in at least two of this solicitation's categories at the same time during each of the Contracts identified in M3 (ex 1 Project Manager level 3, 1 Business Analyst level 1).	5	
	MAXIMUM AVAILABLE POINTS	30	
	Minimum Points Required 75 %	22.5	

Mandatory Resource Category	TBIPS Category	Level of Expertise
Project Manager	P.9	3
Business Analyst	B.1	3

Mandatory Requirements - Resources

Project Manager (P.9) level 1 Non-evaluated Resource		Cross Reference to Proposal	Met Y/N
M1	The Bidder's proposed resource must have a minimum of 3 years of experience as an IT Project Manager directly managing web application development projects and teams.		
M2	The Bidder's proposed resource must have experience as a Project Manager in each cited project creating these project management documents: <ul style="list-style-type: none"> • Project Charter, • Project Closure Report • Risk Management Plan, • Project budget, • Work Breakdown Structures (WBS), • Project Schedule. • Risk Register 		
M3	The Bidder's proposed resource must have experience as a Project Manager for the full duration of an IT project with an initial budget of no less than \$125,000 CAD.		
M4	The Bidder's proposed resource must have a minimum of 3 years of experience as a Project Manager managing IT projects using an iterative development methodology.		
Project Manager (P.9) level 2 Non-evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 7 years of experience as an IT Project Manager directly managing web application development projects and teams.		

M2	The Bidder's proposed resource must have experience as a project manager managing a minimum of 1 web application development project using the Microsoft VB.Net development framework for its full duration with an initial project budget of no less than \$250,000 CAD for a Federal government department/ agency/organization/Crown Corporation.		
M3	The Bidder's proposed resource must have experience as a project manager in each cited project creating these project management documents: <ul style="list-style-type: none"> • Project Charter, • Project Closure Report • Risk Management Plan, • Project budget, • Work Breakdown Structures (WBS), • Project Schedule. • Risk Register 		
M4	The Bidder's proposed resource must have they have 6 years of experience in the management of IM/IT technical resources in a cross-functional IM/IT service delivery environment.		
M5	The Bidder's proposed resource must have a minimum of 7 years of experience as a Project Manager managing IT projects using an iterative development methodology.		
Project Manager (P.9) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have experience actively managing a minimum of 2 web application development projects in the past 10 years, using the Microsoft VB.Net/Visual Studio development framework, each with a project budget in excess of \$2M CAD for a federal government department/agency/organization/Crown Corporations.		
M2	The Bidder's proposed resource must have experience in the last 10 years, on a minimum of 2 web application development projects with a project budget in excess of \$2M CAD each, defining and documenting the objectives for the project, the composition, roles and responsibilities and terms of reference for the project team.		
M3	The Bidder's proposed resource must have experience within the last 10 years as a Project Manager, on a minimum of 2 web application development projects, for the duration of the projects from start to finish.		
M4	The Bidder's proposed resource must have 10 years of experience in the management of IM/IT technical resources in a cross-functional IM/IT service delivery environment.		
M5	The Bidder's proposed resource must have experience as a project manager in each cited project of creating these project management documents: <ul style="list-style-type: none"> • Project Charter, • Project Closure Report • Risk Management Plan, • Project budget, • Work Breakdown Structures (WBS), • Risk Register, • Project Schedule. 		
M6	The Bidder's proposed resource must have 5 years of experience within the last		

	10 years as a Project Manager involved in projects with budgets in excess of \$1M CAD in the IM/IT field using Project Management Book of Knowledge (PMBOK) best practices.		
M7	The Bidder's proposed resource must have a minimum of 6 years of experience within the last 15 years managing projects involving Oracle database (versions 8, 9i, 10g, 11g) custom application development.		
Business Analyst (B.1) Level 1 Non-evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 3 years of experience as a Business Analyst in web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 1 year of experience using iterative development and UML tools (such as Sparx Enterprise Architect).		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience gathering, documenting detailed requirements and creating Use Cases.		
M4	The Bidder's proposed resource must have a minimum of 3 years of experience eliciting and analyzing requirements to create Business Requirements Documents.		
Business Analyst (B.1) Level 2 Non-evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 6 years of experience as a Business Analyst in web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 2 years of experience as a Business Analyst using Business Process Model and Notation (BPMN) to develop business process models of current business practices. The CV must detail the experience.		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience using iterative development and UML tools (such as Sparx Enterprise Architect).		
M4	The Bidder's proposed resource must have a minimum of 6 years of experience validating and expanding existing high level requirements and documenting detailed requirements and behaviour in use case models.		
M5	The Bidder's proposed resource must have experience developing Use Cases for a minimum of 4 projects.		
M6	The Bidder's proposed resource must have a minimum of 7 years of experience eliciting and analyzing requirements to create Business Requirements Documents.		
M7	The Bidder's proposed resource must have a minimum of 4 years as a Business Analyst directly supervising, assigning work packages and mentoring junior level Business Analysts.		
Business Analyst (B.1) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 8 years of experience as a Business Analyst using an iterative development process and Unified Modeling Language (UML) tools (such as Sparx Enterprise Architect). The project description must clearly explain how the resource used the methodology in terms of what documentation and deliverables were produced.		

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M2	The Bidder's proposed resource must have a minimum of 10 years as a Business Analyst evaluating existing procedures and methods and identifying and documenting decision flows.		
M3	The Bidder's proposed resource must have a minimum of 8 years of experience validating and expanding existing high level requirements and documenting detailed requirements and behaviour in use case models.		
M4	The Bidder's proposed resource must have a minimum of 3 years of experience as a Business Analyst using Business Process Model and Notation (BPMN) to develop business process models of current business practices. The CV must detail the experience.		
M5	The Bidder's proposed resource must have a minimum of 10 years of experience as a Business Analyst performing business analyses of functional requirements to identify information, processes, and decision flows.		
M6	The Bidder's proposed resource must have experience as a Business Analyst developing Use Cases for a minimum of 5 projects.		
M7	The Bidder's proposed resource must have experience as a Business Analyst gathering requirements, modeling and implementing use cases in a UML modeling tool for a minimum of 2 web application development project for Federal government departments/agencies/organizations/Crown Corporations.		
M8	The Bidder's proposed resource must have a minimum of 10 years of experience as a Business Analyst eliciting and analyzing requirements to create Business Requirements Documents.		
M9	The Bidder's proposed resource must have a minimum of 6 years as a Business Analyst directly supervising, assigning work packages and mentoring junior and intermediate level Business Analysts.		

Rated Requirements – Resources

Project Manager (P.9), Level 1 Non-evaluated Resource	Points	Cross Reference to Proposal
R1	<p>The Bidder's proposed resource should have experience as a project manager in the past 10 years leading multi-disciplinary project teams (ex. a team of web developers, database administrators, testers, etc.) of 5 or more resources.</p> <p>Over 3 years up to and including 4 years = 1 point Over 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points</p>	
R2	<p>The Bidder's proposed resource should have experience developing initial project budgets in excess of \$200K CAD.</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points Over 4 projects = 4 points</p>	
R3	<p>The Bidder's proposed resource should have experience as an IT project manager working on IT projects for federal government departments/organizations/Crown Corporations/agencies.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years=3 points Over 4 years up to and including 5 years= 4 points Over 5 years = 5 points</p>	
R4	<p>The Bidder's proposed resource should have experience reporting monthly on the progress of projects and at scheduled points in the life cycle through a steering committees or directly to executive levels.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years = 4 points</p>	
R5	<p>The Bidder's proposed resource should have experience as a Project Manager using an iterative development process.</p> <p>2 years up to and including 3 years = 1 point Over 3 years = 2 points</p>	
R6	<p>The Bidder's proposed resource should have experience as a Project Manager managing projects adhering to the Treasury Board Secretariat or an equivalent federal government project gating process. The CV must detail the experience to be allocated the points.</p> <p>1 project = 1 point 2 projects = 2 points</p>	
R7	<p>The Bidder's proposed resource should have an ITIL certification.</p> <p>No certification = 0 points ITIL certification = 2 points</p> <p>A copy of the ITIL certification with the submission of a Task Authorization proposal will be required.</p>	

	MAXIMUM AVAILABLE POINTS	24	
	Minimum Points Required 75 %	18	
Project Manager (P.9), Level 2 Non-evaluated Resource			
R1	<p>The Bidder's proposed resource should have experience as a project manager in the past 12 years leading multi-disciplinary project teams (ex. a team of web developers, database administrators, testers, etc.) of 5 or more resources.</p> <p>5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>		
R2	<p>The Bidder's proposed resource should have experience within the last 10 years developing documentation, briefing notes and presentations for senior management (directors and above).</p> <p>6 years up to and including 7 years = 1 point Over 7 years up to and including 8 years = 2 points Over 8 years = 3 points</p>		
R3	<p>The Bidder's proposed resource should have experience as an IT project manager working on IT projects for federal government departments/organizations/Crown Corporations/agencies.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years up to and including 5 years = 4 points Over 5 years = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience reporting monthly on the progress of projects and at scheduled points in the life cycle through steering committees or directly to executive levels.</p> <p>4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points.</p>		
R5	<p>The Bidder's proposed resource should have experience as a project manager developing governmental (federal/state/provincial) systems which share data and/or are integrated with other government systems (federal/provincial/state).</p> <p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points.</p>		
R6	<p>The Bidder's proposed resource should have experience as a Project Manager which use an iterative development process. The CV must detail the experience to be allocated the points.</p> <p>Over 3 years and including up to 4 years = 2 points Over 4 years and including up to 5 years = 3 points Over 5 years and including up to 6 years = 4 points Over 6 years = 5 points</p>		

R7	<p>The Bidder's proposed resource should have that they have planned and managed, in the role of Project Manager, a departmental or multi-department wide IT solution(s).</p> <p>50-100 users = 1 point 101 – 200 users = 2 points 201 – 300 users = 3 points 301- 400 users = 4 points Over 400 users = 5 points</p> <p>The CV must detail the solution(s) to be allocated the points.</p>		
R8	<p>The Bidder's proposed resource should have experience as a Project Manager managing at least 2 projects adhering to the Treasury Board Secretariat or an equivalent federal government project gating process. The CV must detail the experience to be allocated the points.</p>		
R9	<p>The Bidder's proposed resource should have a current PMP or Prince II certification or a minimum of 6 years of Project Management experience.</p> <p>No certification = 0 points Current PMP or Prince II certification or 6 years of Project Management experience = 3 points</p> <p>A copy of the PMP or Prince II certification with the submission of a Task Authorization proposal will be required.</p>		
R10	<p>The Bidder's proposed resource should have an ITIL certification or a minimum of 8 years of Project Management experience.</p> <p>No certification = 0 points ITIL certification or 8 years of Project Management experience= 2 points.</p> <p>A copy of the ITIL certification with the submission of a Task Authorization proposal will be required.</p>		
	MAXIMUM AVAILABLE POINTS	48	
	Minimum Points Required 75 %	36	
Project Manager (P.9), Level 3 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience as a project manager in the past 15 years leading multi-disciplinary project teams (ex. a team of web developers, database administrators, testers, etc.) of 5 or more resources.</p> <p>6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years up to and including 11 years = 10 points Over 11 years up to and including 12 years = 11 points Over 12 years = 12 points</p>	12	
R2	<p>The Bidder's proposed resource should have experience managing Project Managers or Project Leaders (Project Leader as defined in TBIPS Annex A SO/SA Requirements for Services, Stream 5), each responsible for an element of the project and its associated project team.</p>	5	

	<p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>		
R3	<p>The Bidder's proposed resource should have experience developing initial project budgets in excess of \$250,000 CAD.</p> <p>2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>	5	
R4	<p>The Bidder's proposed resource should have experience within the last 15 years developing documentation, briefing notes and presentations for senior management (directors and above).</p> <p>7 years up to and including 8 years = 6 points Over 8 years up to and including 9 years = 7 points Over 9 years up to and including 10 years = 8 points Over 10 years up to and including 11 years = 9 points Over 11 years = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience as an IT project manager working on IT projects for federal government departments/organizations/Crown Corporations/agencies.</p> <p>6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R6	<p>The Bidder's proposed resource should have experience reporting regularly on the progress of projects and at scheduled points in the life cycle through a steering committees or directly to executive levels.</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points.</p>	5	
R7	<p>The Bidder's proposed resource should have experience as a project manager developing governmental (federal/state/provincial) systems which share data and/or are integrated with other government systems (federal/provincial/state).</p> <p>2 projects = 4 points 3 projects = 5 points 4 projects = 6 points 5 projects = 7 points Over 5 projects = 8 points.</p>	8	
R8	<p>The Bidder's proposed resource should have experience as a Project Manager on a minimum of 2 projects which use an iterative development process. The CV must detail the experience to be allocated the points.</p>	5	

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	<p>6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		
R9	<p>The proposed resource should have planned and managed, in the role of Project Manager, a departmental or multi-department-wide IT solution(s).</p> <p>100 to 200 users = 3 points Over 200 users up to and including 350 users = 5 points Over 350 users up to and including 500 users = 7 points Over 500 users = 10 points</p> <p>The CV must detail the solution(s) to be allocated the points.</p>	10	
R10	<p>The Bidder's proposed resource should have experience as a Project Manager managing at least 2 projects adhering to the Treasury Board Secretariat or an equivalent federal government project gating process.</p> <p>The CV must detail the experience to be allocated the points.</p>	5	
R11	<p>The Bidder's proposed resource should have a current PMP or Prince II certification or a minimum of 10 years of Project Management experience.</p> <p>No certification = 0 points Current PMP or Prince II certification or 10 years of Project Management experience = 3 points</p> <p>A copy of the PMP or Prince II certification must be provided with the bid to be allocated the points.</p>	3	
R12	<p>The Bidder's proposed resource should have an ITIL certification or a minimum of 10 years of Project Management experience.</p> <p>No certification = 0 points ITIL certification or 10 years of Project Management experience = 2 points</p> <p>A copy of the PMP or Prince II certification must be provided with the bid to be allocated the points.</p>	2	
	MAXIMUM AVAILABLE POINTS	80	
	Minimum Points Required 75 %	60	
<p>Business Analyst (B1), Level 1 Non-evaluated Resource</p>			
R1	<p>The Bidder's proposed resource should have experience creating use case model surveys and turning the model into fully described use cases.</p> <p>Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>		
R2	<p>The Bidder's proposed resource should have experience mapping requirements to use cases.</p> <p>Over 1 year up to and including 2 years = 2 points</p>		

	Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points		
R3	The Bidder's proposed resource should have experience as a Business Analyst defining and documenting interfaces of business processes within business domains. Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points		
R4	The Bidder's proposed resource should have experience creating use case realizations and UML diagrams. Over 1 year up to and including 2 years = 2 points Over 2 years = 3 points		
R5	The Bidder's proposed resource should have experience using Sparx Enterprise Architect to create and maintain, including but not limited to, Use Case models, requirements and application documentation. 1 project = 1 point 2 or more projects = 2 points		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required 75 %	15	
Business Analyst (B1), Level 2 Non-evaluated Resource			
R1	The Bidder's proposed resource should have experience creating use case model surveys and turning the model into fully described use cases. 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years up to and including 8 years = 5 points Over 8 years up to and including 9 years = 6 points Over 9 years = 7 points		
R2	The Bidder's proposed resource should have experience mapping requirements to use cases. 4 years up to and including 5 years = 1 point Over 5 years up to and including 6 years = 2 points Over 6 years up to and including 7 years = 3 points Over 7 years up to and including 8 years = 4 points Over 8 years = 5 points		
R3	The Bidder's proposed resource should have experience as a Business Analyst on web application development projects using the Microsoft .Net development framework for federal government departments/agencies/organizations/Crown Corporations. 3 years up to and including 4 years = 1 point Over 4 years = 2 points		
R4	The Bidder's proposed resource should have experience as a Business Analyst on web application development projects using an iterative development methodology. The methodology must be specified to be allocated the points.		

	<p>3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>		
R5	<p>The Bidder's proposed resource should have experience as a Business Analyst in performing and documenting fit-gap analysis and requirements elicitation for business process redesign projects.</p> <p>6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>		
R6	<p>The Bidder's proposed resource should have experience as a Business Analyst defining and documenting interfaces of business processes within business domains.</p> <p>5 years up to and including 6 years = 1 point Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		
R7	<p>The Bidder's proposed resource should have experience creating use case realizations and UML diagrams.</p> <p>3 projects = 1 point 4 projects = 2 points Over 4 projects = 3 points</p>		
R8	<p>The Bidder's proposed resource should have experience using Sparx Enterprise Architect to create and maintain, including but not limited to, Use Case models, requirements and application documentation.</p> <p>2 projects = 1 point 3 projects = 2 points Over 3 projects = 3 points</p>		
	MAXIMUM AVAILABLE POINTS	40	
	Minimum Points Required 75 %	30	
	Business Analyst (B1), Level 3 Evaluated Resource (Core)	Points	Cross Reference to Proposal
R1	<p>The Bidder's proposed resource should have experience creating use case model surveys and turning the model into fully described use cases.</p> <p>5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 7 years = 7 points Over 8 years up to and including 8 years = 8 points Over 9 years up to and including 9 years = 9 points Over 10 years = 10 points</p>	10	
R2	<p>The Bidder's proposed resource should have experience creating user interface mock-ups from use cases and design diagrams.</p> <p>6 years up to and including 7 years = 1 point</p>	5	

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	<p>Over 7 years up to and including 8 years = 2 points Over 8 years up to and including 9 years = 3 points Over 9 years up to and including 10 years = 4 points Over 10 years = 5 points</p>		
R3	<p>The Bidder's proposed resource should have experience mapping requirements to use cases.</p> <p>7 years up to and including 8 years = 1 point Over 8 years up to and including 9 years = 2 points Over 9 years up to and including 10 years = 3 points Over 10 years up to and including 11 years = 4 points Over 11 years = 5 points</p>	5	
R4	<p>The Bidder's proposed resource should have experience as a Business Analyst on web application development projects using the Microsoft .Net development framework for federal government departments/agencies/organizations/Crown Corporations.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years up to and including 5 years = 4 points Over 5 years = 5 points</p>	5	
R5	<p>The Bidder's proposed resource should have experience as a Business Analyst on web application development projects using an iterative development methodology. The methodology must be specified to be allocated the points.</p> <p>3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have a current Certified Business Analysis Professional (CBAP) or Masters Certificate in Business Analysis.</p> <p>Note: A copy of the CBAP or Masters Certificate in Business Analysis is required with the submission of the proposal.</p>	2	
R7	<p>The Bidder's proposed resource should have experience as a Business Analyst in performing and documenting fit-gap analysis and requirements elicitation for business process redesign projects.</p> <p>Over 8 years up to and including 9 years = 5 points Over 9 years up to and including 10 years = 6 points Over 10 years up to and including 11 years = 7 points Over 11 years up to and including 12 years = 8 points Over 12 years up to and including 13 years = 9 points Over 13 years = 10 points</p>	10	
R8	<p>The Bidder's proposed resource should have experience as a Business Analyst defining and documenting interfaces of business processes within business domains.</p> <p>Over 10 years up to and including 11 years = 1 point Over 11 years up to and including 12 years = 2 points Over 12 years up to and including 13 years = 3 points Over 13 years up to and including 14 years = 4 points</p>	5	

	Over 14 years = 5 points		
R9	<p>The Bidder's proposed resource should have experience creating use case realizations and UML diagrams.</p> <p>2 projects = 4 points 3 projects = 5 points 4 projects = 6 points 5 projects = 7 points 6 projects = 8 points 7 projects = 9 points Over 7 projects = 10 points</p>	10	
R10	<p>The Bidder's proposed resource should have experience using Sparx Enterprise Architect to create and maintain, including but not limited to, Use Case models, requirements and application documentation.</p> <p>2 projects = 1 point 3 projects = 2 points Over 3 projects = 3 points</p>	3	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
STREAM B TOTAL EVALUATED RESOURCE-RATED SCORE		/140	

STREAM C: WEB APPLICATION DEVELOPMENT AND SUPPORT SERVICES**Mandatory Requirements - Corporate Experience**

Mandatory Requirements: Corporate Experience	Cross Reference to Proposal	Met Y//N
<p>M1 Corporate Stability</p> <p>The Bidder must have been awarded at least 3 Information Management/Information Technology (IM/IT) Contracts of which at least 1 was for a Government (Federal, Provincial, Municipal) Client.</p> <p>For each contract identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$4,000,000 CAD and involve at least 5 resources. b. the Bidder must provide the following information about the specified contracts: <ul style="list-style-type: none"> a. the contract numbers; b. the client; c. the award date; d. the contract values (not including option years); c. the Contract must have been awarded at least 1 year prior to the closing date of this solicitation and no later than 8 years from the closing date of this solicitation; d. the Contract must have a duration of at least 2 years within the last 5 years. (note: the duration does not include option periods that have not been exercised). <p>The Bidder will be requested for copies of the contracts before Contract Award.</p>		
<p>M2 Corporate Offices</p> <p>The Bidder must have a corporate office situated in a commercial location and have at a minimum one (1) full-time staff person working at this site and available to respond to queries from customers between the hours of 9:00 a.m. and 5:00 p.m. EST.</p>		
<p>M3 Contract / Project Summaries</p> <p>The Bidder must provide 3 written Contract Summaries describing in detail the Bidder's current or previous experience in providing Web Application Development and Support Services for 1 or more client organizations during the past 5 years.</p> <p>At least 1 of the Contract Summaries must have been with a Department, Organization, Crown Corporation or Agency of the Government of Canada.</p> <p>Each referenced contract must have at least the same number of resources as the number of resources in the stream being bid.</p> <p>For each contract summary identified:</p> <ul style="list-style-type: none"> a. the contract value must be at least \$4,000,000 CAD b. the Contract must have been awarded at least one year prior to the closing date of this solicitation and no later than eight years from the closing date of this solicitation; c. the Contract must have a duration of at least two years within the last eight years. (note: the duration does not include option periods that have not been exercised); <p>Note: A Supply Arrangement or Standing Offer is neither a contract nor a project and therefore any reference to this type of document will not be accepted for the purpose of evaluating contract or project experience. For example if the Bidder references its TBIPS SA number for the purpose of demonstrating experience under the evaluation criteria,</p>		

<p>Canada will disregard this experience because it does not relate to a specific contract or project.</p> <p>The bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor.</p> <p>For example, A (customer) contracted with B for services. B, in turn, entered into a contract with C to provide all or part of these services to A. In this example, B is a prime contractor and C is a subcontractor.</p> <p>Within each Contract Summary provided, the Bidder must clearly indicate each of the following:</p> <ol style="list-style-type: none"> 1. the name of the client organization; and, a brief description of the scope of Web Application Development and Support Services provided, including: <ol style="list-style-type: none"> (a) project objectives; (b) resource categories provided; (c) the dates and duration of the project; and (d) the invoiced value of the project to the Bidder. <p>Each project description should not exceed 2 pages.</p>		
<p>M4 Bidder Resources</p> <p>The Bidder must include in its Proposal 1 CV for each of the following Resource Categories and Levels for a total of 10 CVs.</p> <ol style="list-style-type: none"> 1. Project Administrator (P.6), Level 1 2. Business Transformation Architect (B.7), level 3 3. Programmer/Analyst (A.7),level 3 4. Web Developer (A.14),level 3 5. System Analyst (A.8), level 3 6. Technology Architect (I.11), level 2 7. Tester (A.11),level 2 8. Technical Writer (,level 2 9. Application/Software Architect (A.1), level 3 10. Quality Assurance Specialist/Analyst (P.11),level 2 		

Rated Requirements – Corporate

Evaluated Corporate		Points	Cross Reference to Proposal
R1	<p>The Bidder should demonstrate experience providing informatics professional services in web application development and support services.</p> <p>Up to 5 points per identified Contract.</p>	15	

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	<p>Over \$4M CAD up to and including \$4.6M CAD = 2 points Over \$4.6M CAD up to and including \$5.2M CAD = 4 points Over \$5.2M CAD up to and including \$5.8M CAD = 6 points Over \$5.8M CAD up to and including \$6.4M CAD = 8 points Over \$6.4M CAD = 10 points</p> <p>A contract value is defined as the amount specified in the limitation of expenditure, plus Applicable Taxes.</p>		
R2	<p>The Bidder should demonstrate experience providing web application development services to the Government of Canada using Microsoft Visual Studio (VB.Net) version 2008 and Oracle version 8 or higher.</p> <p>Over \$1M CAD to < \$1.6M CAD = 1 point Over \$1.6M CAD up to and including \$2.2M CAD = 2 points Over \$2.2M CAD up to and including \$2.8M CAD = 3 points Over \$2.8M CAD up to and including \$3.4M CAD = 4 points Over \$3.4M CAD = 5 points</p> <p>A contract value is defined as the amount specified in the limitation of expenditure, plus Applicable Taxes.</p>	5	
R3	<p>The Bidder should demonstrate experience providing various numbers of informatics professional resources in web application development and support during the Contracts identified in M3.</p>	5	
R4	<p>The Bidder should demonstrate experience supplying resources in at least two of this solicitation's categories at the same time during each of the Contracts identified in M3 (ex. Web Developer level 3, Application/Software Architect level 2).</p>	5	
	MAXIMUM AVAILABLE POINTS	30	
	Minimum Points Required 75 %	22.5	

Mandatory Resource Category (Core)	TBIPS Category	Level of Expertise
Project Administrator	P.6	1
Business Transformation Architect	B.7	3
Programmer/Analyst	A.7	3
Web Developer	A.14	3
System Analyst	A.8	3
Technology Architect	I.11	2
Tester	A.11	2
Technical Writer	B.14	2
Application/Software Architect	A.1	3
Quality Assurance Specialist/Analyst	P.11	2

Mandatory Requirements - Resources

<p>Project Administrator (P.6) – Level 1 Non Evaluated Resource</p>	<p>Cross Reference to Proposal</p>	<p>Met Y/N</p>
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M1	The Bidder's proposed resource must have a minimum of 3 years of experience providing administrative and technical support of an administrative nature including preparing meeting agendas, minutes and presentation documentation to project teams and management.		
M2	The Bidder's proposed resource must have a minimum of 3 years maintaining project documentation and application and system libraries.		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience tracking project change requests.		
M4	The Bidder's proposed resource must have a minimum of 3 years of experience researching technical information on corporate information systems and databases.		
Business Transformation Architect (B.7) level 2 Non Evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 6 years of experience as a business transformation architect for web application development projects or COTS implementations.		
M2	The Bidder's proposed resource must have a minimum of 6 years of experience as a Business Transformation Architect in defining new requirements and opportunities for solutions.		
M3	The Bidder's proposed resource must have a minimum of 6 years of experience as a Business Transformation Architect performing options analysis, mapping business processes for solution options, and identifying and providing preliminary option costs.		
M4	The Bidder's proposed resource must have a minimum of 6 years of experience on system integration projects performing gap analysis, process improvement recommendations and change and impact analysis documents.		
Business Transformation Architect (B.7) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 10 years of experience as a Business Transformation Architect in web application development projects or COTS implementations.		
M2	The Bidder's proposed resource must have a minimum of 10 years of experience as a Business Transformation Architect in defining new requirements and opportunities for solutions.		
M3	The Bidder's proposed resource must have a minimum of 9 years of experience performing options analysis, mapping business processes for solution options and identifying and providing preliminary option costs.		
M4	The Bidder's proposed resource must have a minimum of 10 years of experience on system integration projects performing gap analysis, process improvement recommendations and change and impact analysis documents.		
M5	The Bidder's proposed resource must have a minimum of 10 years of experience developing migration strategies and plans for IM/IT systems.		
M6	The Bidder's proposed resource must have a minimum of 8 years of experience as a Business Transformation Architect participating in and planning for IM/IT organizational re-alignment and restructuring.		

Programmer/Analyst (A.7) level 2 Non Evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 2 years of experience designing and developing reports with Business Objects versions Crystal 2008 (version 12) and up.		
M2	The Bidder's proposed resource must have 3 years of experience within the last 6 years with Oracle databases (versions 8, 9i, 10g, 11g).		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 6 years developing and maintaining scripts, stored procedures, packages and error handling in PL/SQL.		
M4	The Bidder's proposed resource must have a minimum of 2 web development projects analyzing requirements and issues outlined by systems analysts and designers to comply with Government of Canada's TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp) and security policies.		
M5	The Bidder's proposed resource must have a minimum of 6 years of experience using Microsoft VB.Net on web development projects.		
M6	The Bidder's proposed resource must have a minimum of 7 years of experience building source code from conceptual or logical models; and from associated functional requirements, specifications and class/object diagrams.		
M7	The Bidder's proposed resource must have a minimum of 7 years performing unit tests and verification of the results.		
M8	The Bidder's proposed resource must have a minimum of 1 year of experience directly using the methods and standards of Microsoft CSLA.Net.		
Programmer/Analyst (A.7) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 3 years of experience designing and developing reports with Business Objects versions Crystal 2008 (version 12) and up.		
M2	The Bidder's proposed resource must have a minimum of 5 years of experience within the last 8 years with Oracle databases (versions 8, 9i, 10g, 11g).		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 5 years developing and maintaining scripts, stored procedures, packages and error handling in PL/SQL.		
M4	The Bidder's proposed resource must have experience on a minimum of 2 web development projects developing code and interfaces compliant with Government of Canada's TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp) and security policies.		
M5	The Bidder's proposed resource must have a minimum of 8 years of experience using Microsoft VB.Net on web development projects.		
M6	The Bidder's proposed resource must have a minimum of 10 years of experience building source code from conceptual or logical models; and from associated functional requirements, specifications, class diagrams and object diagrams.		

M7	The Bidder's proposed resource must have a minimum of 10 years of experience performing unit and functional tests and documenting results.		
M8	The Bidder's proposed resource must have a minimum of 2 years of experience directly using the methods and standards of CSLA.Net.		
M9	The Bidder's proposed resource must have a minimum of 6 years directly supervising, assigning work packages and mentoring junior and intermediate level Programmer/Analysts.		
Web Developer (A.14) level 2 Non evaluated			
M1	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 6 years with Oracle databases (versions 8, 9i, 10g, 11g).		
M2	The Bidder's proposed resource must have a minimum of 2 years of experience directly using the methods and standards of CSLA.Net on web application projects.		
M3	The Bidder's proposed resource must have experience as a Web Developer using the Microsoft VB.Net development framework for a minimum of 2 web application development projects for Federal government departments/agencies/organizations/Crown Corporations.		
M4	The Bidder's proposed resource must have a minimum of 6 years of experience within the last 8 years using Microsoft VB.Net.		
M5	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 6 years developing and maintaining stored procedures, packages and with error handling in PL/SQL.		
M6	The Bidder's proposed resource must have experience on a minimum of 2 web development projects developing code and interfaces compliant with Government of Canada's TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp) and security policies.		
Web Developer (A.14) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years using Microsoft VB.Net.		
M2	The Bidder's proposed resource must have a minimum of 3 years of experience directly using the methods and standards of CSLA.Net.		
M3	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 8 years on web application projects using Oracle databases (versions 8, 9i, 10g, 11g).		
M4	The Bidder's proposed resource must have experience developing web applications using the Microsoft VB.Net development framework for a minimum of 2 web application development projects for Federal government departments/agencies/organizations/Crown Corporations.		
M5	The Bidder's proposed resource must have a minimum of 10 years of experience as a Web Developer performing integration and system testing and documenting defects and change requests in defect tracking tools.		

M6	The Bidder's proposed resource must have experience developing web applications from Use Case specifications for a minimum of 2 web development projects for Federal government departments/agencies/organizations/Crown Corporations.		
M7	The Bidder's proposed resource must have a minimum 6 years of experience developing and maintaining stored procedures, packages and with error handling in PL/SQL.		
M8	The Bidder's proposed resource must have experience on a minimum of 2 web development projects developing code and interfaces compliant with Government of Canada's TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp) and security policies.		
M9	The Bidder's proposed resource must have a minimum of 6 years supervising, assigning work packages and mentoring junior and intermediate level Web Developers.		
System Analyst (A.8) level 2 Non Evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 8 years of experience as a System Analyst in web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 5 years of system design experience creating models, including domain models (class diagrams), sequence diagrams and data models. The project descriptions must clearly explain the work performed by the resource.		
M3	The Bidder's proposed resource must have a minimum of 5 years of experience as a Systems Analyst analyzing Use Cases and Use Case Models to model systems.		
M4	The Bidder's proposed resource must have a minimum of 8 years of experience as a Systems Analyst developing cost analysis, design and implementation documents.		
System Analyst (A.8) – Level 3 Evaluated resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 10 years of experience as a Systems Analyst analyzing Use Cases and Use Case Models to model systems. The CV must detail the documents and deliverables produced.		
M2	The Bidder's proposed resource must have experience as a Systems Analyst using the Microsoft VB.Net development framework for a minimum of 2 web development projects for Federal government departments/agencies/organizations/Crown Corporations.		
M3	The Bidder's proposed resource must have a minimum of 10 years of experience as a Systems Analyst developing cost analysis, design and implementation documents.		
M4	The Bidder's proposed resource must have a minimum of 10 years of system design experience creating models, including domain models (class diagrams), sequence diagrams and data models. The project descriptions must clearly explain the work performed by the resource.		

M5	The Bidder's proposed resource must have experience as a Systems Analyst using Oracle databases on a minimum of 2 web applications or COTS implementations.		
M6	The Bidder's proposed resource must have a minimum of 1 year of experience using the methods and standards of CSLA.Net on web development projects.		
M7	The Bidder's proposed resource must have a minimum of 10 years of experience identifying and documenting database content, database structure and application subsystems.		
Technology Architect (I.11) – Level 2 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 2 years of experience in the last 6 years on projects implementing COTS solutions.		
M2	The Bidder's proposed resource must have a minimum of 1 of the projects cited in M1 implementing a COTS solution for a Federal government department, agency, organization, Crown Corporation.		
M3	The Bidder's proposed resource must have a minimum of 7 years of experience leading and conducting assessments of IM/IT environments, researching and evaluating technology solutions, and recommending technical options and costing analysis to fulfill business requirements in a federal government context.		
Tester (A.11) – Level 2 Evaluated resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 7 years of experience as a Tester in web application development projects.		
M2	The Bidder's proposed resource must have 3 years of experience within the last 5 years creating, testing and debugging PL/SQL scripts, stored procedures, packages and error handling for testing purposes.		
M3	The Bidder's proposed resource must have a minimum of 5 years of experience in management of walkthroughs and reviews for testing and implementation readiness.		
M4	The Bidder's proposed resource must have experience as a Tester conducting system, integration and regression tests for a minimum of 2 web application development projects or COTS implementation projects for Federal government departments/agencies/organizations/Crown Corporations.		
M5	The Bidder's proposed resource must have experience as a Tester on a minimum of 2 web application development project developing test scenarios and scripts for web-based applications which are required to meet Government of Canada standards and guidelines including "TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp).		
M6	The Bidder's proposed resource must have experience as a Tester using Defect Tracking Tools such as Test Track Pro (TTPro).		
Technical Writer (B.14) – Level 2			

Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 6 years of experience as a Technical Writer on IM/IT projects.		
M2	The Bidder's proposed resource must have a minimum of 6 years of experience gathering information on the features and functions of systems provided by the developers, business analysts and systems analysts from which to create technical documentation.		
M3	The Bidder's proposed resource must have a minimum of 5 years of experience on web application development projects testing the accuracy of the technical documentation created by the resource by making direct use of the material through participation in system and user acceptance testing.		
M4	The Bidder's proposed resource must have experience preparing documentation for web-based applications to project, organizational and user standards and guidelines on a minimum of 2 web application development projects.		
M5	The Bidder's proposed resource must have a minimum of 2 years of experience within the last 5 years with Federal government departments/agencies/organizations/Crown Corporations as a technical writer.		
Application/Software Architect (A.1) level 2 Non Evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 6 years of experience as an Application/Software Architect in web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 7 years with Oracle databases (versions 8, 9i, 10g, 11g).		
M3	The Bidder's proposed resource must have a minimum of 6 years of experience defining input and output sources including detailed plans for the technical design phase for projects.		
M4	The Bidder's proposed resource must have a minimum of 6 years of experience as an application/software architect developing technical architectures, frameworks and strategies for department or government-wide web application development projects (minimum 500 users) to meet business and application requirements. The CV must detail the experience.		
M5	The Bidder's proposed resource must have a minimum of 6 years of experience designing and documenting architectural specifications for interfaces or integration between new and existing systems.		
Application/Software Architect (A.1) – Level 3 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 10 years of experience defining input and output sources including detailed plans for the technical design phase for web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 4 years of experience within the last 7 years with Oracle databases (8, 9i, 10g, 11g).		
M3	The bidder's proposed resource must have a minimum 8 years of experience as an Application/Software Architect developing technical architectures and frameworks, for a major program area, to meet business and application		

	requirements. Major statutory programs consist of the major transfers to other levels of government, such as the Canada Health Transfer. They also include the major transfers to individuals, such as Elderly Benefits (including Old Age Security, the Guaranteed Income Supplement, and Spousal Allowances.		
M4	The Bidder's proposed resource must have a minimum of 7 years of experience as an application/software architect developing technical architectures, frameworks and strategies for department or government-wide web application development projects (minimum 500 users) to meet business and application requirements. The CV must detail the experience.		
M5	The Bidder's proposed resource must have a minimum of 10 years of experience analyzing and evaluating alternative technology solutions to meet business problems.		
M6	The Bidder's proposed resource must have a minimum of 10 years of experience designing and documenting architectural specifications for interfaces or integration between new and existing systems.		
M7	The Bidder's proposed resource must have a minimum of 10 years of experience identifying and documenting system specific standards relating to department or government-wide solutions.		
M8	The Bidder's proposed resource must have a minimum of 3 years of experience within the last 5 years as an Application/Software Architect using Microsoft VB.NET.		
Quality Assurance Specialist/Analyst (P.11) level 1 Non Evaluated Resource			
M1	The Bidder's proposed resource must have a minimum of 3 years of experience as Quality Assurance Specialist/Analyst on web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 3 years of experience as a Quality Assurance Specialist/Analyst developing test cases and test scripts from Use Cases.		
M3	The Bidder's proposed resource must have a minimum of 2 years of experience using Defect Tracking Tools such as Test Track Pro (TTPro).		
M4	The Bidder's proposed resource must have a minimum of 2 years of experience as a Quality Assurance Specialist/Analyst creating, testing and debugging PL/SQL for scripts, stored procedures and packages and error handling.		
M5	The Bidder's proposed resource must have a minimum of 3 years within the last 5 years of experience of functional and regression testing of software applications.		
Quality Assurance Specialist/Analyst (P.11) – Level 2 Evaluated Resource (Core)			
M1	The Bidder's proposed resource must have a minimum of 7 years of experience as Quality Assurance Specialist/Analyst on a web application development projects.		
M2	The Bidder's proposed resource must have a minimum of 6 years of experience		

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	as a Quality Assurance Specialist/Analyst developing test cases and test scripts from Use Cases and user requirements.		
M3	The Bidder's proposed resource must have experience using Defect Tracking Tools such as Test Track Pro (TTPro).		
M4	The Bidder's proposed resource must have a minimum of 4 years of experience as a Quality Assurance Specialist/Analyst creating, testing and debugging PL/SQL for scripts, stored procedures and packages and error handling.		
M5	The Bidder's proposed resource must have a minimum of 8 years of experience in system, integration and regression testing of software applications.		
M6	The Bidder's proposed resource must have a minimum of 6 years of experience as a Quality Assurance Specialist/Analyst performing quality assurance analysis on corporate web systems (minimum 500 users) within the last 10 years.		
M7	The Bidder's proposed resource must have a minimum of 8 years of experience as a Quality Assurance Specialist/Analyst in analysis, testing and documentation of data quality.		
M8	The Bidder's proposed resource must have 6 years of experience as a Quality Assurance Specialist/Analyst analyzing and documenting quality assurance assessments of web application development projects (minimum 500 users) and COTS implementation projects (minimum 500 users) for Federal government departments/agencies/organizations/Crown Corporations.		

Rated Requirements – Resources

Business Transformation Architect (B.1), Level 2 Non Evaluated Resource	
R1	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect on projects for integration and data exchange between systems across government departments.</p> <p>2 projects = 1 point 3 projects = 2 points Over 3 projects = 3 points</p>
R2	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect working on IT development projects or COTS implementations with Federal government departments/agencies/organizations/Crown Corporations.</p> <p>6 years up to and including 7 years = 1 point Over 7 years up to and including 8 years = 2 points Over 8 years up to and including 9 years = 3 points Over 9 years up to and including 10 years = 4 points Over 10 years = 5 points</p>
R3	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect analyzing functional requirements to identify information, processes and business flows.</p> <p>4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points</p>
R4	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect in analyzing and documenting commonalities and potential commonalities in business processes specifically for the purpose of system integration. The CV must detail the experience to be allocated the points.</p> <p>4 years up to and including 5 years = 1 point Over 5 years up to and including 6 years = 2 points Over 6 years = 3 points</p>
R5	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect in integration of IT systems for business or program sectors within a government department.</p> <p>2 projects = 3 points 3 projects = 4 points 4 projects = 5 points 5 projects = 6 points Over 5 projects = 7 points</p>
R6	<p>The Bidder's proposed resource should have experience with BPMN (Business Process Model and Notation) or Business Process Management Initiative (BPMI) within the last 5 years.</p> <p>2 years up to including 3 years = 1 point Over 3 years = 2 points</p>
R7	<p>The Bidder's proposed resource should have a minimum of 2 years of experience within the last 10 years working as a Business Transformation Architect supporting business transformation and IM/IT initiatives with budgets of \$3M CAD or more.</p> <p>2 years up to and including 3 years = 1 point</p>

	Over 3 year2 up to and including 4 years = 2 points Over 4 years = 3 points		
	MAXIMUM AVAILABLE POINTS	28	
	Minimum Points required 75%	21	
Business Transformation Architect (B.1), Level 3 Evaluated Resource (Core)			
R1	The Bidder's proposed resource should have experience as a Business Transformation Architect on projects for integration and data exchange between systems across government departments. 3 projects = 6 points 4 projects = 7 points 5 projects = 8 points 6 projects = 9 points Over 6 projects = 10 points	10	
R2	The Bidder's proposed resource should have experience as a Business Transformation Architect working on IT development projects or COTS implementations with Federal government departments/agencies/organizations/Crown Corporations. 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points	10	
R3	The Bidder's proposed resource should have experience as a Business Transformation Architect analyzing functional requirements to identify information, processes and business flows. 8 years up to and including 9 years = 2 points Over 9 years up to and including 10 years = 3 points Over 10 years up to and including 11 years = 4 points Over 11 years = 5 points	5	
R4	The Bidder's proposed resource should have experience as a Business Transformation Architect in analyzing and documenting commonalities and potential commonalities in business processes specifically for the purpose of system integration. The CV must detail the experience to be allocated the points. 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points	10	
R5	The Bidder's proposed resource should have experience as a Business Transformation Architect analyzing and providing options for data management. 2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points	5	

	Over 5 projects = 5 points		
R6	<p>The Bidder's proposed resource should have experience as a Business Transformation Architect in integration of systems for business or program sectors within a government department.</p> <p>3 projects = 6 points 4 projects = 7 points 5 projects = 8 points 6 projects = 9 points Over 6 projects = 10 points</p>	10	
R7	<p>The Bidder's proposed resource should have experience with BPMN (Business Process Model and Notation) or Business Process Management Initiative (BPMI) within the last 8 years.</p> <p>Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>	5	
R8	<p>The Bidder's proposed resource should have a minimum of 6 years of experience within the last 15 years working as a Business Transformation Architect supporting business transformation and IM/IT initiatives with budgets of \$5M CAD or more.</p> <p>Over 5 years up to and including 6 years = 1 point Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>	5	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
Programmer/Analyst (A.7), Level 2 Non Evaluated Resource			
R1	<p>The Bidder's proposed resource should have experience programming with methods and standards used in the CSLA.Net on web development projects.</p> <p>Over 1 year up to and including 2 years = 1 point Over 2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years up to and including 5 years = 4 points Over 5 years = 5 points</p>		
R2	<p>The Bidder's proposed resource should have experience as a Programmer/Analyst analyzing and developing technical requirements from documentation including Use Cases, Software Requirements Specifications or Business Requirement Documents.</p> <p>Over 5 years up to and including 6 years = 2 points Over 6 years up to and including 7 years = 3 points Over 7 years up to and including 8 years = 4 points Over 8 years = 5 points</p>		
R3	The Bidder's proposed resource should have experience creating use case realizations and UML diagrams.		

	<p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience within the last 10 years developing Oracle packages from data models.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years up to and including 5 years = 4 points Over 5 years = 5 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required	15	
Programmer/Analyst (A.7), Level 3 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience as a Programmer/Analyst working on projects using an iterative System Development Life Cycle (SDLC) methodology.</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points</p>	5	
R2	<p>The Bidder's proposed resource should have experience designing and developing with Business Objects versions Crystal 2008 (version 12 and up), embedded in VB.Net applications, which allow users to select data to create custom reports.</p> <p>2 years up to and including 3 years = 2 points Over 3 years up to and including 4 years = 3 points Over 4 years up to and including 5 years = 4 points Over 5 years = 5 points</p>	5	
R3	<p>The Bidder's proposed resource should have experience programming with methods and standards used in the CSLA.Net on web development projects.</p> <p>Over 2 years up to and including 3 years = 1 point Over 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>	5	
R4	<p>The Bidder's proposed resource should have experience as a Programmer/Analyst on web application development projects using the Microsoft VB.Net development framework for Federal government departments/agencies/organizations.</p> <p>Over 3 years up to and including 4 years = 1 point Over 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points</p>	5	

R5	<p>The Bidder's proposed resource should have experience as a Programmer/Analyst analyzing and developing technical requirements from documentation including Use Cases, Software Requirements Specifications or Business Requirement Documents.</p> <p>7 years up to and including 8 years = 5 points Up to and including 9 years = 6 points Up to and including 10 years = 7 points Up to and including 11 years = 8 points Up to and including 12 years = 9 points Over 12 years = 10 points</p>	10	
R6	<p>The Bidder's proposed resource should have experience developing and maintaining Oracle sql packages for data queries for reporting via Business Objects versions Crystal 2008 (version 12).</p> <p>Over 1 year up to and including 2 years = 6 points Over 2 years up to and including 3 years = 7 points Over 3 years up to and including 4 years = 8 points Over 4 years up to and including 5 years = 9 points Over 5 years = 10 points</p>	10	
R7	<p>The Bidder's proposed resource should have experience creating use case realizations and UML diagrams.</p> <p>2 projects = 4 points 3 projects = 5 points 4 projects = 6 points 5 projects = 7 points 6 projects = 8 points 7 projects = 9 points Over 7 projects = 10 points</p>	10	
R8	<p>The Bidder's proposed resource should have experience within the last 10 years developing Oracle packages from data models.</p> <p>Over 2 years up to and including 3 years = 5 points Over 3 years up to and including 4 years = 6 points Over 4 years up to and including 5 years = 7 points Over 5 years up to and including 6 years = 8 points Over 6 years up to and including 7 years = 9 points Over 7 years = 10 points</p>	10	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
<p>Web Developer (A.14), Level 2 Non Evaluated Resource</p>			
R1	<p>The Bidder's proposed resource should have experience developing estimates from system requirements specifications (SRS) and business requirements documents (BRD).</p> <p>Over 5 years up to and including 6 years = 1 point Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		

R2	<p>The Bidder's proposed resource should have experience as a web developer producing code, objects and classes from Use Cases, sequence diagrams, class diagrams and models.</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points</p>		
R3	<p>The Bidder's proposed resource should have experience directly working with methods and standards in CSLA.Net on web application development projects.</p> <p>Over 2 years up to and including 3 years = 1 point Over 3 years up to and including 4 years = 2 points Over 4 years up to and including 5 years = 3 points Over 5 years up to and including 6 years = 4 points Over 6 years = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience coding HTML5 on VB.Net projects.</p> <p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required	15	
Web Developer (A.14), Level 3 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience developing estimates from system requirements specifications (SRS) and/or business requirements documents (BRD).</p> <p>Over 7 years up to and including 8 years = 5 points Over 8 years up to and including 9 years = 6 points Over 9 years up to and including 10 years = 7 points Over 10 years up to and including 11 years = 8points Over 11years up to and including 12 years = 9 points Over 12 years = 10 points</p>	10	
R2	<p>The Bidder's proposed resource should have experience creating user interface mock-ups from use cases and design diagrams.</p> <p>Over 8 years up to and including 9 years = 1 point Over 9 years up to and including 10 years = 2 points Over 10 years up to and including 11 years = 3 points Over 11 years up to and including 12 years = 4 points Over 12 years = 5 points</p>	5	

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R3	<p>The Bidder's proposed resource should have experience as a web developer producing code, objects and classes from Use Cases, sequence diagrams, class diagrams and models.</p> <p>3 projects = 5 points 4 projects = 6 points 5 projects = 7 points 6 projects = 8 points 7 projects = 9 points Over 7 projects = 10 points</p>	10	
R4	<p>The Bidder's proposed resource should have experience as a web developer on projects using the MicrosoftVB.Net development framework for government (federal/provincial/state/municipal) departments/agencies/organizations.</p> <p>Over 4 years up to and including 5 years = 5 points Over 5 years up to and including 6 years = 6 points Over 6 years up to and including 7 years = 7 points Over 7 years up to and including 8 years = 8 points Over 8 years up to and including 9 years = 9 points Over 9 years = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience directly working with methods and standards in CSLA.Net on web application development projects.</p> <p>Over 3 years up to and including 4 years = 1 point Over 4 years up to and including 5 years = 2 points Over 5 years up to and including 6 years = 3 points Over 6 years up to and including 7 years = 4 points Over 7 years = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have experience developing working prototypes of and proof of concept web applications in projects which used an iterative development methodology.</p> <p>2 projects= 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>	5	
R7	<p>The Bidder's proposed resource should have experience coding HTML5 on VB.Net projects.</p> <p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>	5	
R8	<p>The Bidder's proposed resource should have experience developing, testing and implementing PL/SQL scripts for data uploads to Oracle database from spreadsheets, various file formats or other databases.</p> <p>2 projects = 5 points 3 projects = 6 points 4 projects = 7 points 5 projects = 8 points 6 projects = 9 points</p>	10	

	Over 6 projects = 10 points		
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
System Analyst (A.8), Level 2 Non Evaluated Resource			
R1	<p>The Bidder's proposed resource should have experience analyzing Use Cases to create system design specifications.</p> <p>Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		
R2	<p>The Bidder's proposed resource should have experience creating architectural design of solutions and user interface and system mock-ups from the designs.</p> <p>Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>		
R3	<p>The Bidder's proposed resource should have experience in system design using logical models to create physical models used by application developers. The project descriptions should detail the experience.</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience creating logical models including to Analysis Models, Test Models and Deployment Models.</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Points Required	15	
System Analyst (A.8), Level 3 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience analyzing web application Use Cases to create system design specifications.</p> <p>7 years up to and including 8 years = 5 points Over 8 years up to and including 9 years = 6 points Over 9 years up to and including 10 years = 7 points</p>	10	

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	<p>Over 10 years up to and including 11years = 8 points Over 11years up to and including 12 years = 9 points Over 12 years = 10 points</p>		
R2	<p>The Bidder's proposed resource should have experience creating architectural design of solutions and user interface and system mock-ups from the designs.</p> <p>Over 8 years up to and including 9 years = 5 points Over 9 years up to and including 10 years = 6 points Over 10 years up to and including 11 years = 7 points Over 11 years up to and including 12 years = 8 points Over 12 years up to and including 13 years = 9 points Over 13 years = 10 points</p>	10	
R3	<p>The Bidder's proposed resource should have experience in system design using logical models to create physical models used by application developers. The project descriptions should detail the experience.</p> <p>2 projects = 4 points 3 projects = 5 points 4 projects = 6 points 5 projects = 7 points 6 projects = 8 points 7 projects = 9 points Over 7 projects = 10 points</p>	10	
R4	<p>The Bidder's proposed resource should have experience evaluating COTS IT systems against business and technical requirements.</p> <p>3 projects = 7 4 projects = 8 5 projects = 9 points Over 5 projects = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience as a System Analyst in the design and implementation of web application development projects.</p> <p>Over 10 years up to and including 11 years = 5 points Over 11 years up to and including 12 years = 6 points Over 12 years up to and including 13 years = 7 points Over 13 years up to and including 14 years = 8 points Over 14 years up to and including 15 years = 9 points Over 15 years = 10 points</p>	10	
R6	<p>The Bidder's proposed resource should have experience creating logical models including Analysis Models, Test Models and Deployment Models.</p> <p>2 projects = 4 points 3 projects = 5 points 4 projects = 6 points 5 projects = 7 points 6 projects = 8 points 7 projects = 9 points Over 7 projects = 10 points</p>	10	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	

Technology Architect (I.11) - Level 2 Evaluated Resource (Core)			
R1	The Bidder's proposed resource should have experience designing, developing, and implementing architectures in the following technology domains: Application Architecture: 2 points Information Management and Data Architecture: 2 points Business Architecture: 2 points Security Architecture: 2 points Technical Architecture: 2 points	10	
R2	The Bidder's proposed resource should have experience in designing the architecture for a department or government -wide solution (web application or COTS) to support operational reporting requirements. 100 users = 2 points 101 to 250 users = 4 points 251 to 500 users = 6 points 501 to 1000 users = 8 points 1001 or more users = 10 points	10	
R3	The Bidder's proposed resource should have experience gathering business process requirements and producing business process maps from those requirements for options assessments for systems with a minimum of 100 users. 2 projects = 6 points 3 projects = 7 points 4 projects = 8 points 5 projects = 9 points Over 5 projects = 10 points	10	
R4	The Bidder's proposed resource should have experience as a Technology Architect in systems integration projects within program areas or between systems in two or more program areas. 2 projects = 6 points 3 projects = 7 points 4 projects = 8 points 5 projects = 9 points Over 5 projects = 10 points	10	
	MAXIMUM AVAILABLE POINTS	40	
	Minimum Points Required 75 %	30	
Tester (A.11), Level 2 Evaluated Resource (Core)			
R1	The Bidder's proposed resource should have experience conducting system testing, integration testing and regression testing for Microsoft VB.Net web application development projects. 7 years up to and including 8 years = 5 points Over 8 years up to and including 9 years = 6 points Over 9 years up to and including 10 years = 7 points	10	

	Over 10 years up to and including 11 years = 8 points Over 11 years up to and including 12 years = 8 points Over 12 years = 10 points		
R2	The Bidder's proposed resource should have experience developing test scripts and test cases from system use cases. 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points	10	
R3	The Bidder's proposed resource should have experience establishing software testing procedures for unit test, integration testing and regression testing. 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points	10	
R4	The Bidder's proposed resource should have experience developing user testing manuals or guides. 5 projects = 2 points 6 projects = 3 points 7 projects = 4 points Over 7 projects = 5 points	5	
R5	The Bidder's proposed resource should have experience as a Tester conducting system, integration and regression tests for COTS (corporate IT systems) implementation projects for Federal government departments/agencies/organizations/Crown Corporations. 3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points	5	
	MAXIMUM AVAILABLE POINTS	40	
	Minimum Points Required 75 %	30	
Technical Writer (B.14), Level 2 Evaluated Resource (Core)			
R1	The Bidder's proposed resource should have experience as a technical writer working directly with web developers, system analysts and business analysts. 4 years up to and including 5 years = 5 points Over 5 years up to and including 6 years = 6 points Over 6 years up to and including 7 years = 7 points Over 7 years up to and including 8 years = 8 points Over 8 years up to and including 9 years = 9 points	10	

	Over 9 years = 10 points		
R2	<p>The Bidder's proposed resource should have experience in drafting, reviewing and editing, user manuals, technical documentation, user guides business user guides and training manuals for users of web applications.</p> <p>5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R3	The Bidder's proposed resource should have a Post-Secondary Diploma in Technical Writing or 8+ years of technical writer experience.	5	
R4	<p>The Bidder's proposed resource should have experience with in the last 9 years creating, editing and maintain on-line help files for web applications using content tools (such as RoboHelp). The content tool(s) should be specified.</p> <p>2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>	5	
R5	<p>The Bidder's proposed resource should have experience with the Government of Canada's publishing standards, guidelines and practices (http://www.tbs-sct.gc.ca/communications/index-eng.asp).</p> <p>3 projects = 1 point 4 projects = 2 points 5 projects = 3 points 6 projects = 4 points Over 6 projects = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have experience on multi-year projects for the Federal government departments/agencies/organizations/Crown Corporations where the projects involved technical writing, either creating or bringing technical documents up to date or both.</p> <p>2 project = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>	5	
	MAXIMUM AVAILABLE POINTS	40	
	Minimum Points Required 75 %	30	
Application/Software Architect (A.1), Level 2 Non Evaluated Resource			
R1	<p>The Bidder's proposed resource should have experience as an Application/Software Architect on web application software development projects.</p> <p>6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points</p>		

	Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points		
R2	The Bidder's proposed resource should have experience analyzing and evaluating alternative technology solutions to meet business requirements for web application development projects. 1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points		
R3	The Bidder's proposed resource should have experience analyzing functional requirements to identify information, procedures and decision flows. 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points		
R4	The Bidder's proposed resource should have experience as an Application/Software Architect on web application development projects the mandate(s) of which being integration of information systems between government departments/agencies/organizations. The CV must detail the experience. 1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Required Points	15	
Application/Software Architect (A.1), Level 3 Evaluated Resource (Core)			
R1	The Bidder's proposed resource should have experience as an Application/Software Architect on web application software development projects. Over 10 years up to and including 11 years = 5 points Over 11 years up to and including 12 years = 6 points Over 12 years up to and including 13 years = 7 points Over 13 years up to and including 14 years = 8 points Over 14 years up to and including 15 years = 9 points Over 15 years = 10 points	10	
R2	The Bidder's proposed resource should have experience as an Application/Software Architect in conversion and redevelopment of systems or interfaces from one platform and database (ex. Java and SQL Server) to another platform (ex. Microsoft VB.Net and Oracle). 1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points	5	

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R3	<p>The Bidder's proposed resource should have experience analyzing and evaluating alternative technology solutions to meet business requirements for web application development projects.</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>	5	
R4	<p>The Bidder's proposed resource should have experience analyzing functional requirements to identify information, procedures and decision flows.</p> <p>5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience as an Application/Software Architect on web application development projects the mandate(s) of which being integration of information systems between government departments/agencies/organizations. The CV detail the experience.</p> <p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have experience as an Application/Software Architect on web application development projects using the Microsoft VB.Net development framework for Federal government departments/agencies/organizations/Crown Corporations.</p> <p>2 years up to and including 3 years = 6 points Over 3 years up to and including 4 years = 7 points Over 4 years up to and including 5 years = 8 points Over 5 years up to and including 6 years = 9 points Over 6 years = 10 points</p>	10	
R7	<p>The Bidder's proposed resource should have experience as an Application/Software Architect on projects using an iterative development process methodology.</p> <p>2 projects = 1 point 3 projects = 2 points 4 projects = 3 points 5 projects = 4 points Over 5 projects = 5 points</p>	5	
R8	<p>The Bidder's proposed resource should have a minimum of 1 year of experience within the last 8 as an Application/Software Architect designing reporting solutions (ex. Business Objects/Crystal Reports) for senior (Director and above) management. The resume should specify which reporting solutions were used.</p> <p>1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>	5	

R9	<p>The Bidder's proposed resource should have experience analyzing requirements and issues to design and configure solutions to comply with Government of Canada's TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp) and security policies.</p> <p>1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points Over 4 projects = 5 points</p>	5	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
Quality Assurance Specialist/Analyst (P.11), Level 1 Non Evaluated Resource			
R1	<p>The Bidder's proposed resource should have experience as a QA Specialist/ Analyst on web application development projects developing test scenarios and scripts for n-tiered, web-based applications which are required to meet Government of Canada accessibility standards and guidelines including "TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp or similar guidelines at other federal levels of government.</p> <p>1 project = 1 point 2 projects = 2 points 3 project = 3 point 4 projects = 4 points Over 4 projects = 5 points</p>		
R2	<p>The Bidder's proposed resource should have experience participating in functional and technical design reviews.</p> <p>Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>		
R3	<p>The Bidder's proposed resource should have experience performing testing application systems which are transactional, multi-tier and multi-application (ex. application server/web server/ reporting server).</p> <p>Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>		
R4	<p>The Bidder's proposed resource should have experience developing test scripts specifically for purposes of data cleansing and handling of Protected B levels of data.</p> <p>Over 1 year up to and including 2 years = 2 points Over 2 years up to and including 3 years = 3 points Over 3 years up to and including 4 years = 4 points Over 4 years = 5 points</p>		
	MAXIMUM AVAILABLE POINTS	20	
	Minimum Required Points	15	

Quality Assurance Specialist/Analyst (P.11), Level 2 Evaluated Resource (Core)			
R1	<p>The Bidder's proposed resource should have experience as a QA Specialist/ Analyst on web application development projects developing test scenarios and scripts for n-tiered, web-based applications which are required to meet Government of Canada accessibility standards and guidelines including "TBS Standards on Web Accessibility, Interoperability and Usability" (http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp or similar guidelines at other federal levels of government.</p> <p>2 projects = 1 point 3 projects = 2 points 4 project = 3 point 5 projects = 4 points Over 5 projects = 5 points</p>	5	
R2	<p>The Bidder's proposed resource should have experience leading development of test plans, test scripts and test data.</p> <p>Over 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R3	<p>The Bidder's proposed resource should have experience participating in functional and technical design reviews.</p> <p>Over 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R4	<p>The Bidder's proposed resource should have experience performing testing application systems which are transactional, multi-tier and multi-application (ex. application server/web server/ reporting server).</p> <p>Over 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>	10	
R5	<p>The Bidder's proposed resource should have experience developing test scripts specifically for purposes of data cleansing and handling of Protected B levels of data.</p> <p>Over 5 years up to and including 6 years = 1 point Over 6 years up to and including 7 years = 2 points Over 7 years up to and including 8 years = 3 points Over 8 years up to and including 9 years = 4 points Over 9 years = 5 points</p>	5	
R6	<p>The Bidder's proposed resource should have experience supervising testing by</p>	10	

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	<p>following and monitoring the test plan for required levels of testing.</p> <p>Over 5 years up to and including 6 years = 5 points Over 6 years up to and including 7 years = 6 points Over 7 years up to and including 8 years = 7 points Over 8 years up to and including 9 years = 8 points Over 9 years up to and including 10 years = 9 points Over 10 years = 10 points</p>		
R7	<p>The Bidder's proposed resource should have a minimum of 6 years of experience as a Quality Assurance Specialist/Analyst analyzing and documenting quality assurance assessments of web application development projects (minimum 1000 users) and COTS implementation projects (minimum 1000 users) for Federal government departments/agencies/organizations/Crown Corporations.</p>	10	
	MAXIMUM AVAILABLE POINTS	60	
	Minimum Points Required 75 %	45	
STREAM C TOTAL EVALUATED RESOURCE-RATED SCORE		/480	

**ATTACHMENT 4.2
PRICING SCHEDULE**

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

STREAM A: ORACLE DATABASE ADMINISTRATION AND SUPPORT SERVICES

Initial Contract Period				
Date of Contract award to 3 years later				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Database Administrator	LEVEL 1	288		
Database Administrator	LEVEL 2	1296		
Database Administrator	LEVEL 3	432		
Data Modeler	LEVEL 2	288		
Data Modeler	LEVEL 3	360		
Database Analyst/ IM Administrator	LEVEL 1	288		
Database Analyst/ IM Administrator	LEVEL 2	432		
Total Price Initial Contract Period				

Option Period 1				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Database Administrator	LEVEL 1	96		

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Database Administrator	LEVEL 2	432		
Database Administrator	LEVEL 3	144		
Data Modeler	LEVEL 2	96		
Data Modeler	LEVEL 3	120		
Database Analyst/ IM Administrator	LEVEL 1	96		
Database Analyst/ IM Administrator	LEVEL 2	144		
Total Price Option Period 1				

Option Period 2				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Database Administrator	LEVEL 1	96		
Database Administrator	LEVEL 2	432		
Database Administrator	LEVEL 3	144		
Data Modeler	LEVEL 2	96		
Data Modeler	LEVEL 3	120		
Database Analyst/ IM Administrator	LEVEL 1	96		
Database Analyst/ IM Administrator	LEVEL 2	144		
Total Price Option Period 2				

STREAM B: PROJECT MANAGEMENT AND BUSINESS ANALYSIS SERVICES

Initial Contract Period				
Date of Contract award to 3 years later				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Manager	LEVEL 1	360		
Project Manager	LEVEL 2	864		
Project Manager	LEVEL 3	864		
Business Analyst	LEVEL 1	360		
Business Analyst	LEVEL 2	864		
Business Analyst	LEVEL 3	720		
Total Price Initial Contract Period				

Option Period 1				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Manager	LEVEL 1	120		
Project Manager	LEVEL 2	288		
Project Manager	LEVEL 3	288		
Business Analyst	LEVEL 1	120		
Business Analyst	LEVEL 2	288		
Business Analyst	LEVEL 3	240		

Total Price Option Period 1	
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Option Period 2				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Manager	LEVEL 1	120		
Project Manager	LEVEL 2	288		
Project Manager	LEVEL 3	288		
Business Analyst	LEVEL 1	120		
Business Analyst	LEVEL 2	288		
Business Analyst	LEVEL 3	240		
Total Price Option Period 2				

STREAM C: WEB APPLICATION DEVELOPMENT AND SUPPORT SERVICES

Initial Contract Period				
Date of Contract award to 3 years later				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Administrator	LEVEL 1	432		
Business Transformation	LEVEL 2	360		
Business Transformation	LEVEL 3	864		
Programmer/Analyst	LEVEL 2	1728		
Programmer/Analyst	LEVEL 3	1296		
Web Developer	LEVEL 2	2592		
Web Developer	LEVEL 3	2160		
System Analyst	LEVEL 2	864		
System Analyst	LEVEL 3	720		
Tester	LEVEL 2	1296		
Technical Writer	LEVEL 2	432		
Technology Architect	LEVEL 2	432		
Application/Software Architect	LEVEL 2	864		
Application/Software Architect	LEVEL 3	720		
Quality Assurance Specialist/Analyst	LEVEL 1	864		
Quality Assurance Specialist/Analyst	LEVEL 2	864		
Total Price Initial Contract Period				

Option Period 1

	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Administrator	LEVEL 1	144		
Business Transformation	LEVEL 2	120		
Business Transformation	LEVEL 3	288		
Programmer/Analyst	LEVEL 2	576		
Programmer/Analyst	LEVEL 3	432		
Web Developer	LEVEL 2	864		
Web Developer	LEVEL 3	720		
System Analyst	LEVEL 2	288		
System Analyst	LEVEL 3	240		
Tester	LEVEL 2	432		
Technical Writer	LEVEL 2	144		
Technology Architect	LEVEL 2	144		
Application/Software Architect	LEVEL 2	288		
Application/Software Architect	LEVEL 3	240		
Quality Assurance Specialist/Analyst	LEVEL 1	288		
Quality Assurance Specialist/Analyst	LEVEL 2	288		
Total Price Option Period 1				

Option Period 2				
	(B)	(C)	(D)	(E)

Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D)
Project Administrator	LEVEL 1	144		
Business Transformation	LEVEL 2	120		
Business Transformation	LEVEL 3	288		
Programmer/Analyst	LEVEL 2	576		
Programmer/Analyst	LEVEL 3	432		
Web Developer	LEVEL 2	864		
Web Developer	LEVEL 3	720		
System Analyst	LEVEL 2	288		
System Analyst	LEVEL 3	240		
Tester	LEVEL 2	432		
Technical Writer	LEVEL 2	144		
Technology Architect	LEVEL 2	144		
Application/Software Architect	LEVEL 2	288		
Application/Software Architect	LEVEL 3	240		
Quality Assurance Specialist/Analyst	LEVEL 1	288		
Quality Assurance Specialist/Analyst	LEVEL 2	288		
Total Price Option Period 2				

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific resource and task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor [in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations".] Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference

directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA) FORM				
Contractor:		Contract Number:		
Commitment: #		Financial Coding:		
Task Number (Amendment):		Issue Date:	Response Require By:	
1. Statement of Work (Work Activities, Certifications and Deliverables)				
See attached for Statement of Work and Certifications required.				
2. Period of Service:	From:		To:	
3. Other Conditions/ Constraints:				
4. Contractor's Response:				
5. Service Description:				
Category and Name of Proposed Resource	PWGSC Security File Number	Per Diem Rate	Estimated # of Days	Total Cost
Estimated Cost				
Applicable Taxes				
Total Labour Cost				
Total Travel & Living Cost				
Firm Price or Maximum TA Price				
10. Contractor's Signature				
Name, Title and Signature of Individual Authorized to Sign on behalf of the Contractor (type or Print)		Signature: _____		
_____		Date: _____		
11. Approval – Signing Authority				

**TASK AUTHORIZATION
(TA) FORM**

Signatures (Client)

Name, Title and Signature of Individual Authorized to sign:

Technical Authority:

Date:

Signatures (PWGSC)

Contracting Authority:

Date:

Signature required for all Projects (TAs) valued at \$250,000 or more Applicable Taxes included during the entire contract period; and for all Projects (TAs) during the 6 first months of the contract.

You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

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

Note to Bidders: Attachment 4.1 – Bid Evaluation Criteria to be inserted and will form part of the resulting Contract.

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

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

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

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

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE

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

Print name of authorized individual & sign above

Date

ATTACHMENT 5.1

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

Remark to Contracting Authority: *Insert for requirements made on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 and above, Applicable Taxes included: (consult Annex 5.1 of the Supply Manual)(See also Part 5 - Certifications and Part 7 - Resulting Contract Clauses)*

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

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

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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