

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

Industry Canada / Industrie Canada
 Contracts & Materiel Management /
 Contrats et Gestion du Matériel
 235 Queen Street / 235, rue Queen
 Bid Receiving Area / Aire de
 Réception des soumissions
 Mail Scanning / Inspection du courrier
 Room / Pièce S-143
 Level / Niveau S-1
 Ottawa, Ontario
 K1A 0H5
 Attention: Jennifer Ethier

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITION**

Proposal To: Industry Canada

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

Proposition à: Industrie Canada

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

Comments - Commentaires

This document contains a Security Requirement

Vendor/Firm Name and address
 Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
 Industry Canada / Industrie Canada
 Contracts & Materiel Management /
 Contrats et gestion du matériel
 235 Queen Street / 235, rue Queen
 Ottawa, Ontario K1A 0H5

Title – Sujet PROCESS OVERVIEW AND ASSESSMENT OF MANAGEMENT CONTROLS	
Solicitation No. – N° de l'invitation IC401529	Date January 12, 2016
Client Reference No. – N° référence du client IC401529	
GETS Reference No. – N° de reference de SEAG	
File No. – N° de dossier -	CCC No. / N° CCC - FMS No. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2 :00pm / 14 :00hr on January 27, 2016 – le 27 janvier, 2016	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à:	Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone :	FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein	

Delivery required - Livraison exigée See Herein	Delivered Offered – Livraison proposée
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- 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

**TASK AND SOLUTIONS PROFESSIONAL SERVICES
(TSPS)
SUPPLY ARRANGEMENT (SA)**

REQUEST FOR PROPOSAL (RFP)

FOR THE REQUIREMENT OF

**EXPERT HUMAN RESOURCES ADVICE AND
SERVICES FOR HUMAN RESOURCES
BRANCH**

FOR

**INDUSTRY CANADA
IC401529**

This RFP is issued against the Task and Professional Services Supply Arrangements (TSPS SA), PWGSC File No. E60ZN-15TSPS. All terms and conditions of the TSPS SA apply and must be incorporated into any resulting contract.

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation and resulting contract document is divided into seven parts plus attachments and annexes, as follows:

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

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

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

The Attachments include:

- List of Suppliers
- Pricing Schedule
- Technical and Financial Criteria
- Certifications Required with the Bid

The Annexes include the:

- Annex "A" Statement of Work
- Annex "B" Basis of Payment
- Annex "C" Security Requirements Check List
- Annex "D" Task Authorization Form
- Annex "E" Task Authorization Report

The list of suppliers being invited to bid on this bid solicitation is provided as Attachment 1 to Part 1. This list will not be updated if additional suppliers request copies of the bid solicitation.

2. Summary

2.1

Industry Canada is seeking to establish a contract for Human Resource Consultant Services on an "as and when requested" basis, as defined in Annex "A", Statement of Work, from contract award to March 31 2017, plus the irrevocable option to extend the term of the Contract by a one (1) year period under the same conditions.

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within ten (10) working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

ATTACHMENT 1 TO PART 1 LIST OF SUPPLIERS

POTENTIAL BIDDERS UNDER THIS RFP

For RFPs identifying the required consultant category(ies), all SA Holders with ceiling per diem rates for the required consultant categories, or groups of consultant category(ies) may be invited to submit a bid. A group of consultant categories can consist of one, many or all consultant categories covered by the SA.

The requirement described herein is open only to Task and Solutions Professional Services (TSPS) Supply Arrangement (SA) Holders for the following TSPS SA Consultant Categories:

Class 1 Human Resources Services Class

1.1 Human Resources Consultant - Level 3

List of Qualified Suppliers

- 1) 168446 Canada Inc.
- 2) Action Personnel of Ottawa-Hull Ltd
- 3) Altis Human Resources (Ottawa) Inc.
- 4) COPEM Consulting Inc.
- 5) Dare Human Resources Corporation
- 6) Epixus Incorporated
- 7) Ernst & Young LLP
- 8) Excel Human Resources Inc.
- 9) Hackett Consulting Inc.
- 10) Human Resource Systems Group Ltd.
- 11) IBM Canada Ltd.
- 12) Pricewaterhouse Coopers LLP
- 13) Randstad Interim Incorporated
- 14) TDV Global inc.
- 15) The AIM Group Inc.

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services, Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

2. Submission of Bids

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

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

3. Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Industry 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 Industry Canada determines that the enquiry is not of a proprietary nature. Industry 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 Industry Canada.

4. Applicable Laws

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

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

5. Basis for Canada's Ownership of Intellectual Property

No intellectual property applies to this RFP.

PART 3 – BID PREPARATION INSTRUCTIONS

Bid Preparation Instructions

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (2 hard copies)
- Section III: Certifications (2 hard copies)

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

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

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

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

To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

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

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

Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the qualification requirements described in the Flexible Grid outlined in Annex A of the Supply Arrangement (including any educational requirements, work experience requirements, and professional designation or membership requirements). Résumés should state the current level of personnel security held by the consultant(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Education: Academic Certification (Degree, etc) must be obtained through a recognized academic institution in the field of expertise.

The consultant(s) proposed must meet the education requirements for the Consultant Category for which they are being proposed. Where the RFP requests the Supplier to provide information about the education of the proposed individual(s), the individual(s) must have obtained its education from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

Attachment 1 to Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.
- 1.2 Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.
- 1.3 The Bidder's per diem rates must not exceed the ceiling per diem rates identified in the bidder's Supply Arrangement authorized under SA (E60ZN-090002/B) for the consultant category for Task Based Professional Services requirements.
- 1.4 When preparing their financial bid, bidders should review the basis of payment in Annex "B".
- 1.5 Bidders should include the following information in their financial bid:
 1. Their legal name;
 2. Their Procurement Business Number (PBN); and
 3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Under any resulting contract, Canada will not accept the travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

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

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

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

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

PERIOD	FIRM ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	LEVEL OF SERVICES (estimated)	TOTAL(in Cdn \$)
Human Resources Services Class	A	B	C= A x B
1 Period 1 – Date of Contract Award to 31 March 2017			
1 Human Resources Consultant – Level 3		250 days	
Total Period 1:			
2 Optional Period - 01 April 2017 to 31 March 2018			
2 Human Resources Consultant – Level 3		185 days	
Total Optional Period:			
3	EVALUATED PRICE (GST/HST excluded):		(i.e., sum of: Total Period 1 + Total Optional Period)
4	GST or HST		GST:
	Insert GST or HST amount, as applicable:		HST:

Note: For evaluation purposes only, should more than one resource be proposed in a category, the per diem rate for each resource will be divided by the number of proposed resources in each specific category to arrive at an average per diem rate for the proposed category.

Note: The total cost of the Bidder's proposal must not exceed \$395,000.00 including applicable taxes.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids which contain a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

1.2 Financial Evaluation

1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.”

1.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

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

2.1.1 To be declared responsive, a bid must:

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

2.1.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).

- 2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):
 $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.
- 2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **$CR_i = PS_i + TMS_i$**
- 2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid: that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.
- 2.1.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 70 = 61.6$	$50,000 / 60,000 \times 30 = 25.02$	86.62
Bidder 2	$82 / 100 \times 70 = 57.4$	$50,000^* / 55,000 \times 30 = 27.27$	84.67
Bidder 3	$92 / 100 \times 70 = 64.4$	$50,000^* / 50,000 \times 30 = 30.00$	94.40

* represents the lowest evaluated price

ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

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

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

<p>Mandatory Requirements are evaluated on a pass or fail basis. Failure on the part of the Bidder to meet any one (1) of the following Mandatory Requirements will result in the proposal being deemed non-responsive and ineligible for any further consideration or evaluation. It is the responsibility of the Bidder to ensure that the proposal meets <u>ALL</u> of the Mandatory Requirements as indicated below.</p>		
The Bidder's Proposed Resources		
Number	Mandatory Technical Criterion	Referenced Section /Page in Bidder's Proposal
MT1	Bidders must include within their proposal, a detailed curriculum vitae (c.v.) for the proposed resource(s), i.e. Human Resources Consultant (Level 3), named in its proposal, demonstrating that they meet the minimum mandatory requirements (educational, professional designations and work experience), as per the flex grid below (Table 1)	
MT2	The Bidder must demonstrate that: The proposed resource must have experience since 2006 providing human resources consulting services related the Public Service Employment Act and Regulations and the Public Service Commission Appointment Framework; The proposed resource must have experience working on projects related to Workforce Adjustment Directive; The proposed resource must have experience since 2006 working on projects related to TBS People Management Component of the Management Accountability Framework	

MT3	<p>The Bidder must provide for the proposed resource in one project, the following information (to validate experience and capabilities related to projects that are similar in scope and complexity to the requirements of the SOW):</p> <ul style="list-style-type: none"> i) a short description of the project and the role and responsibility of the proposed resource. ii) the name of the client for whom each project was undertaken, iii) the duration or timeframe of the proposed resource's involvement with the project, iv) the role of the proposed resource relevant to the requirements of this RFP <p>For the proposed resource, Bidders must provide at least two (2) client references, for whom the resource has provided services of a similar nature to those described in this RFP. References provided may be contacted by the IC evaluation team in order to verify the proposed resource's work experience. If the experience of any proposed resource is found to have been materially misrepresented, the Bidder's proposal will be considered non-compliant and will receive no further consideration.</p>	
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NOTE: Bidder's cannot submit previous experience / projects or references from Industry Canada for any of the mandatory criteria. Any previous experience / projects or references submitted for Industry Canada will be deemed non-compliant.

1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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

Point Rated Technical Criteria -Scores		Required Minimum Number of Points	Total Available Points
RT- 1.1.2	Human Resources Consultant – Level 3	116	165
Total for all of the point rated technical criteria / Consultant			165

The Bidder's Proposed Resources -			
1.1.2 Human Resources Consultant (1. - Level 3)			
Number	Point Rated Technical Criterion	Points Allocated	Minimum Points Required
RT1	<p>Demonstrate experience in one (1) project providing expert human resources advice and services, as a senior level advisor, to Human Resources Branch (HRB) and to Senior Management:</p> <ul style="list-style-type: none"> • developed HR strategies and plans for reorganizations within the federal government context, including workforce adjustment provisions (WFA) • conducted research, analysis and provided recommendations related to human resources management issues • prepared written material such as presentations, Briefing Notes, strategies, employee communications and other documentation on human resources issues/initiatives for HRB and Senior Management • prepared presentations, narrative and data reports, and other documentation on behalf of the department for central agencies, to respond to their information and reporting requirements <p>Maximum allotted is 80 points. Up to 20 points maximum per activity</p>	80	56

RT2	<p>Demonstrate experience in one (1) project providing expert advice and services, related to each human resources discipline below* as a senior level advisor to HRB staff from a Corporate HR perspective, and to federal government senior client managers from both a corporate and operational perspective.</p> <p>The following seven (7) disciplines required are:</p> <ul style="list-style-type: none"> • Human resources planning; • Workforce adjustment; • Talent management and development; • Competency-based management • Official languages • Employment Equity, and • Duty to accommodate. <p>Up to 10 points per HR discipline to a maximum of 70 points per activity.</p>	70	49
RT3	<p>Demonstrate experience in one (1) project developing and presenting human resource related information sessions related to three (3) human resources disciplines*, as a senior level advisor</p> <p>Three (3) of the following five (5) disciplines are required:</p> <ul style="list-style-type: none"> • Human resources planning • Workforce adjustment; • Talent management and development; • Competency-based management; and • Duty to accommodate. <p>Maximum allotted is 15 points. Maximum 5 points per HR discipline up to a maximum of 15 points</p>	15	11
		Total Points	165
		Minimum Points Required	116

NOTE: Bidder's cannot submit previous experience / projects or references from Industry Canada for any of the point-rated criteria. Any previous experience / projects or references submitted for Industry Canada will be deemed non-compliant.

1.1.3 Mandatory Financial Criteria

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



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

Mandatory Financial Criteria (MF)		
Number	Mandatory Financial Criterion	Bid Preparation Instructions
MF1	For Option Period 1, the all-inclusive per diem rate must not increase more than 2% than the rate identified under the initial contract period	
MF2	The total cost of the Bidder's financial proposal for the Initial period and Option period must not exceed \$395,000.00 including applicable taxes.	

TABLE 1

Human Resources Services Stream Flexible Grid			
Levels of Expertise			
	Level 3	Minimum 95 pts	
	Level 2	Minimum 70 pts	
	Level 1	Minimum 50 pts	
Relevant Education to the Consultant Category			
	University (PhD, Graduate, Undergraduate, degree)	35 pts	
	College or CEGEP Diploma / Certificate	25 pts	
	High School Diploma	20 pts	
Professional Certification			
	Relevant Professional Certification	15 pts	
Relevant Experience in Consultant Category			
	≥1 yrs and <2 yrs	12 – 23 months	10 pts
	≥2 yrs and <4 yrs	24 – 47 months	20 pts
	≥4 yrs and <6 yrs	48 – 71 months	30 pts
	≥6 yrs and <8 yrs	72 – 95 months	40 pts
	≥8 yrs and <10 yrs	96 – 119 months	50 pts
	≥10 yrs	120 + months	60 pts

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Bidders should provide the required certifications in Section III of their bid.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with the Bid

Bidders must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications Required with the Bid, duly completed.

i) Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

ATTACHMENT 1 TO PART 5 CERTIFICATIONS REQUIRED WITH THE BID

1.1 Federal Contractors Program

1.1.1 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 permanent full time, part-time or temporary employees in Canada. Any bid from ineligible contractors will be declared non responsive.

2. If the Bidder does not fall within the exceptions enumerated in 1.1.1 3. (a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) is not subject to the FCP, having a workforce of less than 100 permanent full time, part-time or temporary employees in Canada,
- (b) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) is subject to the requirements of the FCP, having a workforce of 100 or more permanent full time, part-time or temporary employees in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more, in which case a duly signed certificate of commitment is attached;
- (d) is subject to the FCP, and has a valid certificate number as follows: _____ (i.e., has not been declared ineligible contractor by HRSDC).

Further information on the FCP is available on the following HRSDC Website.

1.2 Former Public Servants Certification

1.2.1

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

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

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

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

"Pension" means a pension payable pursuant to the Public Service Superannuation Act, R.S., 1985, c. P-36 as indexed pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

1.4 Status and Availability of Resources

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

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

1.5 Education and Experience

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

Certification

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

PWGSC FILE NO: Common PS SRCL #6

1. Security Requirement

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7-Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.2 For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

1.2 Task Authorization

1.2.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

1.2.2 With respect to the Work mentioned under paragraph 1.2.1 of this clause,

1.2.2a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

1.2.2b) the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

1.2.2c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

1.2.2d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

1.2.2e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

1.2.3 TA Authority and Limit

1.2.3.1 The Project Authority may authorize individual TAs, inclusive of any revisions, the sole applicable Contract basis of payment of which is Limitation of Expenditure up to a limit of \$25,000, GST or HST extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit, or any revisions to any previously authorized TA the applicable Contract basis of payment of which is firm lot price must be authorized by the Contracting Authority before issuance to the Contractor.

1.2.3.2 The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 1.2.3.1 Limitation of Expenditure - Portion of the Work - Cumulative Total of all authorized Task, not being exceeded.

1.2.6 TA Process

1.2.6.1 For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D, Task Authorization Form,, containing as a minimum:

- 1) The task or revised task description of the Work required, including:
 - a) the details of the activities or revised activities to be performed;
 - b) a description of the deliverables or revised deliverables to be submitted; and
 - c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- 2) The Contract security requirements applicable to the task or revised task;
 - i. the Contract basis (bases) of payment applicable to the task or revised task; and
 - ii. the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones.

1.2.6.2 Within three (3) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B.

1.2.6.3 TA Authorization

1.2.6.3.1 The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.6.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.6.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task and the breakdown of that cost per milestone contained in the Schedule of Milestones.

1.2.6.4 The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

1.2.7 Minimum Work Guarantee - All the Work - Authorized TAs

1.2.7.1 In paragraphs 1.2.7.2 and 1.2.7.3 below,

- "Maximum Contract Value" means the sum specified in Contract clause 6.2.1 Limitation of Expenditure - Cumulative Total of All Authorized TAs and
- "Minimum Contract Value" means 1% of the Maximum Contract Value.

1.2.7.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.7.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

1.2.7.3 In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

1.2.7.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.2.8 Periodic Usage Reports - Contracts with TAs

1.2.8.1 The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

1.2.8.2 No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.8.3 and 1.2.8.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: Contract Award to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

A sample report is provided in Annex G.

2. 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

2.1 General Conditions

2035 (2012-11-19), General Conditions - Services, apply to and form part of the Contract.

2.2 SACC Manual Clauses

2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ [insert name(s) of person(s)].

3. Security Requirement

PWGSC FILE # COMMON-PS-SRCL#6

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract Award to March 31, 2017 inclusive.

4.2 Option to Extend the Contract

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

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

4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jennifer Ethier
Title: Senior Procurement and Contracting Agent
Organization: Industry Canada
Address: 235 Queen Street, 2E, Ottawa, ON, K1A 0H5
Telephone: 343-291-2964
E-mail address: jennifer.ethier@canada.ca

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

5.2 Project Authority

The Project Authority for the Contract is: TBD

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

5.3 Contractor's Representative

To be determined.

6. Payment

6.1 Basis of Payment

The following type of basis of payment will form part of the approved TA:

(A) Firm Lot Price TA

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

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

(B) TA subject to a Limitation of Expenditure

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

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

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

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

whichever comes first.

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

6.2 Canada's Total Responsibility

6.2.1 Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations

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

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Methods of Payment - Approved TA

One, several or all of the following methods of payment will form part of the approved TA:

6.3.1 For a Firm Price TA:

For the Work specified in an approved firm price TA:
Single Payment

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

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

6.3.1 Limitation of Expenditure TA:

For the Work specified in an approved limitation of expenditure TA;

A Single Payment

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

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

B Monthly Payments

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

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

6.4 SACC Manual Clauses

C0305C (2008-05-12), Cost Submission

6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.6 Time Verification

C0711C (2008-05-12), Time Verification

7. Invoicing Instructions

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

8. Certifications

- 8.1 Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or 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.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions;
- (c) the General Conditions 2035 –Services (2012-11-19);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the approved signed Task Authorizations, inclusive of any amendments thereto and of (including all of its annexes, if any);
- (h) Supply Arrangement Number (insert the TSPS SA number of the winning supplier)
- (i) the Contractor's bid dated _____ (insert date of bid, (if the bid was clarified or amended, or both (insert date(s) of amendment(s) if applicable)

11. Foreign Nationals (Canadian Contractor)

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

12. 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.

13. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid on any other work stream of this project for the Work performed under its Contract, to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's bid for such a resulting contract;
- b) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), on any other work stream for the Work performed under its Contract , the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's Bid for any resulting contract; and
- c) it must not act as an advisor or provide any third party with privileged information obtained in the performance of its work, for any real estate transaction related to the Work performed under its Contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts, on any other work stream of this project for the Work performed under its Contract, as described in this clause, in respect to which Canada determines, at its sole discretion, that the Bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

ANNEX "A" STATEMENT OF WORK

1.0 TITLE

Strategic, expert corporate HR advice and services for the Human Resources Management Directorate of Human Resource Branch.

2.0 PURPOSE

Industry Canada's Human Resources Branch (HRB) requires the services of a Contractor to provide expert support and advice. The services will be required for a period commencing from contract award to **March 31, 2017**, plus one (1) irrevocable option allowing Canada to extend the term of the contract for an additional one (1) year period each.

3.0 BACKGROUND

Federal government departments are being challenged by the Government as well as the Clerk of the Privy Council to continuously manage a high performing organization, i.e. BLUEPRINT 2020, Clerk's Twentieth Annual Report to the Prime Minister on the Public Service of Canada. Industry Canada (IC) Strategic Human Resources Management Division (SHRMD) requires consultant services to enhance its capacity and capability to: support workforce adjustment and workforce planning; e.g. development program and competency expertise; develop and implement learning and talent management solutions in line with IC workforce transformation; identify and develop new targeted renewal options and, develop various human resources options and tools in response to the Public Service-wide change agenda.

Furthermore the Branch is undertaking the reorganization of service delivery to clients to improved value added support to managing talent. IC is further enabling its integrated HR services approach which will enable coordination and consistency of HR services across the various disciplines, department-wide with an enhanced focus on the strategic management of talent. Under the direction of the Director, Strategic Human Resources Management Division, recruitment, talent management and workforce planning priorities, mechanisms and activities will be developed department-wide and for key groups and functions based on improved workforce analytics and planning and in support of capacity building of the strategic service offered by operational services group.

Current Situation

HRB's objective is to support Deputy Minister Accountabilities being met with respect to:

IC's Human Resource regime, by introducing proactive measures, e.g. identifying policy needs/concerns; developing policies, procedures and strategies; identify organizational and/or individual competency gaps; develop measures, e.g. conducting manager HR training sessions, developing management action plans to respond to performance measurement indicators (e.g. Management Accountability Framework, Public Service Employee Survey, the IC Management Agenda, the Official Languages Act and requirements of the Office of the Commissioner of Official Languages, Treasury Board Employment Equity reporting, and requirements related to Duty to Accommodate etc.) to safeguard the integrity of the departmental Human Resources regime, such as talent management, recruitment, human resources planning, work force adjustment, etc.;

4.0 PROJECT REQUIREMENTS/OBJECTIVES

Industry Canada (IC) Strategic Human Resources Management Directorate (SHRMD) requires the services of one Human Resources Consultant (level 3) to support Deputy Minister Accountabilities.

The objective of this contract is to identify a contractor with a resource with the skills and experience to provide a range of expert human resources support services and to transfer key knowledge and abilities to IC staff.

4.1 Description of Resource Category

4.1.1 Human Resources Consultant (Level 3)

5.0 RESOURCE NEEDS

5.1 RESOURCE 1: Human Resources Consultant (Level 3) will assume responsibility for IC's Human Resource regime, by introducing proactive measures, e.g. identifying policy needs/concerns: developing policies, procedures and strategies; identify organization and/or individual competency gaps, e.g. related to performance management accountabilities, developing learning solutions, as well reactive measures; e.g. conducting manager and employee HR training sessions, developing management action plans to respond to performance measurement indicators (e.g. Management Accountability Framework, Public Service Employee Surveys, IC 2020 Management Agenda, the Official Languages Act and requirements of the Office of the Commissioner of Official Languages, Treasury Board Employment Equity reporting, and requirements related to Duty to Accommodate etc) to safeguard the integrity of the departmental Human Resources regime, such as talent management, staffing/recruitment, human resources planning, work force adjustment, official languages, employment equity and Duty to Accommodate, etc.

6.0 SCOPE OF WORK

6.1 RESOURCE 1: The Human Resources Consultant (Level 3) is required to perform the following tasks for the SHRMD:

GENERAL DESCRIPTION:

Focus is on validating that Federal public service direction, and IC policies, procedures and practices, related to targeted HR functions, are being adhered to throughout the organization; that weaknesses/discrepancies are acknowledged; related corrective measures are identified; and action plan(s) developed, subsequently endorsed by IC senior management, implemented department-wide, and departmental activities and outcomes reported on to federal public service central agencies, as required, to meet Deputy Minister and departmental people management accountabilities.

6.1.1 TASKS

- Liaise with senior management clients to assist in the development of reorganizational strategies and plans and ensuring appropriate specific expert support, e.g. staffing, competency-based HR management, talent management, learning and development, workforce planning, employment equity and official languages etc, as well as track reorganizational issues from identification, monitoring, through to closure of the issues and recommend options, as well as reporting results to central agencies, as required;
- Liaise with leads in Staffing, Classification, Labour Relations Management and other required HR functional areas, as appropriate, to ensure policy requirements and departmental procedures are met and guidelines followed;
- Provide expert advice and services, to IC Senior Management and Human Resources Branch (HRB) management, including: researching best practices; preparing environmental scans and recommendations to respond to change initiatives; conducting monitoring activities, as required,; and providing recommendations to address findings to HRB; as well as preparing presentations, Briefing Notes and other documentation for Senior Management and on behalf of the department, for central agencies, to respond to their information and reporting requirements;
- Provide Corporate advice and services: to HRB management to address departmental workforce management issues and operational issues; such as in the deliberation, preparation and finalization of

approach to introduce departmental Performance Management and/or Developmental Programs; to deliver training to existing/new managers and/or employees; to assist in revising departmental frameworks, policies, procedures, tools, etc. such as on HR Intranet/Wiki information sites; and to advise and coach human resources staff, from a corporate perspective.

6.1.2 Deliverables

- Report(s) to Human Resources Branch management as well as IC Senior Management on findings, resulting from monitoring IC Human Resources disciplines, processes, activities, such as talent management and HR Planning; including corrective measures required, recommendations to address areas requiring improvement (e.g. management Action Plan), and identification of opportunities to further enhance IC Human Resources functions;
- Briefing Notes, presentation material (e.g. decks with speaking notes) and other documentation for purposes of communicating with/engaging Senior Management, as well as other target audiences as required;
- Functional documents (new/revisions), including policies, procedures, guidelines, directives and tools; and assisting with their implementation and associated communication strategy throughout IC
- Monitoring and reporting on targeted HR disciplines, as required, including written recommendations to HRB and departmental management to address specific findings as well as any systemic weaknesses identified ;
- Expert advice on introduction, development, implementation and systemic maintenance of departmental development and Talent management program(s) (including competency profiles), Employment Equity and Official Languages action plans and interventions including reporting on progress;
- Written recommendations/direction on departmental approach to be adopted to address IC Work Force Adjustment and workforce/ talent management, human resources planning, official language and employment equity issues that arise;
- Conducting of training session, e.g. official languages, Duty to Accommodate, WFA, competency-based management, etc. for existing and new managers; and
- Provision of expert advice and coaching to Human Resources Branch staff on issues requiring corporate direction.

7.0 CLIENT SUPPORT

At the outset of the contract, the Project Authority will provide relevant background information and access to data. Every attempt will be made throughout the course of the contract to provide additional information requested by the Contractor, if deemed relevant to the project. In addition, the Project Authority will be available to respond to inquiries from the Contractor. The Contractor will be provided with access to the Project Authority and staff as required (minimum weekly) and to necessary documents from relevant working groups/committees as deemed relevant by the Project Authority.

7.1 Supporting Documentation

Industry Canada – Human Resources

http://www.ic.gc.ca/eic/site/dir-ect.nsf/eng/h_uw00009.html

Public Service Commission - Information for HR specialists

<http://www.psc-cfp.gc.ca/centres/serv-hr-rh-eng.htm>

The Office of the Chief Human Resources Officer (OCHRO)

<http://www.tbs-sct.gc.ca/chro-dprh/index-eng.asp>

8.0 OFFICIAL LANGUAGES

The Contractor's qualified personnel must have the ability to work in both official languages (English and French).

9.0 WORK LOCATION

The contractor will carry out the work on IC premises located at 235 Queen Street, Ottawa, ON.

10.0 TRAVEL REQUIREMENTS

There are no requirements to travel outside of the National Capital Region.

11.0 GOVERNMENT FURNISHED EQUIPMENT

The contractor will be provided a workstation at the IC work premises. The contractor may be asked to perform some tasks at their own place of business, and may need to work on their own laptop.

ANNEX "B" BASIS OF PAYMENT

A- Contract Period (From contract award to March 31, 2017)

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

1.0 Labour

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

1	Initial Contract Period – Date of Contract Award to March 31, 2017		
	Category	Name	Firm All-Inclusive Per Diem Rate (in Cdn \$)
1a	Human Resources Consultant – Level 3		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Labour Cost: \$ _____

1.1 Definition of a Day/Proration:

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

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

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

2.0 Total Estimated Cost to a Limitation of Expenditure: \$ _____

B-2.0 Extended Contract Period From April 1, 2017 to March 31, 2018

1	Initial Contract Period – Date		
	Category	Name	Firm All-Inclusive Per Diem Rate (in Cdn \$)
1a	Human Resources Consultant – Level 3		



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#6
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). / Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS		Title - Titre Professional Services - Methods of Supply	Signature <i>Robin Lorne</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charron, Annick		Title - Titre SO	Signature <i>Annick Charron</i>
Telephone No. - N° de téléphone 819-956-0615	Facsimile No. - N° de télécopieur 819-934-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date <i>March 20, 2012</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>27-MARCH-2012</i>

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171



ANNEX "D"

TASK AUTHORIZATION FORM			
Contract Number:		Contractor's Name:	
Task Authorization (TA) No:		Date Issued:	
Is this a TA revision: <input type="checkbox"/> No <input type="checkbox"/> Yes		TA Revision No:	
1.0 DESCRIPTION OF THE TASK(S) / WORK TO BE PERFORMED			
2.0 WORK LOCATION			
3.0 DELIVERABLES AND SCHEDULE OF DELIVERY			
4.0 SECURITY REQUIREMENTS			
Task(s) include security requirements: <input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the SRCL, as per Appendix "___" of the Contract.			
Remarks (as applicable):			
5.0 TERMS OF PAYMENT			
5.1 Basis of Payment		5.2 Method of Payment	
Firm Price: <input type="checkbox"/>		Single Payment: <input type="checkbox"/>	
Limitation of Expenditure: <input type="checkbox"/>		Single Payment: <input type="checkbox"/> Monthly Payment: <input type="checkbox"/>	
5.3 COST BREAKDOWN			
Category of Personnel / Name of Resource (as per Appendix "___" of the Contract)	Firm All-inclusive Per Diem Rate (as per Appendix "___" of the Contract)	Estimated Number of Days	Total Cost
Cost			
Applicable Taxes			
TOTAL ESTIMATED COST OF TA			



6.0 AUTHORIZATION	
By signing this TA, the Project Authority and/or the TA Authority and/or the Contracting Authority, as applicable, certifies that the content of this TA is in accordance with the Contract.	
Project Authority (Print Name):	
Signature:	Date:
TA Authority (Print Name):	
Signature:	Date:
Contracting Authority (Print Name):	
Signature:	Date:
Contractor's Signature	
Name and Title of individual authorized to sign for the Contractor:	
Name: _____	
Title: _____	
Signature:	Date:



ANNEX "E"
TASK AUTHORIZATION REPORT

Contract Number:						
Reporting Period: _____ to _____						
TA Number	TA Amendment Number	Date of TA / Date of TA Amendment	Value of TA / Value of TA Amendment (excluding GST / HST)	GST / HST	Total Value of TA / Total Value of TA Amendment	Cumulative Amount